


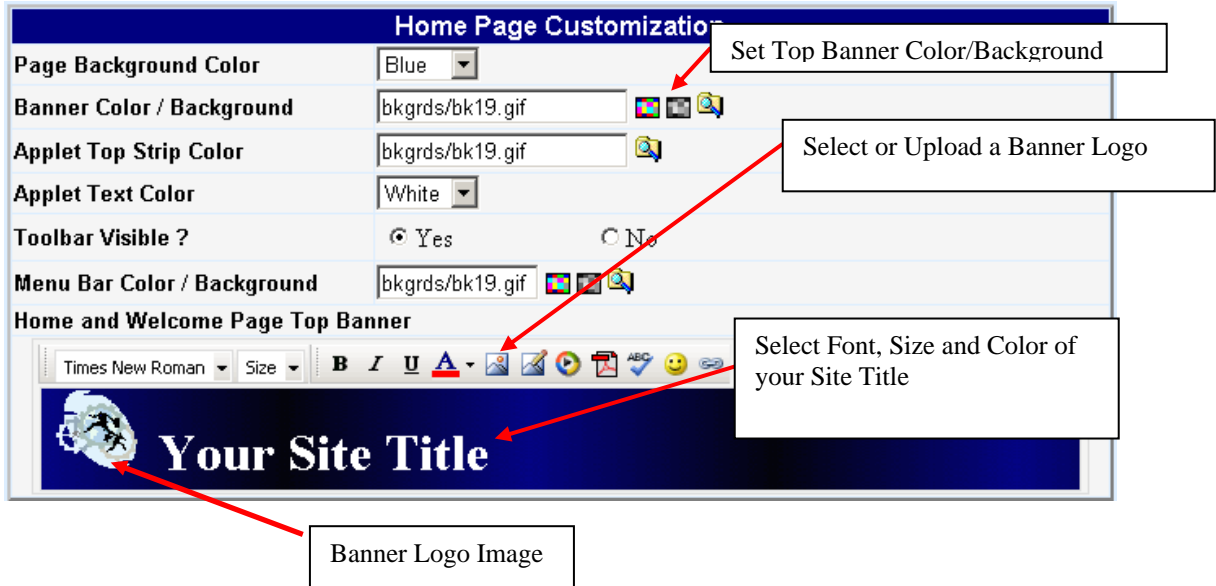


FoxSuite Quick-Start Guide

- Customizing the Login Page
- Customizing the Home Page Banner, Colors, etc
- Customizing the Home Page Applets
- Customizing the Home Page Menubar
- Adding New Members
- Creating New Custom Security Profiles
- Adding New Organizations
- Configuring Email
- Enabling the “Guest” Login
- Basic Configuration Settings
- Setting Page Style

Customizing the FoxSuite Homepage

You will want to access the FoxSuite System Configuration Panel. Click on the  icon at the top of the FoxSuite homepage. Scrolling down on the Configuration Panel you will find the following mini-panel for performing your customizations.



The screenshot displays the 'Home Page Customization' configuration panel. It includes several settings:

- Page Background Color:** Blue
- Banner Color / Background:** bkgdrs/bk19.gif
- Applet Top Strip Color:** bkgdrs/bk19.gif
- Applet Text Color:** White
- Toolbar Visible ?** Yes (selected)
- Menu Bar Color / Background:** bkgdrs/bk19.gif

Below these settings is the 'Home and Welcome Page Top Banner' section, which features a rich text editor. The banner content is 'Your Site Title' with a logo image on the left. Red arrows point from callout boxes to specific elements:

- 'Set Top Banner Color/Background' points to the 'Banner Color / Background' field.
- 'Select or Upload a Banner Logo' points to the image icon in the banner editor.
- 'Select Font, Size and Color of your Site Title' points to the text 'Your Site Title'.
- 'Banner Logo Image' points to the logo image on the banner.


Customizing Home Page Applets




Applet Windows – for your FoxSuite homepage design, you can select and size up to 9 application windows (applets). By default - selections are global in that the FoxSuite Administrator would select the homepage configuration for all FoxSuite users. This is done to assure all FoxSuite users share a consistent communications environment when logging onto the system.

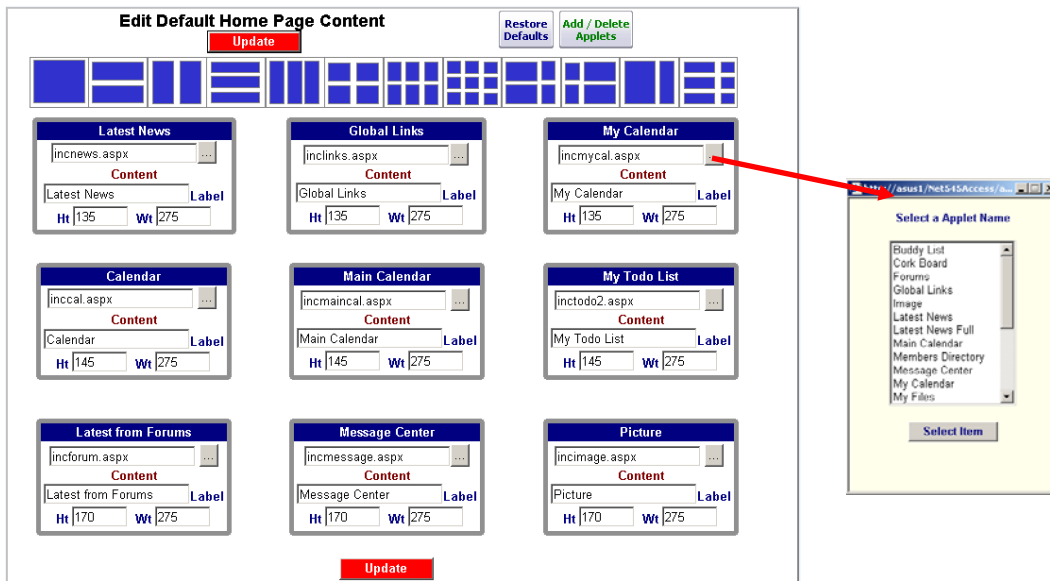
Using the Custom Homepage option, however, Administrators can allow individual users to select a custom layout for themselves. Administrators can enable the Custom Homepage option in the Web.config file using any text editor and by changing the customhome tag's value from the default of "0" to "1" as shown below.

```
<add key="customhome" value="1"/>
```

Once enabled by the Administrator – users can configure their Personal Home Page applets by clicking on the Applets Icon  at the top of the FoxSuite Homepage. Doing so will bring up the screen shown below which can then be used to configure Personal Homepage designs.

The contents of each applet window can be configured by clicking the small gray button on the upper right hand corner of the applet. Clicking any of the gray buttons brings up the Home Content and Configuration Panel as shown below.

The initial view of the Configuration Panel (see below) allows the users to select the content and size for each of the 9 default FoxSuite applets. The Administrator can select the Applet content by clicking on the small gray selection button  next to the content field. Here the user can select from nearly 30 pre-designed FoxSuite applications. Since each applet window is really an HTML "inline frame" – users can also enter any valid URL into the content window. If our FoxSuite application has access to the internet for instance we could type <http://www.dcasoft.com> into the content field and view the DCASoft homepage from within FoxSuite.



Users might also choose to design a totally new custom FoxSuite interface by clicking any of the page layout icons on the screen above - and detailed below.



Using this icon bar, users can select any of 12 possible combinations of Applet window designs for the FoxSuite homepage. Applets are already pre-sized for best fit and appearance – but the individual applet window sizes can be customized by the administrator.

Finally, administrators can also create and store their own custom applet content by clicking the **Add / Delete Applets** text in the upper right hand corner of the Home Content and Configuration Screen. Doing so will bring up the Add New Applet form shown below. Here users can Add/Edit a new FoxSuite applet by entering a name and a valid Applet Link / URL. The Administrator might want to add a link to some weather or news site which could then be selected for display on the FoxSuite homepage.

Return Add New Applet

Applet Name

Applet Link / URL

Submit

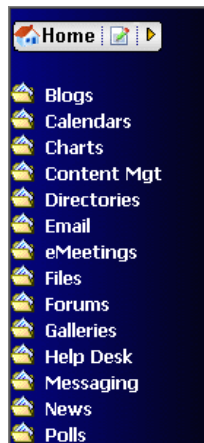
Delete an Applet	Edit	Delete
Buddy List		
Cork Board		
File Manager		
Forums		
Global Links		
Image		
Latest News		
Latest News Full		
Main Calendar		
Main Calendar Full		
Members Directory		
Message Center		
My Calendar		
My Files		
My Monthly Calendar		
My To do List		
Presentation		
Projects		
RSS News Feed		
Scrolling Presentation		
Shout Box		
Small Calendar		
Web Meeting Center		
Web Poll		
Who's Online		


FoxSuite Original Applet Configuration

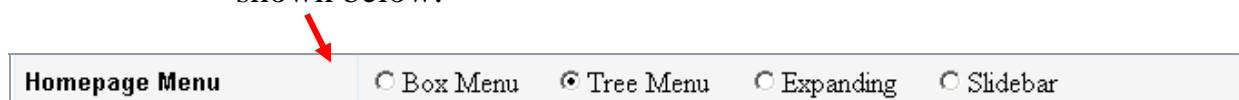
Applet	Applink
None	None
Buddy List	buddies2.aspx
Cork Board	wordp/whatnew4.aspx
File Manager	quickw/fileview.aspx
Forums	incforum.aspx
Global Links	inlinks.aspx
Image	incimage.aspx
Latest News	incnews.aspx
Latest News Full	incnewsfull.aspx
Main Calendar	incmaincal.aspx
Main Calendar Full	maincal/Calendar.aspx
Members Directory	incmembers.aspx
Message Center	incmessage.aspx
My Calendar	incmycal.aspx
My Files	myview/fileview.aspx
My Monthly Calendar	cal/calendar.aspx
My To do List	inctodo.aspx
Presentation	incpresent.aspx
Projects	projects/projectlist1.aspx
Small Calendar	inccal.aspx
Shout Box	shout.aspx
Web Poll	poll/takepoll.aspx
Who's Online	online2.aspx
Scrolling Presentation	scroll.aspx

Customizing the Home Page Menubar

Groupware Application Menubar - on the left hand side of the page, 25

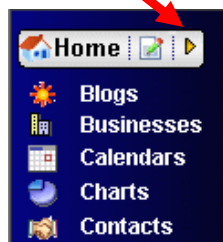


Groupware application modules are listed. These modules are really the heart of the FoxSuite program and are mainly focused on Group or Company-wide information sharing and collaboration. The Sidebar menu items can be edited, hidden, removed, or replaced with new items using the Edit link icon  at the top of the Sidebar. You can also add custom links to 3rd party applications or any valid URL on your system. The FoxSuite sidebar menu can be displayed in 4 “styles” – including the Tree Menu shown here and the Box Menu displayed below. The choice of Menu style is made on the FoxSuite Configuration Panel as shown below.



Changing Menu Styles On-the-Fly

If configured appropriately, FoxSuite will allow users can change the Menu Style they see on their homepage by clicking the “Change Menu Style” icon located at the top of each sidebar Menu as shown below:

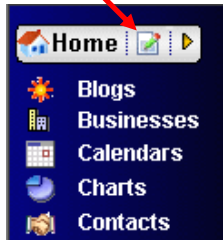


Administrators can enable the Menu Style selection option in the Web.config file using any text editor and by changing the menuhop tag’s value from the default of “0” to “1” as shown below.

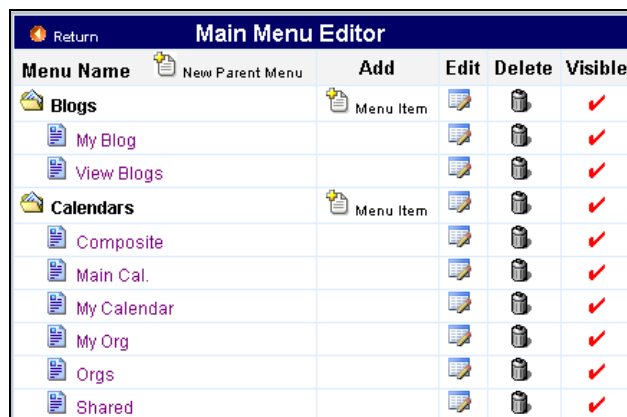
```
<add key="menuhop" value="1" />
```

Editing Menubar Items

Administrators can add, edit, hide, and delete Menubar items by clicking the small edit icon at the top of each menubar.





Doing so will bring up the Menubar Edit Panel as shown below.



Menu Name	Add	Edit	Delete	Visible
Blogs	Menu Item			✓
My Blog				✓
View Blogs				✓
Calendars	Menu Item			✓
Composite				✓
Main Cal.				✓
My Calendar				✓
My Org				✓
Orgs				✓
Shared				✓

Adding New Members

A new FoxSuite member is created in the Member's Directory by clicking the **Directories > Members** menu-item, and then selecting the **Add New Member** button. We discuss the Member's Directory in more detail in Section 2 of the User's Guide – but for now want to show the minimum security fields that would be completed in the Member Directory when a new user is created.

Security Profile:			
User Name *	<input type="text"/>	Password *	<input type="text"/>
		Security	- Make Selection -  

Important Reminder: The single identity in the starting Member Directory (Jim H. Smith) has *admin* as a Username, and *admin* as a Password. While this identity should eventually be replaced, **do not** delete Jim Smith without first creating a new Super Administrator with a new username and new password.

Creating New Custom Security Profiles

As was mentioned above, FoxSuite comes with 5 pre-defined Security Profiles:

- Super Administrator
- Administrator
- Advanced User
- Basic User
- Guest

Super Administrators can create, name, and save additional Security Profiles by going to the Admin Panel and selecting **New Profile**. The screen shown below will be displayed showing the existing security profiles which can be edited. There is also an **Add New Profile** button.



Return **Named Security Profiles** [Add New Profile](#)

These are named Security Profiles. Think of them as Templates that can be used when creating new members. Using an existing Security Profile saves the administrator from having to make security selections for each module - by using a profile that has already been saved and is appropriate for the new member.
Click on the Security Profile Name to View or Edit the Security Settings or Click the New Entry Button to Create a new Profile.

Delete Checked

Profile Name	Security Code
<input type="checkbox"/> Administrator	422222242442432322222322333334
<input type="checkbox"/> Advanced User	122222212112431322222322333223
<input type="checkbox"/> Basic User	12212121211131322222232222211
<input type="checkbox"/> Guest	000000010100010000000000001101

< >

Clicking the **Add New Profile** button will bring up the screen shown below. *Super Administrators* can use this screen to Name a new profile and select module-by-module permissions for this new profile. Once saved, the new named security profile will be available for application to new members in the security drop-down box on the Add New Member screen in the Member's Directory.



Return **Create a New Security Profile**

Security Profile Name: *

Module	Access Permissions
Members Directory	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Contacts Directory	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Business Directory	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Wiki-Board	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
To-do List	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Link Manager	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Resource Management	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
News Posting	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Discussion Board	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Main Calendar	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Group Calendar	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Projects	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Content Management	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Presentation Galleries	<input type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Author
Module	Access Permissions
Timesheets	<input type="radio"/> No Access <input type="radio"/> Submit / Edit <input type="radio"/> Edit Codes / Global Rpts

Creating a new custom Security Profile results in a 31 digit code where each digit is keyed to a module number and defines the security level within that module. Administrators can be oblivious to this complexity as FoxSuite will take care of all the details. For those so inclined, **Appendix 1** gives all the details on this subject.

Adding New Organizations

You should prepare a list of any “Organizations” you want to include in your FoxSuite structure – organizations can be items like accounting, sales, engineering, etc. It is helpful to have these items already in FoxSuite before entering member profiles in the Members Directory.

You will want to begin by preparing a list of the individuals you want to add as members of your FoxSuite community. On your list – you should assign each person an organization, username, and password.

Many of the items you will need to access as a FoxSuite Administrator can be found by clicking the Admin button on the FoxSuite homepage. Doing so will bring up the Administrator Panel as shown below.

Administration Panel		
Client Access Licenses = 20		
Members	Stats	Usage
docs	Storage	Style
Labels	Config	Applets
	Create New	Edit / Delete
Business Areas (Projects)	New Business	Delete Business
Email / IM Groups (Email, IM)	New Group	Delete Group
Library Categories (Doc. Mgmt.)	New Category	Delete Category
Locations (Projects)	New Location	Delete Location
Organizations (Directory, Doc. Mgmt.)	New Organization	Delete Organization
Resources (Resource Mgmt.)	New Resource	Delete Resource
Teams (Task Mgmt.)	New Team	Delete Team
RSS News Feeds	New Feed	Delete Feed
Security Profiles (General)	New Profile	Delete Profiles

As mentioned above, one of the early tasks you will want to do is to enter any “organizations” you want included in FoxSuite. Using the Admin Panel, you would click New Organization to bring up the screen below.

Add a New Organization:	
New Organization	<input type="text"/>
Submit	
Delete an Organization	
Engineering	
Finance	

Here you can add or delete the organizations relevant to your business. Having these organizations already in place is very helpful before you begin entering member profiles which is probably your next step.

Configuring Email

FoxSuite for ASP.NET 2.0

FoxSuite uses the MailMessage and the SMTPClient classes included in the ASP.NET 2.0 Framework for sending e-mail. These classes are designed to work with the local Microsoft SMTP Service (included as a component of Windows 2000, and Windows 2003 Server) or any other mail server on your network. Before any email can be sent, the FoxSuite Administrator must enter a sending Email server's information (hostname, port number, and authentication credentials – if required) into FoxSuite's web.config file as shown below.

```
<configuration>
  <!-- Add the email settings to the <system.net> element -->
  <system.net>
    <mailSettings>
      <smtp>
        <network
          host="Hostname"
          port="portNumber"
          userName="username"
          password="password" />
        </smtp>
      </mailSettings>
    </system.net>

    <system.web>
      ...
    </system.web>
  </configuration>
```

The 4 items shown in red above must be replaced with your server's specific information. The server host designation is usually something like *mail.domain.com*. If your server's port number is something other than 25, specify it through the port attribute. Most external servers require authentication of some sort to combat spamming. The Username and Password attributes can be provided in the case where username/password authentication is required.

All FoxSuite email will thereafter be sent using this email server – including those directly from the Email Module as well as items like calendar invitations, task assignments, and other item sent from the various FoxSuite modules.

FoxSuite for ASP.NET 1.1

FoxSuite uses the MailMessage class included in the ASP.NET 1.1 Framework for sending e-mail. This classes is designed to work with the local Microsoft SMTP Service (included as a component of Windows 2000, and Windows 2003 Server)

or any other mail server on your network. Before any email can be sent, the FoxSuite Administrator must enter a sending Email server's information into FoxSuite's Configuration Panel as shown below.

Email Client	<input type="radio"/> FoxSuite	<input checked="" type="radio"/> Other
Sending Mail Server	<input type="text" value="127.0.0.1"/>	
Global Email Footer	<input type="text" value="Confidentiality Notice:"/> <input type="text"/>	

All FoxSuite email will thereafter be sent using this email server – including those directly from the Email Module as well as items like calendar invitations, task assignments, and other item sent from the various FoxSuite modules.

Enabling the Guest Account

FoxSuite Administrators can establish a “Guest” login account which allows site visitors without a Member Directory profile to access certain features within FoxSuite. To establish the Guest account the administrator must do 2 things:

1) Go to the FoxSuite Configuration Panel and click the “Yes” radio button for the **Allow Guest Account** Option.


Allow Guest Account ?	<input type="radio"/> No	<input checked="" type="radio"/> Yes
-----------------------	--------------------------	--------------------------------------

2) Create a generic Member record in the FoxSuite Member’s Directory with both the Username and Password being “**guest**”. Keep in mind that all guests will be sharing the same account and Security Profile.

Basic FoxSuite Configuration

FoxSuite Configuration data is primarily stored in 3 locations:

- 1) The FoxSuite Configuration Panel
- 2) The FoxSuite Web.config File
- 3) The Page “Style” Panel

The **Configuration Panel** is accessed by clicking the Configuration icon  at the top of the FoxSuite homepage. Settings in the Configuration Panel are stored in the FoxSuite database, and can be easily edited by updating the form entries. Configuration Panel settings include some of the most commonly accessed items such as Global Links, Calendar Settings, Time Zone, and Email settings.

The Web.config file contains a number of less frequently accessed settings such as file upload size limits, session timeout duration, and whether users can change their own usernames and passwords. The web.config file can be found in the main FoxSuite directory on your FoxSuite site. The file is xml based and can be edited with any text editor. A word of caution though – the entries in the web.config file are case-sensitive.

Basic Configuration Settings

While you are editing the Configuration Panel – it is a good idea at this point to also select setting for the items shown in the bottom section of the Panel.

System Configuration	
User Authentication	<input checked="" type="radio"/> FoxSuite <input type="radio"/> Windows
Forced Download <small>(docs area) ?</small>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Forced Download <small>(Storage area) ?</small>	<input checked="" type="radio"/> No <input type="radio"/> Yes
Email Client	<input checked="" type="radio"/> FoxSuite <input type="radio"/> Other
Send Mail Server	<input type="text" value="mail.dcasoft.com"/>
Global Email Footer	<input type="text" value="Footer Text"/>
Allow Guest Account ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Homepage Menu	<input checked="" type="radio"/> Box Menu <input type="radio"/> Tree Menu <input type="radio"/> Expanding <input type="radio"/> SlideBar
Daily Calendar:	<input type="radio"/> 12 Hours <input checked="" type="radio"/> 18 Hours <input type="radio"/> 24 Hours
Web Server Time Zone (reference to GMT)	
Server Time:	<input type="text" value="-6"/>

User Authentication: The default setting is FoxSuite – which requires all users to enter a valid username and password to access the site. FoxSuite, Windows and the Active Directory options are discussed in detail in Section 1 above.

Forced Downloading of Files: Forced downloading is a method of forcing a user to download a file rather than having the file simply open the user's browser. The default for both the **docs** and **Storage** areas is **No**. This setting can have file security implications, however, and Administrators should read section 4.0 of the FoxSuite User's Manual for all the details.

Send Mail Server: The name or IP Address of the mail server to be used to "send" all internal FoxSuite email messages.

Note: This field is not included in the ASP.NET 2.0 version of FoxSuite – in 2.0 the Email servers credentials are stored in the web.config file.

Global Email Footer: This footer text will be added to any Emails sent using the FoxSuite Email Module. This text is "global" in that it applies to all emails being sent and should not be confused with individual email footers which can be created by each FoxSuite member in their Member Profile.

Allow Guest Account: No by default, but can be used to configure a no login entry point for Guests. See Section 1.1.8 above for details.






Homepage Menu: Select from 4 Menu Styles –see Section 1.6 for more details. The selection is global in that it applies to all FoxSuite members.

Daily Calendar Hours: Select the default number of hours 12-18-24 you want to show on daily calendar representations.

Server Time Zone: Select the server's time zone – referenced from Greenwich England

Once you have completed your Configuration Panel entries, click the Update button at the bottom of the Configuration Panel to save your changes. Your new setting will now be in effect.

FoxSuite Page Style Configuration

Page Style Configuration Panel	
Page Background Color:	#ffffe1 
Table Header Color:	#003366 
Header Font	Arial 
Header Font Color:	#FFFFFF 
Table Background Color	#7f7f7f 
<input type="button" value="Save"/>	

The Style Icon on the Administration Panel is used to set the default page color scheme in FoxSuite. Using this tool, the FoxSuite Administrator can set the page Background color, Fonts, and Font colors for the majority of FoxSuite pages.