DreamApps WorkSpace



A Guide to Demo Site



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Cover art from Work, 1865 by *Ford Madox Brown*, 1821-93. *Manchester City Art Gallery, England, UK*

Overview

DreamApps WorkSpace is an integrated web-accessed enterprise portal for employees, associates and service providers to interact and collaborate on projects, ideas, opinions, activities, events, assets, learning, sourcing, supporting and community building. The goals are: to provide an environment for learning, exchanging and sharing knowledge, ideas and information across borders and entities, and thereby building a highly engaged and networked workforce that retains, leverages and enhances the organization knowledge pool, digital assets and proprietary content while fostering individual excellence.

It comprises 9 integrated application modules, namely, People, Communities, Messages, Blogs, Answers, Events, Projects, Assets and Apps.

This document is a Guide to the Demo Site, as described below.

Logging In

For accessing DreamApps WorkSpace, use a standard browser like Internet Explorer, Firerfox, Safari or Google Chrome and link to the following address

http://ws.dreamapps.com

and the following Log in page will appear.

WorkSpace	Directory		٩
		If you are a registered user, please Sign In. Otherwise, Sign Up! Your Email Address Your Password Sign In Sign Up If you have forgotten your password, click on Send Password to receive password by email.	
		© 2001-2009, DreamApps, Inc.	

DreamAppsTM

Enter <u>asok@dreamapps.com</u> for Your Email Address, **go** for Your Password and click on **Sign In**. Please note that the **Sign Up** button is disabled, as this is configured as a 'By Invitation Only' site. Note that clicking on **Send Password** is of no use as the password will be sent to <u>asok@dreamapps.com</u> which, I am sure, is not your real email address. Instead of logging in, you might be tempted to click on the **Directory** link on the top menu bar. Let's see what happens if you do that.

The Directory of Sites

If you clicked on the Directory link on top of the Log In page, you'll be brought to the following directory. You may also land up on this page during any time while exploring a site, if your session has timed out or there were some irrecoverable error. Click on WorkSpace, the first link under the title Featured Sites, to get back to the WorkSpace Log In page.

DreamApps[™] ERP Log In



Directory of Sites

To list your sites in this directory, go to portal administration and check the 'Listed' box

Featured Sites

New Portals, Inc.

WorkSpace This is an integrated portal for employees and This is an integrated portal for employees and associates to interact and collaborate on projects, ideas, opinions, activities, events, assets, learning, sourcing, supporting and community building. The goals are to provide an environment for learning, exchaging and sharing knowledge, ideas and information accross borders and entities, and thereby building a highly engaged and networked workforce that retains, leverages and enhances the organization knowledge pool while fostering individual excellence.

The Springfield Times

This is a newspaper portal that implements a package based selling of classifieds. The user can choose from several templates to create the ads, see previews, while keeping an eye on the and, experiences, while acount and the analysis of the area shopping cart. Once satisfied, he can pay for the ads thus confirming the booking. He can also go and pick up an earlier ad and reorder, with or without modifications.

Classifieds Online

This site implements the crowded bazaar look, listing all the categories and sub-categories in a single page. It makes it very easy, in a single step, to select a suitable classification.

The Media Brokers

This is an AMP (Advertising, Merchandising & Promotions) site that allows you to book ads on multiple publications and build the ads Interactively from predefined templates. Particularly suited for full page ads or free-standing-inserts (FSI), containing multiple slots for independent elements.

Brand Manager

This is a consolidated site combining 9 of the most useful sites to manage and protect your most precious asset - your brand. Plan your campaigns and events or simply put together campaigns and events or simply put together option packages so that your people in the field can use these pre-approved packages. Build and customize ads and colaterals, maintain archives, manage and deliver your digital assets securely and on time.

County News Trade Portal

Here a trade user logs in to the portal to book multiple ads covering multiple publications. The system allows for sending booking data automatically to an ad design system for creation of artwork

Digital Asset Manager

This is a site for managing all your digital assets and contents. It is an essential component for other modules Ithat involve media, project collaboration, interacting with people and community building.

Admin

This is an integrated Admin portal for you to manage all the sites, their settings, access rights from anywhere, anytime. You also use this to configure and maintain your company database of items, customers, suppliers, brands, price tables, accounts, receipts, payments, etc.

Private Sites er-id/password pairs to access these sites

New Portals, Inc.

Admin Addimining integrated Admin portal for you to manage all the sites, their settings, access rights from anywhere, anytime. You also use this to configure and spends marketing funds effectively to manage all the sites, their settings, access rights from anywhere, anytime. You also use this to configure and maintain your company database of items, customers, suppliers, brands, price tables, accounts, receipts.payments, etc.

County News Trade Portal

Here a trade user logs in to the portal to book multiple ads covering multiple publications. The system allows for sending booking data automatically to an ad design system for creation of artwork

Digital Asset Manager

This is a site for managing all your digital assets and contents. It is an essential component for other modules Ithat involve media, project collaboration interacting with people and community building ERP

This is an integrated ERP site for you to run the entire operation of an er from anywhere, anytime.

<u>Media Builder</u>

Lets you and your field personnel and associates build ads, posters and collaterals based on pre-approved templates and previously released materials.

Media Fulfillment

interactively from predefined templates. Particularly suited for full page ads or free-standing-inserts (FSI), containing multiple slots for independent elements. This site is for fulfilling media This site is for fulling media erquirements against planned campaigns and events. It allows you to delegate the entire operartion to your field personnel, associates and dealers, without worrying about appropriate media placement and brand integrity. WorkSpace

Media Orders

Home Site This site is for ordering media placeme This is the default site and it's only purpose is to publish this Directory of Sites, so that in case of any error, timeout or ambiguous situations, you can always be brought back to this directory. without diluting brand integrity.

Media Packager

Create comprehensive marketing Brand Manage packages with pre-designed media This is a consolidated site combining placements, colateral orders and lead-9 of the most useful sites to manage and protect your most precious asset - your brand. Plan your campaigns generation initiatives with pre-approved yet customizable branded artwork and content. oved and events or simply put togethe Media Planner

This is where you plan campaigns, events and budgets so that the field personnel, associates and dealers could implement these plans without worrying about budget over-runs, appropriate media placement and brand integrity

Pickup Center

This is a genralized pickup center for securely picking up orders, artwork and other materials by ad agencies, publications, printers, subcontractors, suppliers and other services providers.

The Media Brokers

This is an AMP (Advertising, Merchandising & Promotions) site that allows you to book ads on multiple publications and build the ads

implements a package based selling of classifieds. The user can choose from several templates to create the from several templates to create the ads, see previews, while keeping an eye on the shopping cart. Once satisfied, he can pay for the ads thus confirming the booking. He can also go and pick up an earlier ad and records with ac without be determined. reorder, with or without modifications

option packages so that your people in the field can use these pre in the field can use these pre-approved packages. Build and customize ads and colaterals, maintain archives, manage and deliver your digital assets securely and on time.

New Portals, Inc.

Public Sites

Home Site

Classifieds Online

This site implements the crowded bazaar look, listing all the categories and sub-categories in a single page It makes it very easy, in a single page. to select a suitable classification.

ERP on the Net

This is a demo site to demonstrate the configurability of DreamApps. This site ERP on the Net is a portal for the company New Portals, Inc.

The Springfield Times

This is a newspaper portal that

collaborate on projects, ideas, opinions, activities, events, assets, learning, sourcing, supporting and community building. The goals are to provide an environment for learning, exchaging and sharing knowledge, ideas and

and associates to interact and

information accross borders and entities and thereby building a highly engaged and networked workforce that retains leverages and enhances the organization knowledge pool while fostering individual excellence.

This is an integrated portal for employees

The Home Page

eamApps WorkSpace: A Guide to De

A successful log in will bring you to the home page. On the top is the menu bar with links to the 9 modules. The menu bar remains more or less static unless sum application requires changes to it to suit its functionality. On the top right corner is the generic search box for an overall site search. These searches are not related to the current page or application and are configured by the site administrator as per the organization's policy. Later, you'll see that each page has its own search box that are context sensitive and relates to the current application. The home page lists the latest information of interest to you and the links that you are most likely to follow directly. You may explore the page and the links to get a feel of the site and then move on to the relevant application.

Also, note the **Billboard** column on the right. This is one area that is not within the control of the user and is used by the Billboard Manager to push ads, notices, live contents, breaking news, etc.



People

You get to this page either by clicking on <u>People</u> link on the menu bar or through a direct link from another page. By default, it will bring to your own **Profile** page.

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Though, at first sight, this page looks a lot like the Home page, except for the column of links on the left and the Billboard on the right, its contents are totally different.

Also, Note the appearance of tabs Profile, Network, Comments, Images/Docs, Locations, Teams and Groups. From now on, for all modules, you'll be presented with tabbed pages for working on various aspects of the same entity.

We'll now look into each of these tabs and how you can use them.

Profile

Here you can see and, if it's your own, you can edit your profile. To do so just follow the self explanatory links Edit, Add to Education, Add to Work, or the links on individual rows under My Education and My Work.

For instance, if you click on Edit, the Profile box will change into a form for you to edit, as shown in the next page.



Note that a new button **Save** appears and the Profile box turns into a form. Make changes and click on Save to save.

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Profile (...continued)

If you click on the Education or Work links, you'll get new forms for you to fill in and Save. You'll also find a **Delete** button appearing, in case you want to delete the line.

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When the profile is not you own, you get the same info, but cannot edit them. All the editing links disappeared on the page below. You can only <u>Add a Comment</u> which is a short message to the person. All links on the left now relates her. Also note that a new link <u>Back to My Profile</u> has appeared under her profile picture. Clicking on it will bring you back to your own profile.

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Throughout the system, when you click on a profile picture, you are brought to the person's Profile page. However, on the Profile page itself, clicking on the picture will show you an enlarged picture of the person, on top of a dimmed Profile page.



Hitting the 'Esc' key, clicking on the <u>close</u> link or clicking anywhere else on the dimmed page will remove the picture, revealing the original page.

Network

You can click on the <u>Network</u> tab, or directly click on the category link, like <u>Family</u>, under the heading **Network** on the left stub to get your network page.



Network (... continued)

Your network of contacts is organized by **Contact Type**s, like Family, Friends, Bosses, etc. The page shows the contacts belonging to the currently select Contact Type. To change it, select another type in the combo box and click on **Refresh**. Alternatively, simply click on the link, say, <u>Friends</u>, on the left-hand stub.

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To add a new type, key in the new type in the editable combo box (marked, Contact Type), while adding in a new contact. To add in new contact, click on Add a Contact, and a form will appear above.

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Let's say, I want to create new contact type, **Presidents** and I key in 'obama' in the contact name, and click on the scroll list icon **1**, hoping for a match.



Network (... continued)

Lucky me! I got two matches, Barrack Obama and Michelle Obama.

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Lating					Call me at (415) 333 8888 for an appointment.

I chose Barrack over Michelle and click on the **Save** button. I just added a new contact Barrack Obama under new contact type Presidents. Note the new link <u>Presidents</u>, appearing on the list of my Networks on the left side.

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Comments

Comments are short messages that you can send anytime to any person, including yourself, while you are in his/her profile page. Say, I have been browsing through Youtube and discovered a pretty interesting video. So, I am going to send a comment to myself embedding that video. I click on the <u>Comments</u> tab and then click on <u>Add a Comment</u>. The following page appears with a form to add comments.



I enter the title. If I wanted send a simple message I can simply type it in the message box and click on Save button and I'd be done. Since, I am going to embed a Youtube object, I decide to click on the v pointer on the editor bar to expose the full toolbox. I copy the source from Youtube site and paste in the box (I set the box to Source mode, as I'll be pasting raw html code picked up from the Youtube site).



I paste the code and click on Save button.



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And now have added the comment which will be now available in my comments page as well as my home page.



You can always <u>Edit</u> or <u>Deactivate/Activate</u> your own comments any time by clicking the respective links. You cannot, however, <u>Edit</u> comments by others, but can always <u>Deactivate</u> a comment, if you don't like it, as long as it's addressed to you.

Images/Docs

This is the area where you manage all your digital assets and contents, including, images, photos, artworks, videos, spreadsheets, presentations, Word documents and anything that can be stored on digital media. This module is only for managing assets personally owned by you. Assets belonging to other Realms and Owners need to be handled by the Digital Asset and Content Management module, accessible through <u>Assets</u> link on the toolbar. (You could also access and manage your own assets using the above module).



If you click on any of the thumbnails, you can see an enlarged view or a readable view (if it's a document). Clicking on a caption will take you to the edit view for you to modify existing information, or reload a newer version, etc.

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Images/Docs (...continued)

If you need more detailed information, you may change the List Style to Palette, as shown below:



Images/Docs (...continued)

Or, to <u>List</u>, as shown below:

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To add a new document/image click on the link Load an Image or a Document.

Locations

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Many a times, decisions regarding the above three attributes are made by your superiors. If so, you'll automatically be enrolled into these categories. There are, however, good reasons for getting yourself plugged into these categories provided the privacy and security settings permits you to do so.

Locations refer to physical as well virtual locations that you are involved with or interested in. Joining a location gives you the ability to view information, messages, comments, news.



Teams

Teams are work related groups that have specific tasks and goals set for them and at least one manager assigned for each team.



Groups

Groups are mainly interest and profession-based, like Designers, Database Administrator, Telemarketers, and so on. The members have common needs in terms of access, settings and tools. WorkSpace can be configured to have totally different 'look and feel' and menu choices based on Groups.





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In the last chapter, during our discussions of the People module, I had paid special attention to navigational details. By now you are quite familiar with the user interface. Also, the system is fairly consistent across modules. I am sure you would be able to navigate through the rest of the modules without much effort.

So, from now on, I'd refrain from boring you with navigational details. Instead, I'll focus on the core concepts.

Moving on, Communities are volunteer groups where people join together to pursuit a common interest or a common cause. Communities have a founder, who sets it up and must have members. It may optionally have a few organizers. Here is a page from the community: 'Lunch for Students'



Messages

This module integrates the entire messaging infrastructure, including internal messages, email and SMS. One of the great advantages of using this module instead of a regular messaging client is the total absence of spam. You can only receive and send messages to people who have been authenticated by the system. And you can still keep your regular email for important unsolicited mail by checking your regular email client, whenever you are free to do so.



Here are some important features:

- Email & SMS: If you want to send a copy of the message through regular email, simply check the box 'Send Email?'. Additionally if you want an SMS message sent with the title of the message as reminder to the recipient, check the box 'Send SMS?'
- Folders are links and not storage locations. So, you can place the same message both in the Good News as well as Bad News folders.
- Messages are automatically placed in the appropriate Groups, Locations and Projects folders depending on their source and destination.

Blogs

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Blogs are series of articles posted on a subject of topical interest. Important features are:

- Multiple blogs may be defined by any user, to which articles can be posted by him/her from time to time. Always, the latest post is shown on the blog page and you can always go and look into previous posts, as and when you need.
- You can only edit your own blog posts and comments, but can comment on any post, including on your own.
- 🜲 As the owner of your blog, you can deactivate any comment but cannot delete or edit it.
- Comments may contain text as well as other embedded objects.
- Followers opt-in and receive regular updates on their home page.
- As the owner of a blog, you can suspend any follower, but you cannot stop him from reading and sending his comments on his own initiative. Of course, you can deactivate an individual comment.



Answers

This modules consolidates the corporate knowledge-base from the following sources

- Specific Questions asked by users previously and Answers thereto.
- Blog posts and comments by readers on the subject.
- + Archive of documents, images and digital media on the relevant topics.
- Recommended external links submitted by users.





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DreamApps WorkSpace enables a user to organize events, Invite people to events for various roles and accept participation.



Projects





Assets



Apps



Events shown in time zone: Singapore



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Google Calendar