

Collaborative Workspace

Powered by Agora-Project

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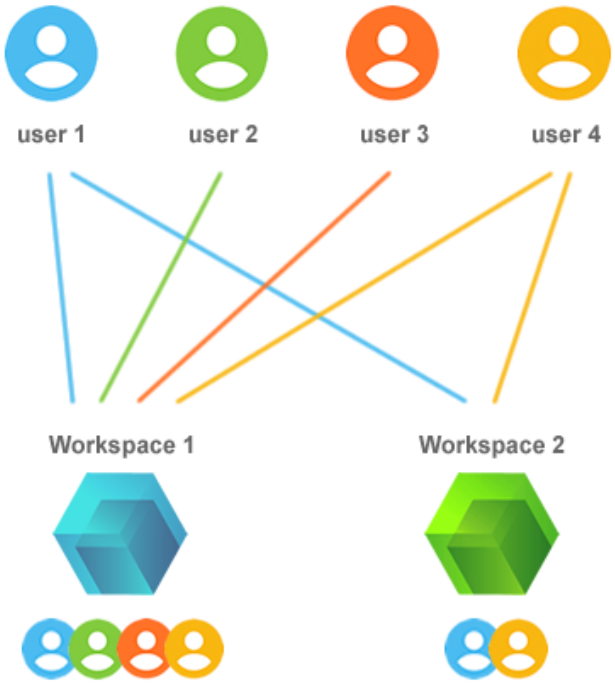
Introduction

Omnispace is an all-in-one collaborative platform designed to simplify and optimize daily teamwork. Intuitive and user-friendly, it offers quick learning curves, even for users less familiar with digital tools.
At its core, Omnispace integrates a complete suite of productivity tools:

- **File Sharing** : Store, organize, and share your documents, with access rights management options to ensure confidentiality and seamless collaboration.
- **Shared Calendars** : Manage your team's collective and individual schedules.
- **Project Management** : Track task progress, assign responsibilities, manage priorities and task progress, and view deadlines via a Gantt chart.
- **Unified Communication** : Chat in real time via instant messaging, exchange ideas via the forum, or organize video conferences, all within a single environment.

One of Omnispace's major strengths lies in its **flexibility** : the platform allows you to **create multiple independent workspaces** within a single interface, tailored to the specific needs of each team, department, or project. Whether you are an association, a company, or a public institution, Omnispace adapts to all structures, centralizing resources and facilitating collaboration, regardless of the size of your organization.

Example of organization: each user can be assigned to one or more spaces:



With Omnispace, work more efficiently, connectedly, and organizedly, without the need for a multitude of scattered tools. The application is accessible from a web browser or via the **Android, iPhone, iPad** apps.

Omnispace is based on the free software **Agora-Project**, an open-source solution we developed to meet the needs of online collaboration. Omnispace can be self-hosted on an independent server, providing complete control over data and infrastructure (see details at the end of this documentation). The Agora-Project software is distributed under the GNU/GPL license, which can be viewed at http://directory.fsf.org/wiki/License

Modules and features

File Sharing and Management

This module allows you to easily store and share files with members of your space.

- **Organize your files in a clear tree structure**, similar to your computer's file explorer.
- **Share large files** in just a few clicks, without size constraints.
- **Keep a version history** of each file using the "Add New Version" option.
- **View images** with a built-in viewer and play videos with a dedicated player.

Shared and Personal Calendars

Each space has a shared calendar, and each user also has a personal calendar.

- **Event flexibility:** Add an event to one or more calendars simultaneously.
- **Dedicated calendars:** Create shared calendars to manage room reservations, vehicle reservations, etc.
- **Combined view:** You can view multiple calendars simultaneously, making it easier to schedule meetings based on individual availability.
- **Attachments:** Link files to your events: agendas, documents, etc.
- **Personal calendar:** Each user has access to their own calendar, which they can disable from their profile.
- **Export and integration:** Export your calendars (iCal format) or view them in an external calendar via a dedicated URL.

News Feed and Polls

This module centralizes the latest information for your team, like a digital bulletin board.

- **Rich Layout:** Use the text editor to present your news in an attractive way, easily integrating tables, images or videos (YouTube or AVI/MP4 files).
- **Integrated Polls:** A polling tool allows you to quickly and efficiently gather feedback from your community members.
- **Update Tracking:** The module also displays the latest activity in your space, such as added files, new events, or new forum posts.

Collaborative Task Management

This module facilitates task sharing between members of a workspace, allowing teams to efficiently plan, organize, and track project progress.

- **Timeline View:** Display your tasks on a timeline similar to a Gantt chart to track project progress over time.
- **Task Customization:** Assign clear properties to each task:
  - **Status**: To Do, In Progress, To Validate, Completed
  - **Dates**: Start and/or End.
  - **Priority**: Low, Normal, High.
  - **Progress**: Track percentage completion.
  - **Responsible**: List of people assigned to each task.

Instant messaging

This module allows you to communicate in real time with other users connected to your space.

- **Automatic activation:** The Instant messaging module appears at the bottom of the page as soon as several people are connected simultaneously.
- **Group conversations:** You can chat with several people at once. Simply click on the main messaging icon to select the people you wish to communicate with.

Video Conferencing

The video conferencing module relies primarily on instant messaging and allows live exchanges between multiple users connected to the space.

- **Group conversations:** For a video call with three or more participants, click on the instant messaging icon, select your contacts, and then start the session.
- **Flexible launch:** Video conferences can also be launched from a Calendar event or a newsletter (Email module).
- **Screen sharing:** This option enhances your meetings, courses, or online training by facilitating the distribution of visual content.
- **Unlimited:** There are no limits on the number of participants or call duration.
- **Enhanced security:** Video conferences are fully encrypted to ensure the confidentiality of communications.
- **Guest access:** People without an account can join an ongoing video conference via a simple web link, shared by email.
- **Open source technology:** The module is based on Jitsi-Meet, a free and reliable solution.

Send newsletters by email

This module allows you to send informational emails (newsletters) to your team members as well as contacts in your directory.

- **Advanced layout:** Use the text editor to design attractive and personalized emails.
- **Attachments:** Add files to your newsletters to complete your messages.
- **Sending history:** Easily view and reuse your previous newsletters for follow-ups or reminders.

Forum - Discussions

The forum is a dedicated place for exchanges between members of your space. It centralizes conversations, offering a structured alternative to email exchanges.

- **Thematic Organization:** Discussions can be grouped by theme, facilitating navigation and readability.
- **Personalized Notifications:** Users can subscribe to a topic to receive an email alert for each new message.
- **Enhanced Messages:** The text editor allows for advanced layout, with the ability to embed images or videos.
- **File Sharing:** Each message can contain attachments to illustrate or supplement the discussions.

Contact Directory

This module allows you to share and manage contacts with members of your space, whether individuals or organizations (companies, associations, public services, etc.).

- **Geolocation Display:** Contacts with an address can be viewed on a map via Google Maps or OpenStreetMap.
- **Simplified Import/Export:** A dedicated tool allows you to import or export your contacts in CSV format, for optimized management.
- **Associated Documents:** You can add files to each contact card, such as photos, PDF descriptions, or any other useful document.

Space User Management

This module allows you to view the list of space users, access their profile details, and view their access rights.

- **Email Invitations:** Each user can send invitations to add new people to the space. This feature can be disabled in the space settings.
- **User Location:** Users with an address can be displayed on a Google Map or OpenStreetMap.
- The main administrator has full access to view all profiles and modify access rights.

Sharing Internet Links (Bookmarks)

This module allows you to archive and share Internet addresses (bookmarks) with members of your space.

- **Centralized access:** The sites you visit frequently are always available to all members of your space.
- **Enhanced bookmarks:** You can associate files (PDFs, images, etc.) with your links.

Integrated search

This tool allows you to search all the items available in your space. It can be accessed at any time from the main menu, via the "Search" option.

- **Advanced search:** Refine your results by applying filters by module, date, or other criteria.
- **Respect for access rights:** Only items for which you have the necessary permissions will appear in the results.

Users, Administrators, and Guests: Definitions and Roles

Users

"Users" refers to all individuals registered on the platform. Each user has a personal profile as well as a username and password to log in.

Space Administrators

Administrators are users authorized to manage one or more specific spaces. Their responsibilities include:

- **Setting up a space:** modifying the title, description, list of modules, and available options.
- **Managing user accounts:** creating new accounts, importing or exporting users via a .csv file.
- **Organizing users:** creating and editing user groups.
- **Editing all elements** of the space they administer. The "Administrator View" option allows users to view all content in the space, regardless of their access level.
- **Sending email invitations** to facilitate the creation of new accounts. This feature can also be enabled for all users in a space (via the "Configure Current Space" menu).

Main Administrators

Main Administrators have full access to the entire platform. Their responsibilities include:

- **General settings:** Space name and description, default language, appearance (logos, colors, wallpapers), etc.
- **Manage spaces:** Subdivide the main space, create or delete spaces, and administer all spaces on the platform via the "Manage all workspaces" menu.
- **Create and modify accounts:** Add users to all spaces and adjust their profiles or access rights.
- **Create backups:** Export the platform's database and files.

  Note: This role grants extensive privileges and should be assigned sparingly, ideally to a limited number of users (maximum 3 users).

Guests

"Guests" are people without a user profile (neither username nor password). Their access is limited to spaces designated as "Public," where they can only view content (folders, files, news, etc.). They can, however, suggest events in the shared calendar of a public space.

Managing spaces

Each collaborative platform has a main workspace by default, which can be divided into several independent sub-workspaces, each with its own users, modules, and settings.

"Main administrators" can manage all workspaces via the "Manage all workspaces" menu.
Omnispace offers **flexible and scalable workspace management** :

- **Multiple assignment** : A user can belong to one or more workspaces.
- **Unlimited :** There is no limit on the number of workspaces created.
- **Public access** : A workspace can be made accessible to "guests" via the "Public workspace" option, with the option to secure access with a password.
- **Cross-functional access rights** : For example, a news item or file can be associated with multiple workspaces simultaneously.

This approach allows for fine-grained customization of access and adaptation to the specific needs of each organization.

Allocation of access rights

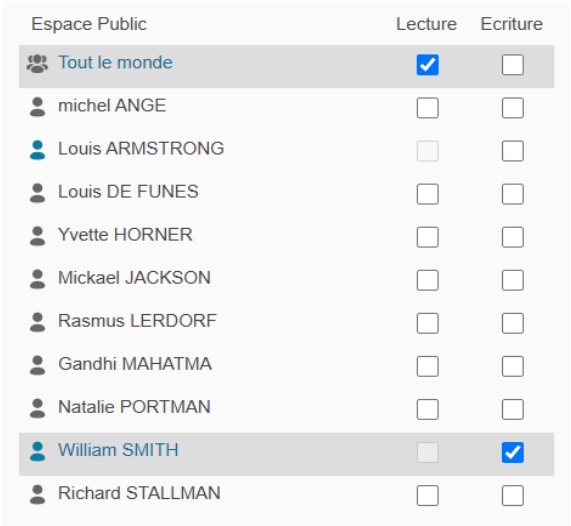
Omnispace offers great flexibility :

- Each **Space** is composed of **Modules** → Files, Calendar, etc.
  - Each **Module** is composed of **Containers** → Folders, Calendars, etc.
    - Each **Container** contains **Content** → Files, Calendar Events, etc.

Each Container (such as a folder or a calendar) has its own access rights. The Content it contains automatically inherits these rights. For example, if a folder is accessible to "All users" all the files it contains will also be.

Items not attached to any Container (such as files at the root of the tree) have their own independent access rights. The same goes for News Items or Polls, which have their own access rights.

In this example, the news is assigned read access for "All users" and "William Smith" who is the author :



Furthermore, the author of an item will always have "full access" to it, whether it's a Container or Content. Similarly, the administrator of a space will automatically have write access to all items in that space.

Note: the highest level of permissions prevails. For example, if "All users" has write permissions and a user only has read permissions, the latter will have write permissions.

Container access rights

Access Right to a Folder :

Access Level	Permissions
Read	View the folder and its contents (files, tasks, etc.).
Limited writing	Add content + edit/delete only your own creations.
Write	Modify or delete all contents of the folder.
Full access	Edit the folder properties (name, etc.) and manage its access rights.

Access Right to a Calendar :

Access Level	Permissions
Read	Consult the calendar and its events.
Limited writing	Add events + edit/delete only your own creations.
Write	Edit or delete all calendar events.
Full access	Edit the calendar properties (name, etc.) and manage its access rights.

Access Right to a forum topic :

Access Level	Permissions
Read	View the topic and its messages.
Limited writing	Add messages + edit/delete only your own messages.
Write	Edit or delete all posts in the topic (moderator only).
Full access	Edit the subject's properties (name, etc.) and manage its access rights.

Update and Install Agora-Project (self-hosted)

Omnispace Updates

The Omnispace service includes automatic and regular updates of the software, carried out every two months. Omnispace users can therefore benefit from the latest developments, without manual intervention and in a transparent manner.

Update Agora-Project on self-hosting

- Ensure that the update will be performed on an official version of Agora-Project (version 3 or higher) and not a specific or modified version.
- In the "General Settings" of your space, click "Full Backup" to recover the backup of the files and database. This backup allows you to roll back to the previous version if necessary.
- Download the latest version of Agora-Project, then unzip the archive. Ensure that it contains only the "app," "docs," and "index.php" elements (the "DATAS" folder should not be updated).
- On your web server, delete the "app," "docs," and "index.php" elements from the old version (but always keep the "DATAS" folder).
- Add the "app" and "doc" folders from the new version. Finally, add "index.php" (unless it's present, your space will not be accessible).
- Grant "read," "write," "execute" access to the new elements, with the "apply to subfolders" option (see "chmod 774").
- Finally, open your browser and display your space: the update is instantaneous, and the new version will appear in the "General Settings".

Install Agora-Project on self-hosting

- Ensure that your web server has PHP version 7.4 or higher, preferably with the "Imagick" library for creating image thumbnails, and "LDAP" for importing users.
- Download the latest version of Agora-Project, then unzip the archive. Ensure it contains the "app," "docs," "DATAS," and "index.php" elements.
- On your web server, open the folder where your version of Agora-Project will be installed, then add the "app," "doc," "DATAS," and "index.php" elements.
- Grant "read," "write," and "execute" access to the new elements, with the "apply to subfolders" option (see "chmod 774").
- Finally, open your browser and display your workspace: fill out the form to configure and finalize your installation.
- Note: To increase the maximum size of uploaded files, if possible, modify the “php.ini” file and increase the values of “post_max_size” and “upload_max_filesize”.