

## 4.32 Departments in Denali



When creating a new member record in Denali – there is a required entry in the “Department” pull-down box. Departments in Denali generally refer to sub-groups within your Company. These Departments can be setup in the Denali Admin area. The concept is “administrative” department. These are the administrative departments that exist within the company/enterprise. Departments are entities like Accounting, Sales, Manufacturing, etc. Departments automatically receive their own Portal Page, Calendar, and Department file folder. Departments can be added or deleted at any time – but it is most efficient to setup your core departments before placing many individuals in the Member Directory.

Only Admin Level users in the Department Module (Module 32) would have the security permission to **Add** a Department. The person who creates a Department becomes the department’s **Owner**. Only the department’s “Owner” or a Denali “Super Administrator” can **Edit** or **Delete** a department or it’s attributes.

### Department Types

Departments can be created as either **Open** or **Members/Invitees Only** as shown below.

Department Type       Open       Members/Invitees Only

**Open** departments will be visible to all members having “Browse” or higher security levels in the Department Module (Module 32). This is normally all members with an Associate or higher security profile. Departments are created as **Open** by default.

**Member/Invitees Only** departments are visible only to those members where:

- 1) They are the Department Owner
- 2) They are a Department Member (Member Directory)
- 3) A Department’s Owner has granted them entry permission

### Department “Owners”

The individual initially creating the Department is recorded as the Department’s “Owner”. The Owner would decide whether to create the department as either **Open** or **Members/Invitees Only** as described above. The Department Owner can thereafter control who has access to the various **Members/Invitees Only** department resources like the Department Portal and Department files. If a new member is created in the Member’s Directory and “assigned” to a certain department – that member will automatically have some access to the department’s resources. Department **Owners**, however, can allow non-department members access to **Members/Invitees Only** department resources by the use of Access Control Lists.

### Adding and Deleting Departments

Administrators can Add Departments from the Denali Admin Panel.

Return
Add a New Department:

Department Name\*

Department Type     Open     Members/Invitees Only

Submit

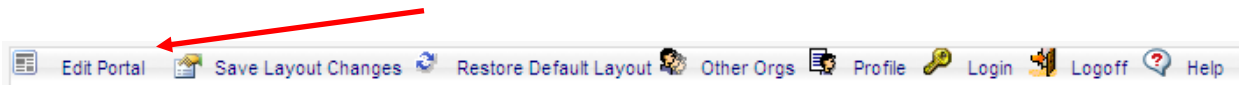
| Delete Current Departments Below | Type         | Edit | Delete |
|----------------------------------|--------------|------|--------|
| <a href="#">cfa org</a>          | Open         |      |        |
| <a href="#">driver</a>           | Members Only |      |        |
| <a href="#">Engineering</a>      | Open         |      |        |
| <a href="#">G2</a>               | Members Only |      |        |
| <a href="#">Guest</a>            | Open         |      |        |
| <a href="#">New Data</a>         | Open         |      |        |

Change page: < 1 > | Displaying page 1 of 1, items 1 to 6 of 6.

Only the Department's "Owner" or a Super Administrator will be allowed to Delete a Department.

### Editing Departments

Only the Department's "Owner" or a Super Administrator can Edit an Department's content, style, or ownership. A new Department "owner" can be selected by clicking the **Edit Portal** item as shown below.



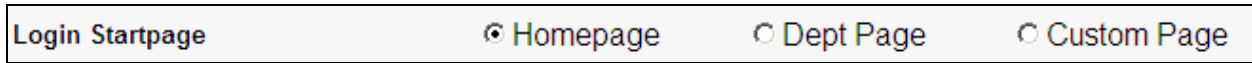
### Department Portals

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

The screenshot shows a web browser window displaying the 'Engineering' department portal. At the top, there is a 'Return' button and the title 'Engineering'. Below this is a navigation menu with items like 'Edit Portal Content', 'Save Layout Changes', 'Restore Layout', 'Orgs', 'Profile', 'Login', 'Logoff', and 'Help'. The main content area is divided into several sections:
 

- Org Files:** A file browser showing a folder named 'Engineering' with sub-items like 'New Folder', 'Search', and 'Multi-Upl'. It lists 'GROUP/ENGINEERING...' with a last modified date of '11/17/2008' and columns for 'Folder Name', 'Size', and 'Kb'.
- Anything:** A section with a 'Display' button and a table showing 'Sales Volume' with a value of 'US\$220'.
- Other Widgets:** A 'Gadget Applet' showing a clock for '3:30:34 PM' on 'Sunday, January 4, 2009'. There are also charts and graphs, including one titled 'Long Term Server Load' and another titled 'Market Share Chart Power'.

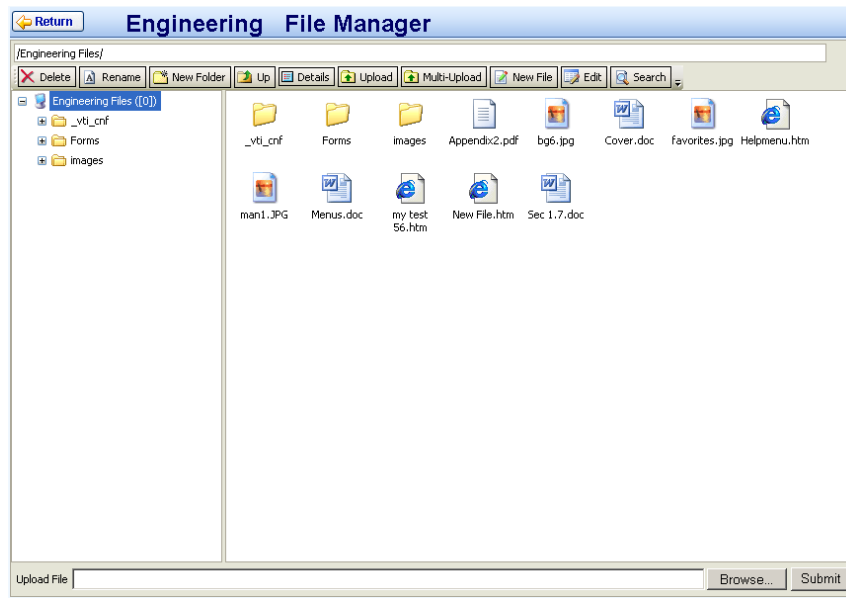
The Denali Administrator can configure Denali to set a user's Department Portal page as that user's "Startup" page in place of the normal Denali homepage. This is done in the each member's Member Directory record as shown below:



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

## Department Files

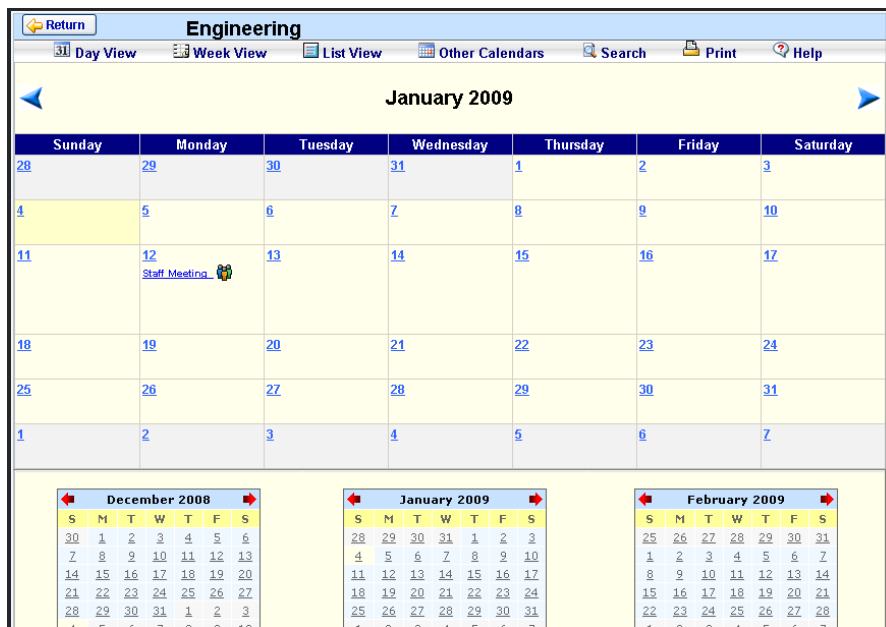
Each Department is provided with its own file storage area as shown below – Engineering being the example department. If Engineering was a **Members/Invitees Only** department - only individuals belonging to the Engineering department, or having otherwise been given permission by the Engineering "Owner", can access these files.




In terms of File Access permissions, members with an **Associate** or **Basic** profile and access to a particular Department would only be able to "browse" the Department's files. **Advanced Users** would be able to create folders and upload files. **Admin** users would have full file access (uploading, editing, deleting, etc.)

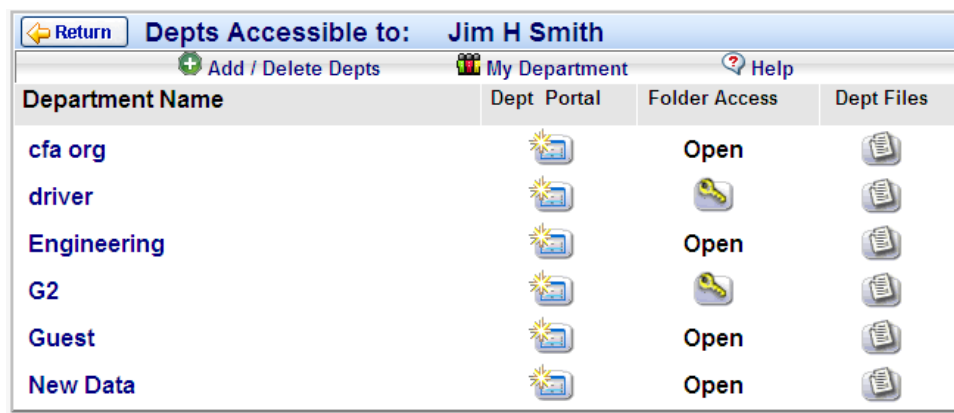
## Department Calendars

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



## Accessing Department Resources

Each Denali Member can access the Department Resources available to them by clicking the  My Dept icon on the top Denali menubar. The Department Resource Panel shown below will appear.

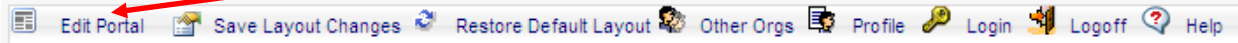


Members will see only those departments where:

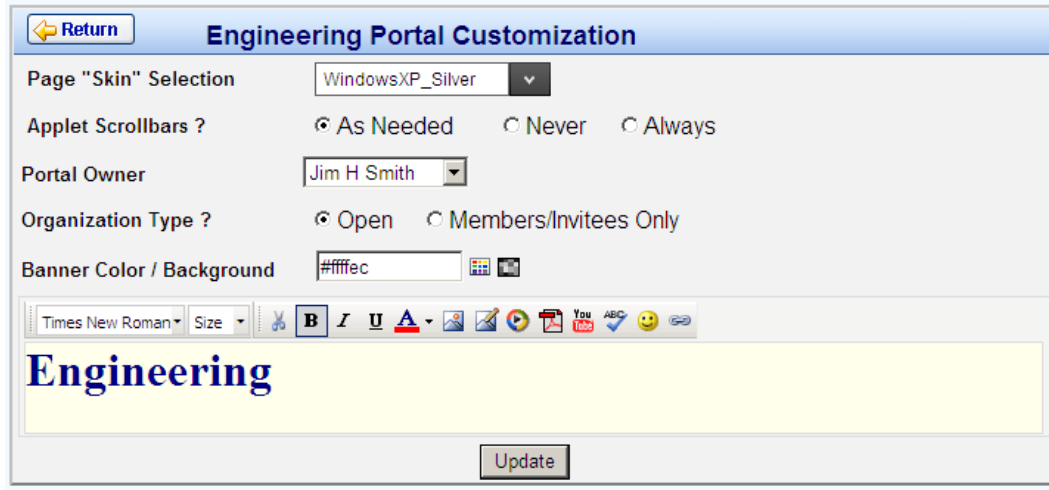
- 1) The Department is "Open"
- 2) They are the Department Owner
- 2) They are a Department Member (Member Directory)
- 3) A Department's Owner has granted them permission to see

## Editing an Department Portal


Department Owners can edit the top banner, color scheme (skin) and the individual applets within the Department portal. This is simply done by clicking the **Edit Portal** menu item on the top toolbar of the portal.

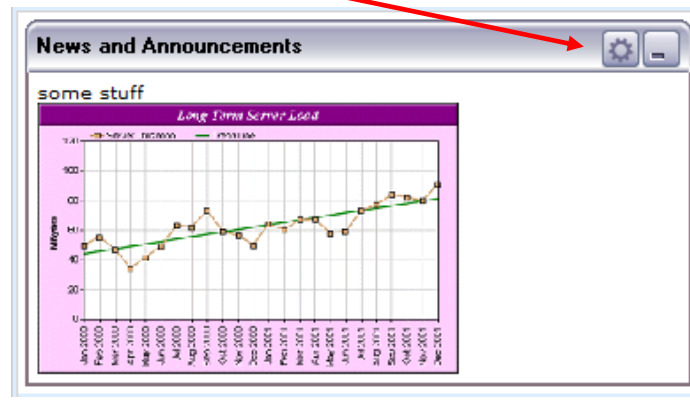


Clicking the **Edit Portal** menu item on the top toolbar for instance would bring up an edit panel as shown below.

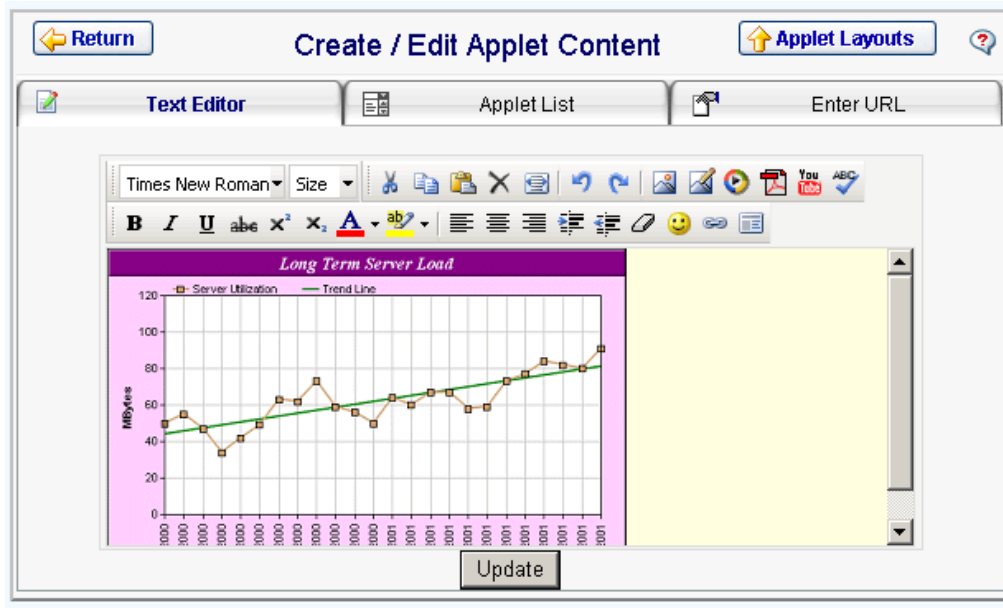


This particular panel allows the owner to edit the top banner text, add logos, links, etc. The panel also allows the user to select a skin style used for the applet windows. The Panel can also be used to edit the Department "owner".

Applet windows can likewise be configured by clicking the Edit this Applet icon  on each individual applet.



Clicking the Edit icon on any Applet will bring up an Edit Applet Content window similar to the one shown below.



Owners would then be able to create new content for the applet window using a rich-text editor, or selecting existing content from either the Denali Applet list or a valid URL.

### Member Security Settings

For new Members, the Department module (docs) has 4 overall levels of Access Permissions as shown below:

| Module      | Access Permissions                         |                              |                                  |                                     |
|-------------|--|------------------------------|----------------------------------|-------------------------------------|
| Org Portals | <input checked="" type="radio"/> No Access | <input type="radio"/> Browse | <input type="radio"/> Edit Files | <input type="radio"/> Upload/Delete |

These 4 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below.

| 32) Organizations Module |           |               |                |             |             |
|--------------------------|-----------|---------------|----------------|-------------|-------------|
| Access Permissions       | No Access | Browse        | Add/Edit Files | Admin       | Admin       |
| Profile Name             | Guest     | Assoc & Basic | Advanced       | Admin       | Admin       |
| View Org Files           |           | ✓             | ✓              | ✓           | ✓           |
| Search Org Files         | 0         | ✓             | ✓              | ✓           | ✓           |
| View Org List            |           | ✓             | ✓              | ✓           | ✓           |
| View Org Portal          |           | ✓             | 1              | ✓           | ✓           |
| Create/Edit Text Files   |           |               | 2              | ✓           | ✓           |
| Create New Folder        |           |               | ✓              | ✓           | ✓           |
| Upload Files             |           |               | ✓              | ✓           | ✓           |
| Create Organization      |           |               |                | ✓           | ✓           |
| Delete Files/Folders     |           |               |                | ✓           | 3           |
| Delete Organization      |           |               |                | Owner/Super | Owner/Super |
| Edit Org Portal          |           |               |                | Owner/Super | Owner/Super |