




ix APPLICATION TEMPLATES



UNITED PLANET INTREXX XTREME
RELEASE 4.5







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Writing Conventions

In this document, text passages will be displayed in *italics* when they relate to settings in the dialogs shown. Menu items that are available in context menus are also always available via the main menu. Main menu items will not be described if they are not available from the context menu. A description of general main menu items can be found in the  *Center* handbook. Programming code in the text will be displayed in the *Courier* font. Context menus can be opened by clicking with the right mouse button on the described element.

In the following, *<xtreme>* refers to your Intrex installation path; under Windows, for example, this is usually  *C:\xtreme*. On Linux, the normal install path is  */opt/xtreme/*. The following symbols will be used for designation of special kinds of information:


-  Important notes
-  Tips and background information
-  References to additional information in an Intrex Xtreme handbook
-  Directories
-  URLs
-  Buttons in dialogs or assistants

Background Knowledge

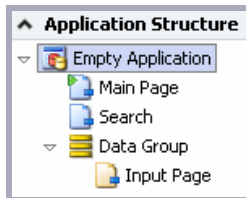
In order to understand this documentation, no special background knowledge is required. You can find helpful information in the  *Center* handbook and in  *Application Designer*.

1. Introduction

A comprehensive collection of templates is available to you for application development. If you wish to create a new application, first select an appropriate template. The new application will then be automatically created based on this template. Changes to the application have no effect on the template.

 For registered users, applications have been provided for use free of charge on the United Planet service portal, [Intrexx Level!](#)

2. Empty Application

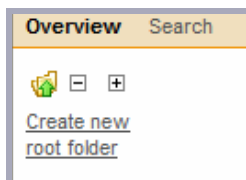


The *Empty Application* template allows an application to be created with a main page, a page with a search function, a data group, and an empty edit page.

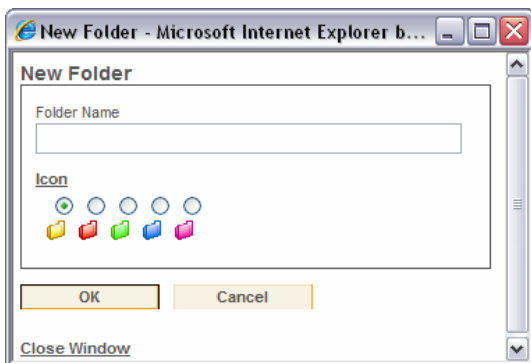
3. Empty Application – Tree Structure




The *Empty Application – Tree Structure* template creates an application in which hierarchical structures with folders are displayed.










On the home page of the application, a new main folder can be created by clicking the link to *Create new super-ordinate folder*.



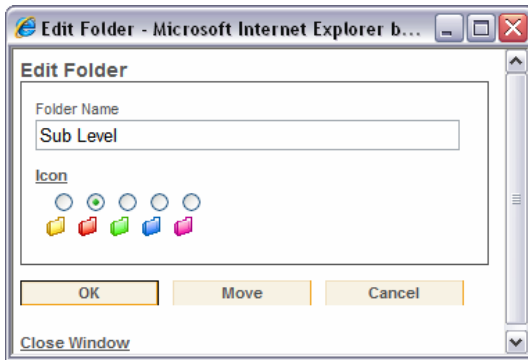
If you click the *Icon* link, you can select a folder color. Save the new folder by clicking  *OK*. It will be created at the main level of the application.




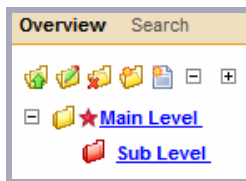
The icons that you will now see at the head of the page offer the following functions:


-  Create new super-ordinate folder
-  Ordner umbenennen oder verschieben
-  Delete folder
-  Create new folder subordinate to the current folder
-  Create new entry
-  Close all folders
-  Open all folders

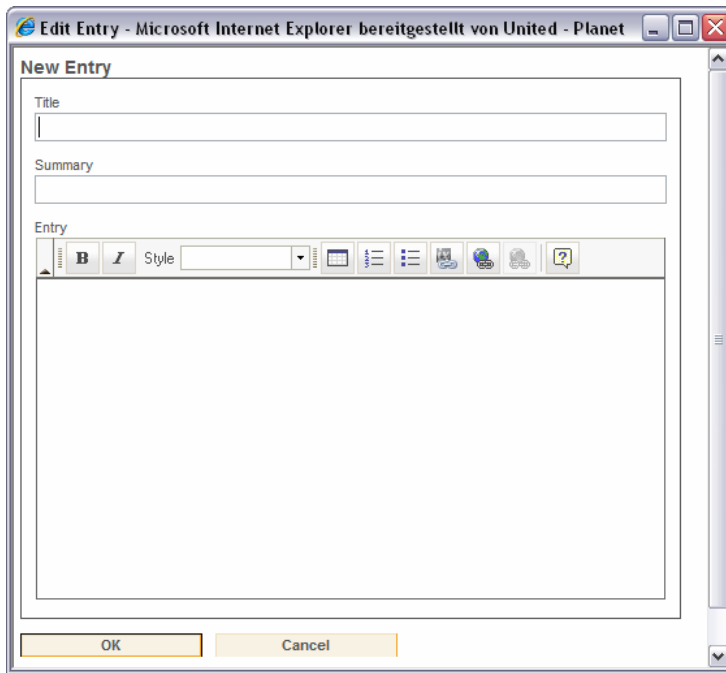
In order to move a folder, highlight the folder and click the  icon.



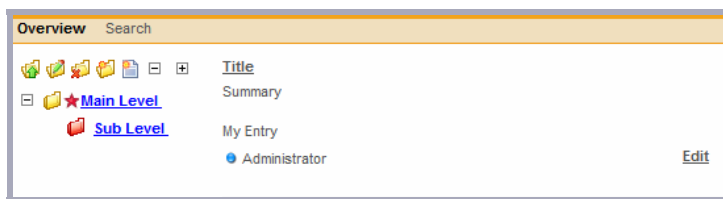
Click  *Move* in the popup window.



On the overview page, the possible targets will be marked with a star. Click on the star icon of the target folder.  *Create entry* allows entries to be created. The will be saved in the currently highlighted folder.



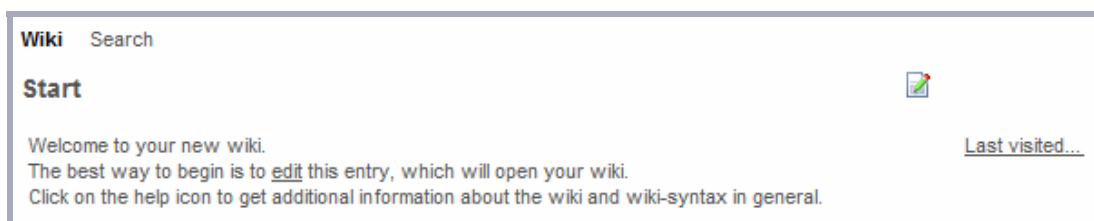
Confirm with *OK* to create the new entry.



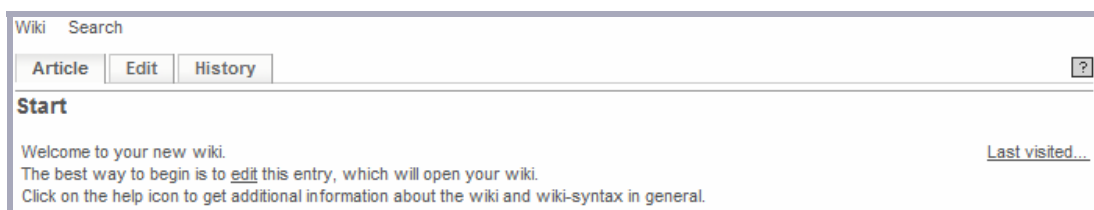
If you select a folder that contains an entry, the entry will be shown to the right of the folder structure. If you click on the title, you can edit the entry.

4. Wiki

With the *Wiki* application template, a comprehensive collection of pages can be made available. In doing so, the structure of the entire contents will result from the interlinking between individual pages. No hierarchies for the ordering of articles will be used. For formatting and linking, a simple syntax will be used. The template allows for versioning and reverting to previous editing steps of an article.



On the start page you will see an introductory article. If you click the link to *edit*, a tab menu will be shown, via which the entry can be edited.



Clicking the link to *Last visited* lists the most recently visited articles, which you can reach from here easily. In the upper right of the page, you will see a help symbol, with which you will receive information on linking and formatting the article. Clicking the *Edit* tab opens the edit page, on which the article can be edited.

Wiki Search

Article Edit History

Title

Start

Welcome to your new wiki.
 The best way to begin is to `[[Start|edit]]` this entry, which will open your wiki.
 Click on the help icon to get additional information about the wiki and wiki-syntax in general.

With this `[[My new article|link]]` you can edit a new article.

Comments

Save Delete

A new article can be opened with the syntax `[[Title of new entry|Link text]]`. In the first part of the expression, the title of the new article will be set, and in the second part you will enter the text for the link on the start entry. The *Comment* will be shown in the history of individual editing steps. Click *Save* to save the changes.

Wiki Search

Article Edit History

Start

Welcome to your new wiki. [Last visited..](#)
 The best way to begin is to [edit](#) this entry, which will open your wiki.
 Click on the help icon to get additional information about the wiki and wiki-syntax in general.

With this [link](#) you can edit a new article.

If you click on the new link now, the tab menu will be shown, via which you can edit and save the currently empty, new article.

Wiki Search

Article Edit History

Title

My new article

Comments

Save

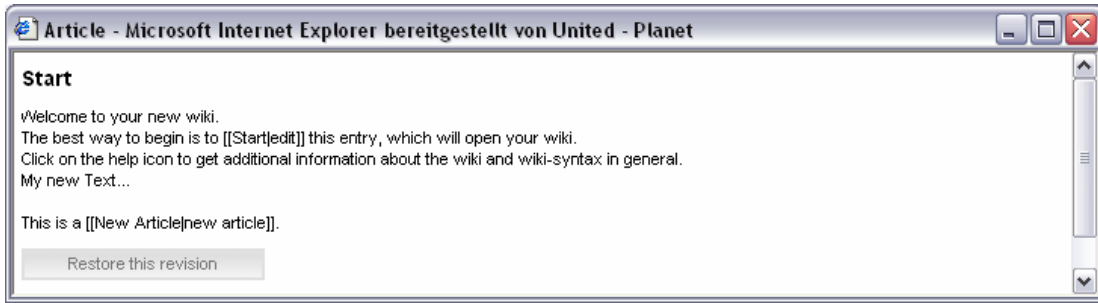
On the *History* tab, each editing step of an article will be documented.

Start			
<input type="radio"/>	2006-11-03 10:39 AM	Administrator	My Comment 3
			Show Changes View Revision
<input type="radio"/>	2006-11-03 10:36 AM	Administrator	My Comment
			Show Changes View Revision

Various editing steps can be compared by marking the option field in front of the version you wish to compare with the current one and then clicking *Show changes*.

Start			
<input type="radio"/>	2006-11-03 10:39 AM	Administrator	My Comment 3
			Show Changes View Revision
Selected Revision		Current Revision	
		My new Text...	
<input checked="" type="radio"/>	2006-11-03 10:36 AM	Administrator	My Comment
			Show Changes View Revision

By clicking *View revision*, the version of the article at that point in time will be shown in its own window, and can be returned to use.

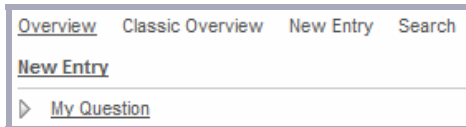


5. **Frequently Asked Questions**

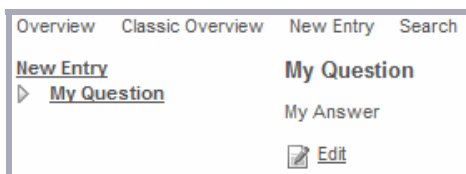
The template *Frequently Asked Questions* allows answers to be prepared for questions that are asked all the time.



New questions and answers can be entered on the home page of the application, or via the application menu item *New Entry*.



Clicking  OK will save the entry.



If you click on an entry, the answer will be shown.



In the classic view, the answer will be shown below the title. Clicking the link to *Edit* allows the entry to be changed or deleted.

6. Documents

The *Documents* template allows you to create a small and easy-to-use document management system. Each document entered here will be saved on the Intrex Xtreme portal server. From there, the documents can be called up at any time, even if the place the document was first saved has changed or the original document has been deleted.

For searches, each document can have any number of search terms assigned to it. A check-in and check-out function allows for secure administration of various release versions.

The search engine will also search for search terms inside of documents of type PDF, DOC, XLS, PPT, or ZIP. New documents will be entered on the *New Document* edit page.

Enter the *Title* of the document and a *Topic*. Select an appropriate *Category* to which the document will be assigned. New categories can be entered via the + icon to the right of the selection list or via the *Administration* page. In the *Author* field, the current user will automatically be entered.

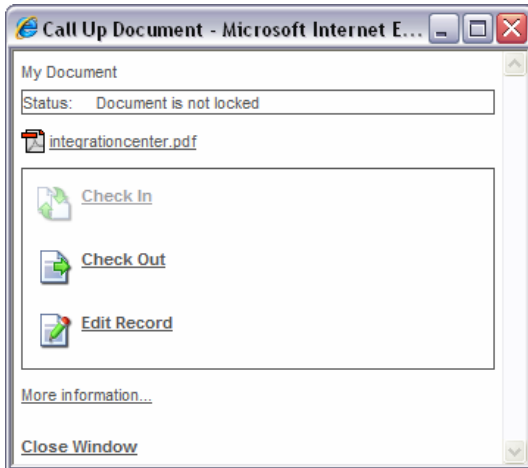
The current *Date* will also be entered as the creation date. Both entries can be changed. If you click the *Browse* button, the desired file can be selected and uploaded to the network.

Click the link to *Advanced* if you wish to enter search terms or comments. Clicking *OK* will save the new entry. All documents entered in this way will be listed in a table on the *All Documents* page.

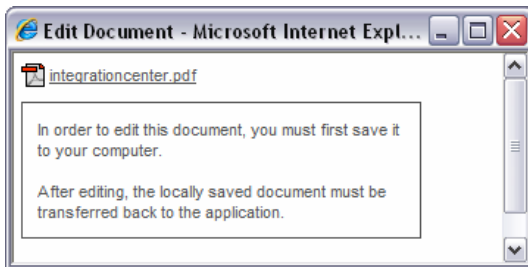
Title	Topic	File	Category	Author	In Use
My Document	My Topic	integrationcenter.pdf	Documentation	Administrator	<input type="checkbox"/>

From the alpha-index above the table, letter groupings can be selected. The table will then only show the entries whose titles begin with a letter from the selected letter group. An attached file can be directly opened from the *File* column.

Clicking on the title of the document will open an additional window, in which the editing status and information about the document can be changed.



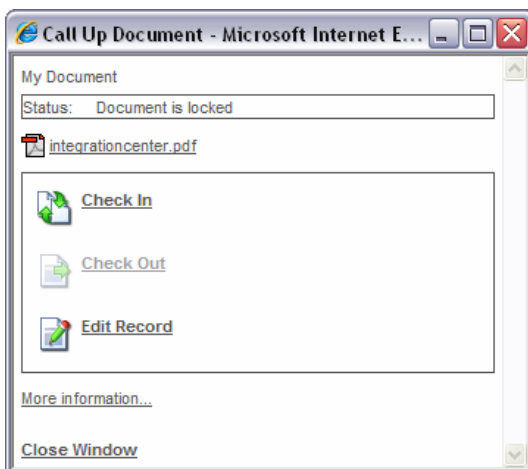
The current editing status of the document will be shown here. The document can be directly opened via a link in this window. Clicking *Check Out* will open an additional window with a message.



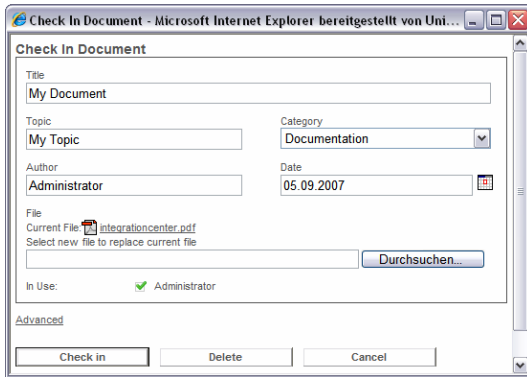
Download the document via the link at the head of the page and save it locally or on the network. On the *All Documents* page, the document will now be marked correspondingly.

All Documents					
New Document Administration Search					
* 0-9 A-D E-H I-L M-P Q-T U-X Y-Z					
Title	Topic	File	Category	Author	In Use
My Document	My Topic	integrationcenter.pdf	Documentation	Administrator	<input checked="" type="checkbox"/>

If you are finished editing the document, simply click on the title link of the document on the *All Documents* page.



Click *Check In* here.



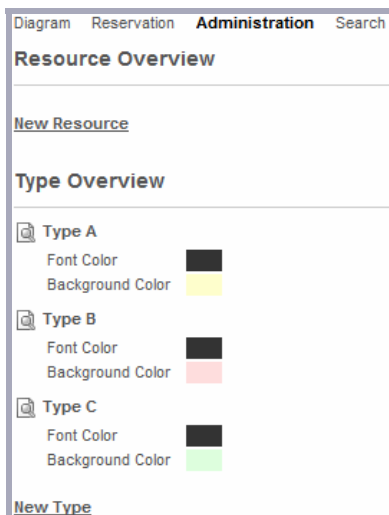
Save the edited document here by clicking the *Browse* button. If you click *Check In*, the status will be changed from *Document is being edited* to *Document is not being edited*.

7. Resource

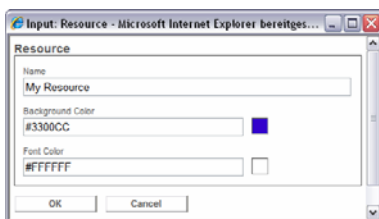
The *Resources Administration* template can be used in all organizational units within the business and is especially designed for the creation of reservation and lending lists. For example, you can set up and manage the reservation of conference rooms or company cars just as easily as lending lists for any kind of object..

7.1. Administration

First, enter the resources on the *Administration* page.

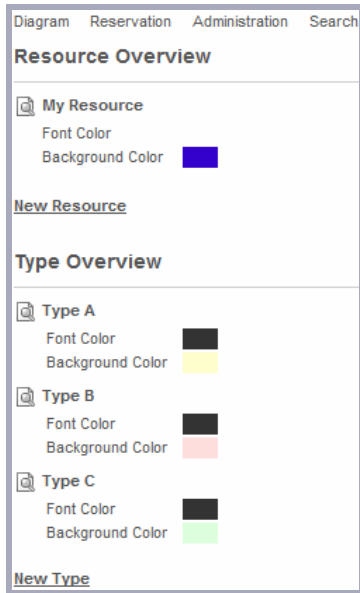


Click the link to *New Resource* here.

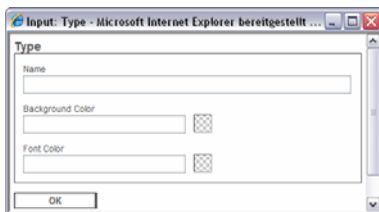


Enter a name for the resource here. Resources can be shown with different colors. By clicking the background or font color, a palette with will be shown, from which the desired color may be chosen. This will then be listed in the edit field in hexadecimal form.

Click *OK* to save the newly entered resource.



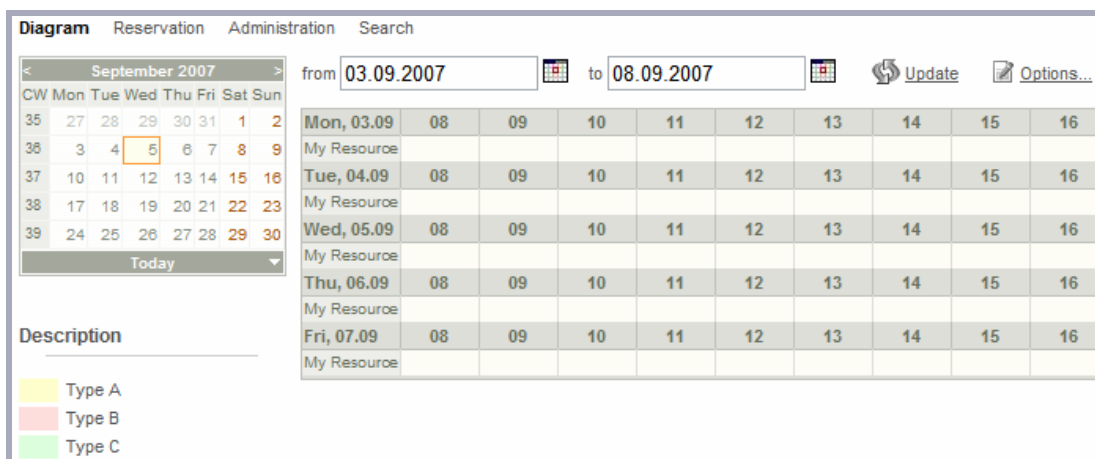
The types of reservations will be administered here. If you reserve a resource, a reservation type can be assigned to it. Click on *New Type* if you wish to enter additional types.



As with resources, a name can be assigned and background and font colors can be defined here.

7.2. Reserving a resource

A resource can either be reserved via the *Reservation* menu item or directly from the chart. Click on the *Diagram* menu item.



Under default settings, weekdays will be shown in the first chart column. Each resource will be inserted into its own line per weekday. Click on the corresponding line in the chart on the starting time at which you want to reserve the resource on this day. The edit page will be loaded with the selected resource and the selected start date.

Reservation

Resource
My Resource

Type
Type A

From
04.09.2007 09:00

To
04.09.2007 09:30

Appointment Series
Status: Appointment series does not exist

All Day

Reservation Occasion

OK Cancel

In the *Resource* selection list, a different resource can be selected for the reservation if desired. A reservation type will be assigned to the booking with the *Type* selection list. In the *From* field, the starting date and time will be entered, and in the *To* field, the ending date and time of the reservation will be entered. With the calendar icon to the right of the fields, the date and time can be comfortably selected from a small calendar. The reservation can be entered as a recurring reservation by clicking on the link to *Appointment Series*.

If the reservation will require the entire day, please mark the checkbox *All Day*.




Enter the reason for the reservation in the *Booking Occasion* field. Click  *OK* to book the reservation. The resources management system will then check whether the resource has already been reserved in this time frame. If this is the case, a warning will be automatically output.

Diagram Reservation Administration Search

from 03.09.2007 to 08.09.2007  Update  Options...

CW	Mon	Tue	Wed	Thu	Fri	Sat	Sun
35	27	28	29	30	31	1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30
Today							

Mon, 03.09	08	09	10	11	12	13	14	15	16
My Resource									
Tue, 04.09	08	09	10	11	12	13	14	15	16
My Resource	Meeting								
Wed, 05.09	08	09	10	11	12	13	14	15	16
My Resource									
Thu, 06.09	08	09	10	11	12	13	14	15	16
My Resource									
Fri, 07.09	08	09	10	11	12	13	14	15	16
My Resource									

Description

- Type A
- Type B
- Type C

The booking will now be shown in the chart. The background color of the reservation will be set as the color of the selected reservation type. At the left border of the entry, a bar will be displayed in the background color of the resource. Additional information will be shown via tooltip if you place the mouse pointer directly over the entry.

Reservation



Resource
My Resource

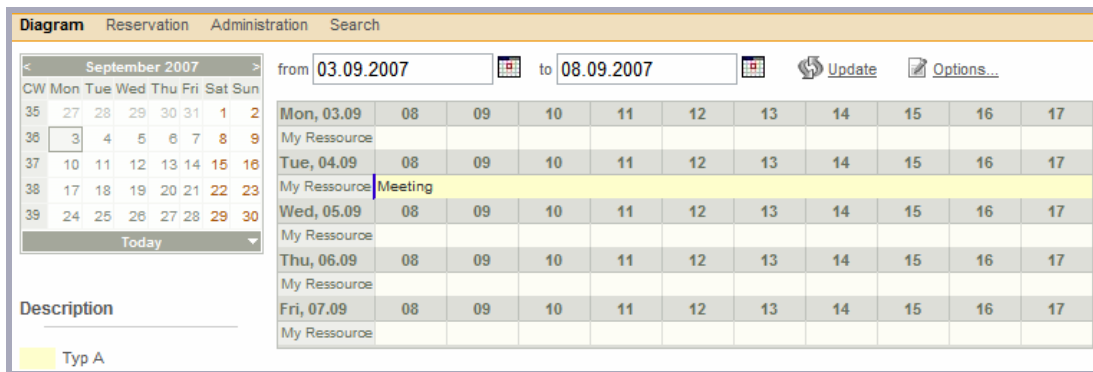
Type
Type A

From 04.09.2007 00:00 To 05.09.2007 00:00

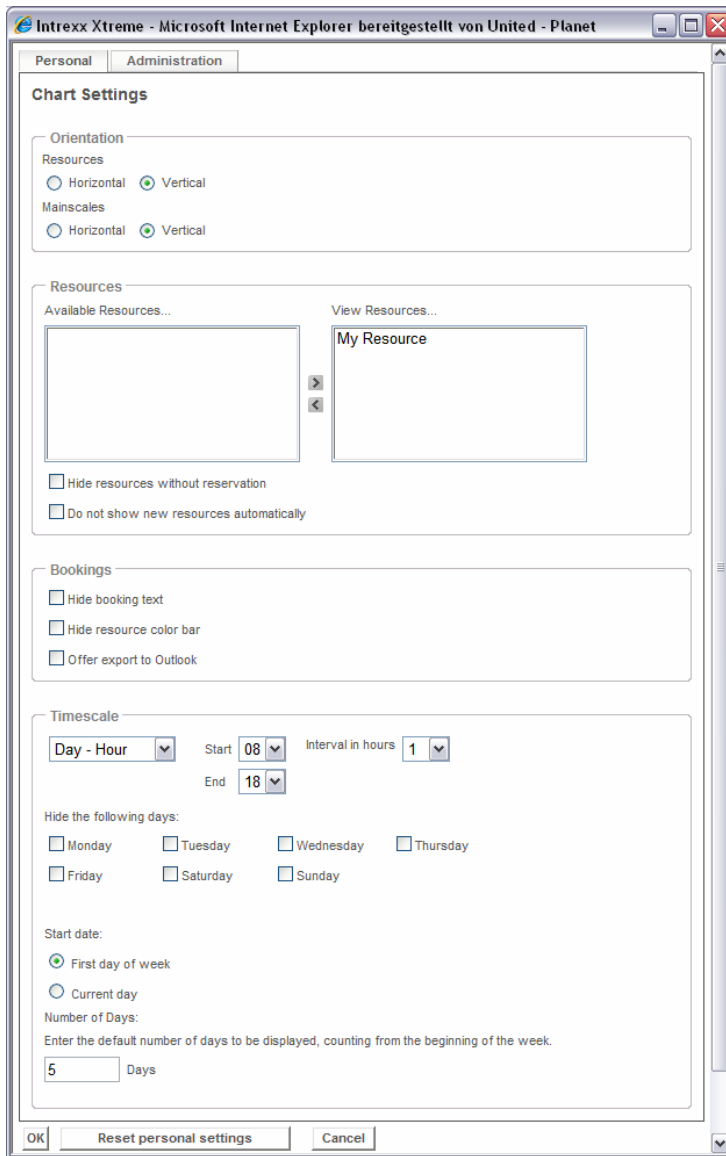
All Day: yes

Reservation Occasion
Meeting

If a user clicks on the entry in the chart, the *Reservation* view page will open. A reservation can be removed by clicking the  *Delete* button. To further edit the reservation, please click the  *Edit* button.



In the small calendar to the left of the chart, a date of your choice can be selected. The chart will then be refreshed and will show the week that contains the selected date. In the edit fields *From* and *To* above the chart, a time frame can be entered, which will be shown in the chart by clicking *Refresh*. You can reach the chart options from the *Options* link.

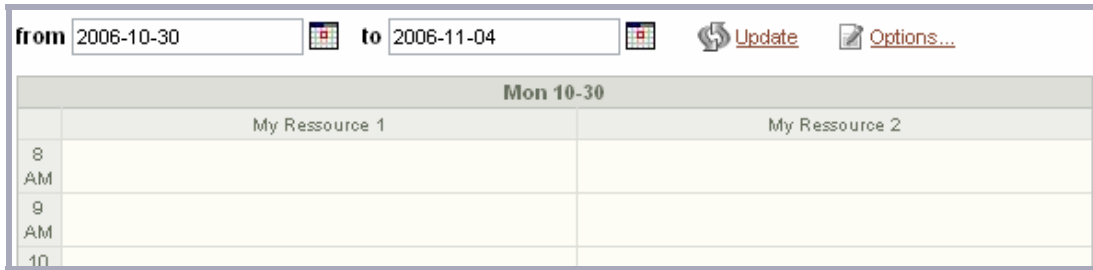


Under the chart settings, the following orientations are possible:

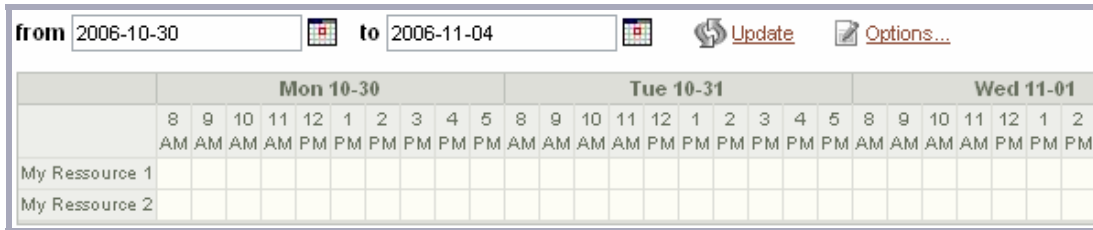
Resources Vertical / Main Scale Vertical

from		2006-10-30		to		2006-11-04		Update		Options...	
Mon 10-30	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	
My Ressource 1											
My Ressource 2											
Tue 10-31	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	
My Ressource 1											
My Ressource 2											

Resources Horizontal



Resources Vertical / Main Scale Horizontal



Resources that are not currently available can be excluded from the reservation. Simply move these resources with the help of the arrow buttons from the *View Resources* list to the *Available Resources* list. With the *Hide resources without reservation* setting, only the resources will be shown in the chart for which a reservation has been entered. The setting *Do not show new resources automatically* will only show lines of newly entered resources in the chart after the new resource has been reserved.

The setting to *Hide booking text* will show or hide the reason for the reservation. The setting to *Hide resource color bar* will allow the background color of the resource to be hidden. *Offer export to Outlook* will show an arrow icon in the chart, which allows the appointment to be exported to Outlook via a .vcs file.

The following time scales can be selected:

- Day - Hour
- Week - Day
- Month - Day
- Month - Week
- Year - Month

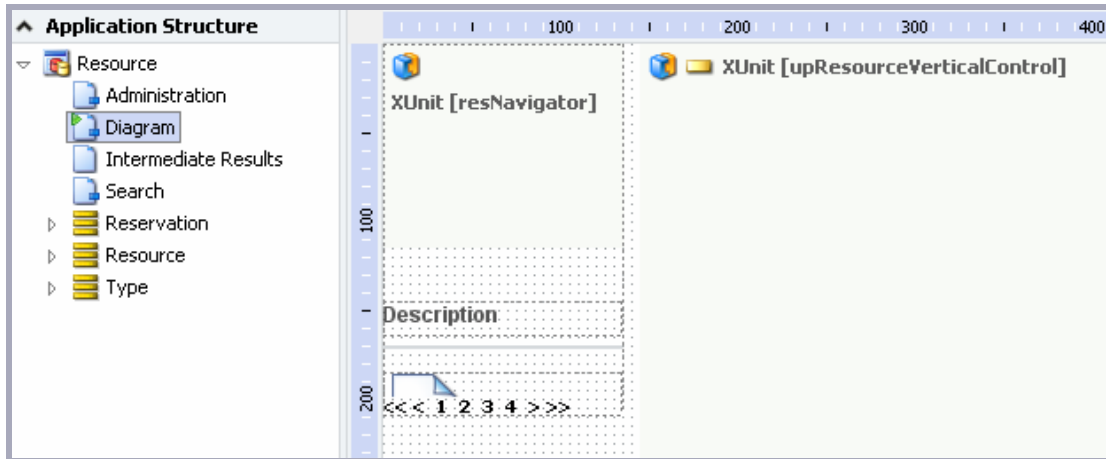
With the Day – Hour setting, you can define the timeframe shown in the chart (such as from 8 AM to 5 PM). Additionally, the hour interval can be altered. Depending on the setting for the time scale, individual days can be hidden in the chart by marking the corresponding checkbox. Individual days (like Saturday and Sunday) can also be colored in the chart in the same way. With the time scale of Month – Week and Year – Month, enter the *Number of Days* you wish to be displayed starting with the beginning of the week. Clicking OK will apply the settings.

Clicking *Reset personal settings* will cause personal settings to be returned to default values.

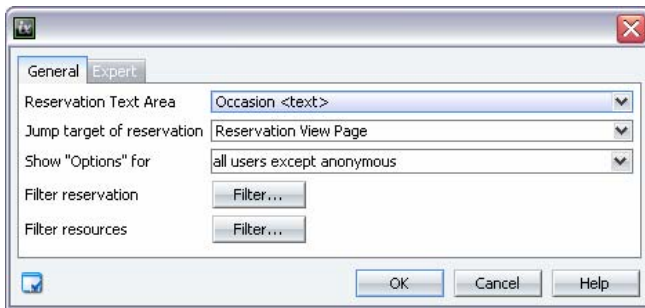
On the *Administration* tab in the chart options, the same settings as on the *Personal* tab can be affected. Additionally, it is possible to change user-specific settings here. To do this, the desired user can be chosen from a selection list. With *Reset all user settings*, the settings for the currently selected user will be returned to the defaults.

7.3. Chart Options in the Application Designer

In the Application Designer you will find a special control: the Xunit *upResourceVertical-Control*, which controls the resources diagram on the *Diagram* page.





Double-clicking on the element will open the properties dialog, in which settings for the chart can be changed.



A data field of the application can be chosen from the selection list *Display Text for Reservation*, whose value will be shown in the chart as reservation text. In the *Jump Target of Reservation* selection list, the target page will be defined that will be loaded upon clicking on a reservation in the chart, displaying the reservation data.

The *Options* link can be shown, according to preference, for

- All users, including anonymous
- All users, except anonymous
- All administrators of the application

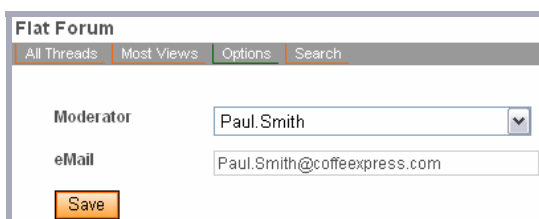
Clicking  *Filter* allows a filter to be set up for the bookings and/or resources shown. You can find information on filters in Intrex Xtreme in the handbook  *Applicationdesigner*.

8. Forum Flat-Style

A forum is a platform for the interactive exchange of information between employees, working groups, or departments. The *Forums* application can be set up for all organizations within a business. Forums can be structured openly or anonymously from each forum member. The flat-style forum is a template for topic-oriented forums.

8.1. Settings

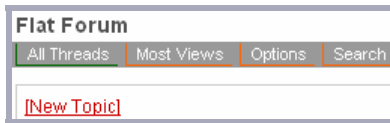
In the *Settings* menu, the moderators of the forum will be entered. Choose a moderator for the users of the portal from the *Moderator* selection list.



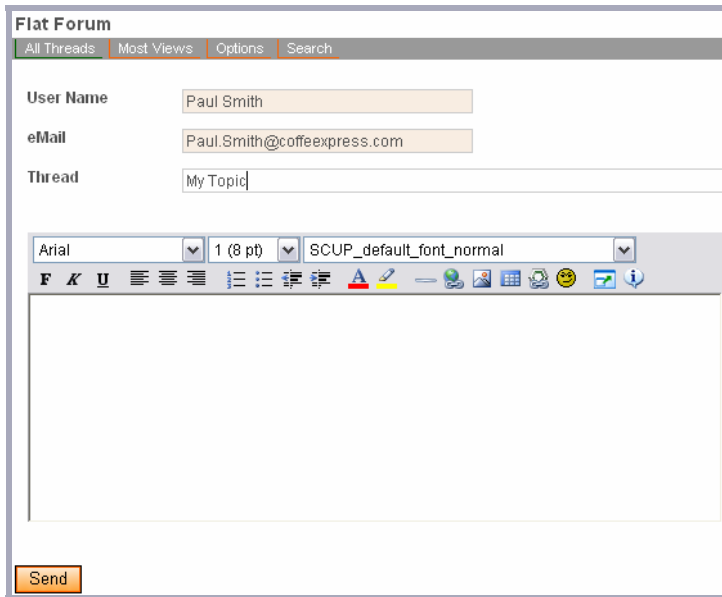
The eMail address will be automatically entered to the field below.



8.2. Threads

On the *All Threads* page, the topics in the forum will be shown.



Click on the link to *New Topic* to enter a new post.



The user name and eMail address of the current user will be automatically entered.  *Send* saves the entry and can be configured in the Application Designer to send a notification via eMail (see handbook  *Application Designer*). After sending, the entry will be shown on the *Threads* page.




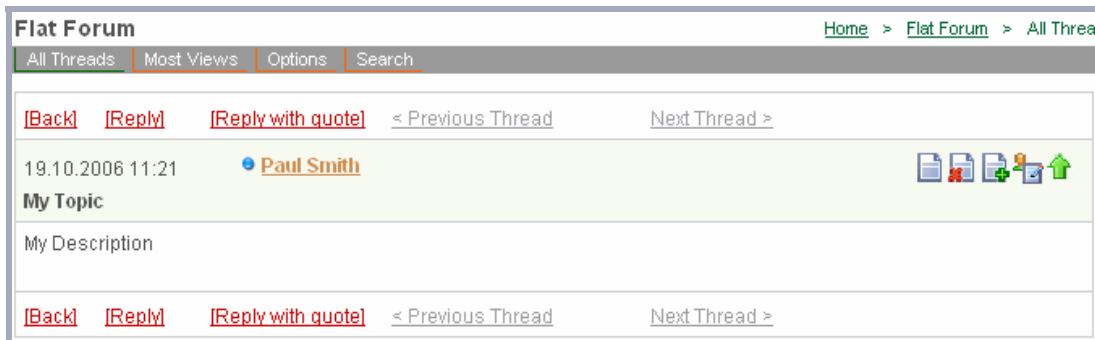
Upon mouse contact with an entry in the *Thread* column, the text will be shown as a quicktip.








The author of the thread will be entered to the *From* column. The *Date* column shows the date on which the topic was written. The *Replies* column will show the number of posted

replies. The *Last Reply* column shows the name of the author and date and time of the last reply.




The topic can be deleted via the  icon. In the *Views* column, the amount of times the topic has been read will be shown. Clicking the thread link will open the reply page.



The symbols in the right-hand area of a post serve to help you to edit the post, whereby direct replies to the topic can be published via the links to *[Reply]* and *[Reply with Quote]*. The icons offer the following functions:

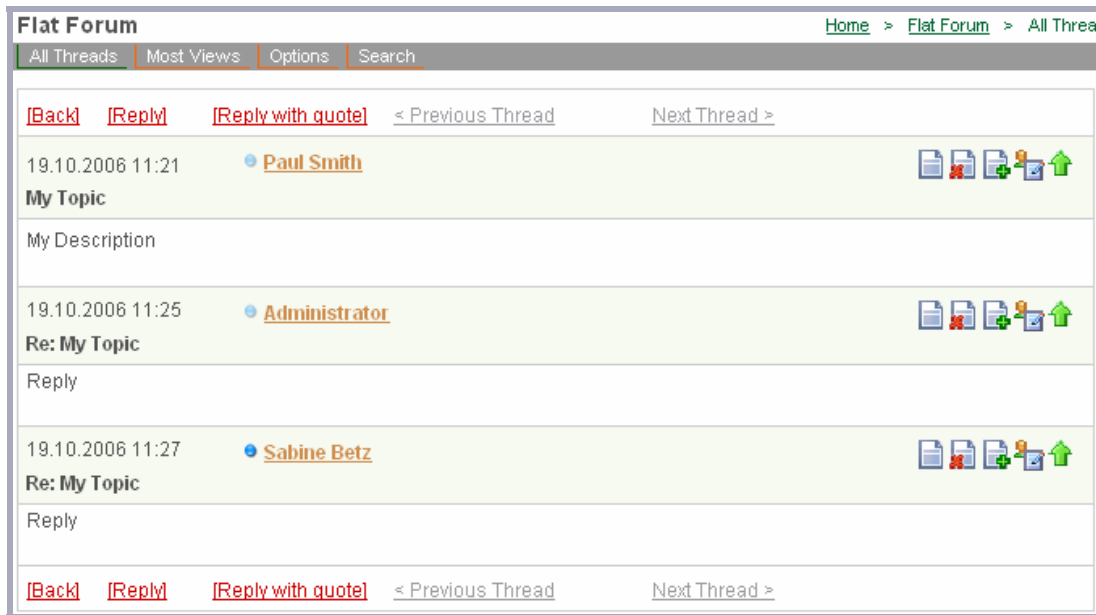
-  opens the edit page for the thread
-  deletes the current thread with all subordinate entries
-  opens the reply page for the thread
-  sends an eMail to the moderator, which contains the thread, author, eMail of the author and the text of the thread
-  moves one level above in the hierarchy of replies

On the page *All Threads* all threads of the forum will be listed. The symbol on the left of the thread user-specificly informs of

-  a new thread
-  a new, unread reply
-  no new replies

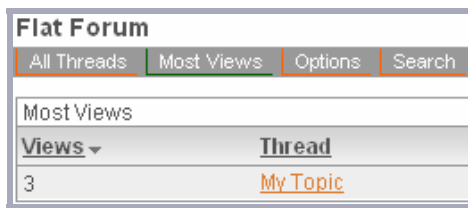


Multiple replies to a thread will be shown one after another.



8.3. Most Read

On this page, the hits list for individual threads will be output.



Clicking on a thread link will open the view page for the thread.

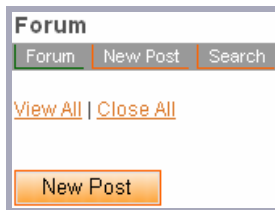
8.4. Permissions Configuration in the Forum


Please note the following rules upon setting up user permissions:

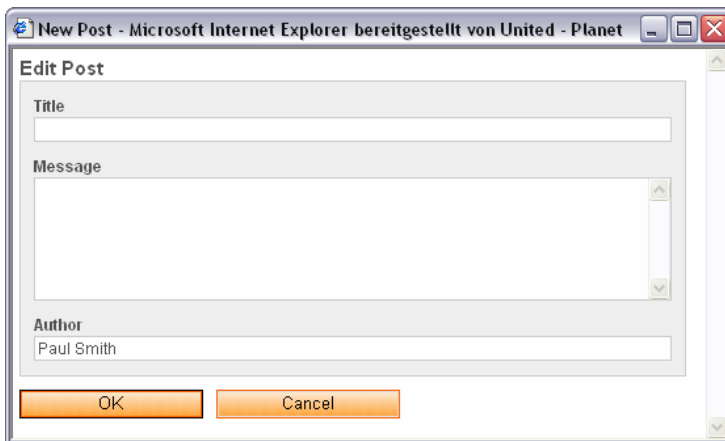
1. For access by users to threads and replies, permissions to the following pages must be assigned: *All Threads* (start page), *View Thread*, *All Replies*, and *View Reply*.
2. In order to create threads and replies, permissions to the pages *Post Thread* and *Post Reply* must be assigned.
3. For access to the search page, permissions to the pages *Search* and *Search Replies* must be assigned.
4. In most cases, users of the forums must be able to add new topics and replies, but not be allowed to edit or delete existing entries. In the data groups *Threads* and *Replies*, only the permissions to *Read data record* and *Add data record* will be assigned. As, when a reply is sent, the number of replies in the *Threads* data group is raised and saved, users must be given the permission to *Edit* in this data group as well. In order to not display the *Edit Thread/Reply* icons, permissions to *Edit Reply* and *Edit Thread* should not be given.
5. All users require the permissions to *Read*, *Add*, and *Edit* the data groups *UserInfos* and *ThreadsPerUser*. It will be noted here when a user has last visited the forum and/or a specific thread. Based on this data, the user will be notified of how many new threads and replies were entered since his or her last visit to the forum.
6. As a notification via eMail will be sent by clicking the icon to *Report to a moderator*, permissions to the pages *Report thread* and *Report reply* must be given.


9. **Forum**

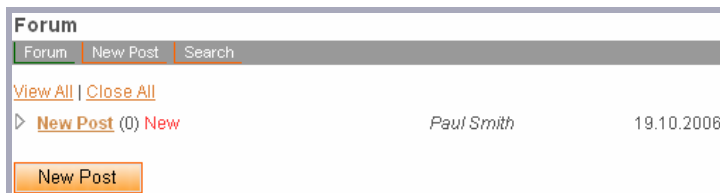
With this template, the entries in the forum will be shown in a hierarchical structure. New topics can be entered from the *Forum* home page, as well as from the menu item *New Post*.



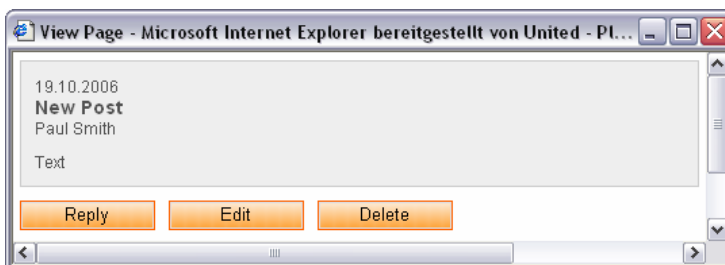
Click  *New Post* on the start page.




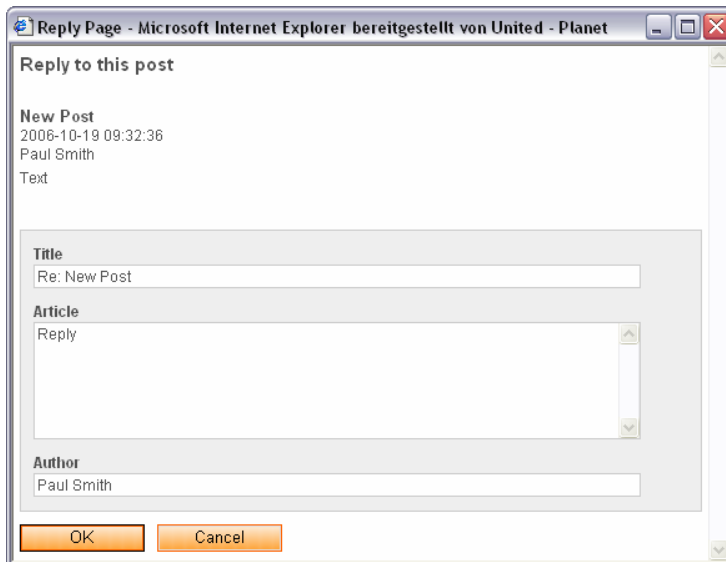
The currently logged on user will be automatically entered to the *Author* field. Click  *OK* to save the new entry.




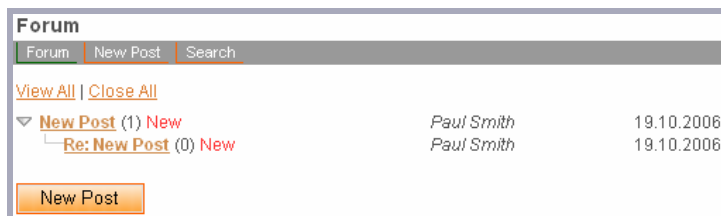
With the link to *Open all / Close all*, all subordinate entries can be shown or hidden. The titles of the entries will be displayed as links. The total number of subordinate posts will be given in parentheses. Clicking on a link will open the view page, on which the post can be edited or deleted.



If you click  *Reply* here, you can reply to a post.



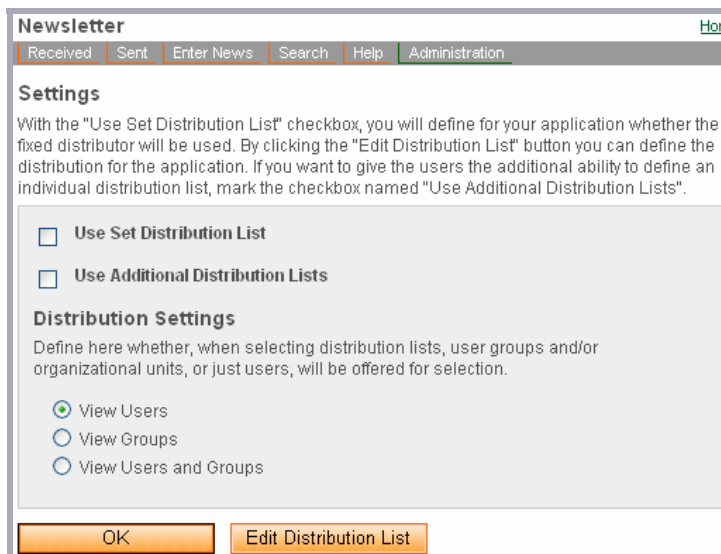
Click  **OK** to save the reply and show it on the *Forum* page.




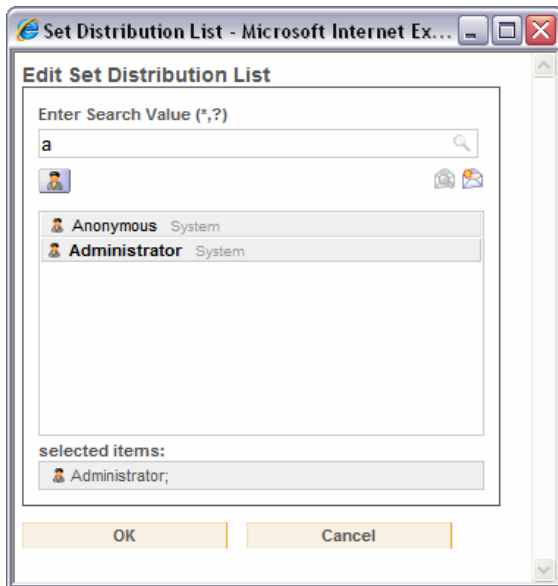
10. Newsletter


With an application based on the *Newsletter* template, current news items can be entered in the portal and then published to a freely definable distribution list. Displaying the news items will be accomplished directly on the main portal page via a portlet (see handbook *Portal and Portlets*). The settings for publishing the news can be changed on the *Administration* page.

10.1. Settings



The setting *Use defined distribution list* allows you to use a predefined list of recipients for publishing a news item. This fixed distribution list can be set up by clicking  *Edit distribution list*.




For further Information on the *Distribution List* see handbook  *Application Designer*.

10.2. Composing a Newsletter

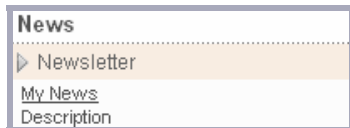
In order to compose a newsletter, please click the *Create News Item* menu item.

Enter the *Title*, a *Short Description*, and the *Text* of the news item. The validity period of a newsletter can be defined in the *Valid until* edit field. If the date is reached, the newsletter will no longer be shown in the *News* portlet on the main portal page.

Clicking  *Distribute* will open the dialog to select the distribution list.



The newsletter will be published by clicking  *OK* and shown in the *News* portlet on the main portal page for all users that are included in the distribution list.



If a newsletter is not shown, please check to see if the validity date has passed. In this case, a news item will no longer be shown in the portlet. An additional requirement for news item display is sufficient access permissions.

Clicking the link-formatted title will open the view page for the newsletter.



With the four buttons above the title, a user can page through all received news items. With sufficient access permissions, the newsletter can be edited or deleted. The distribution list will be shown by clicking the link to *Show distribution lists*.

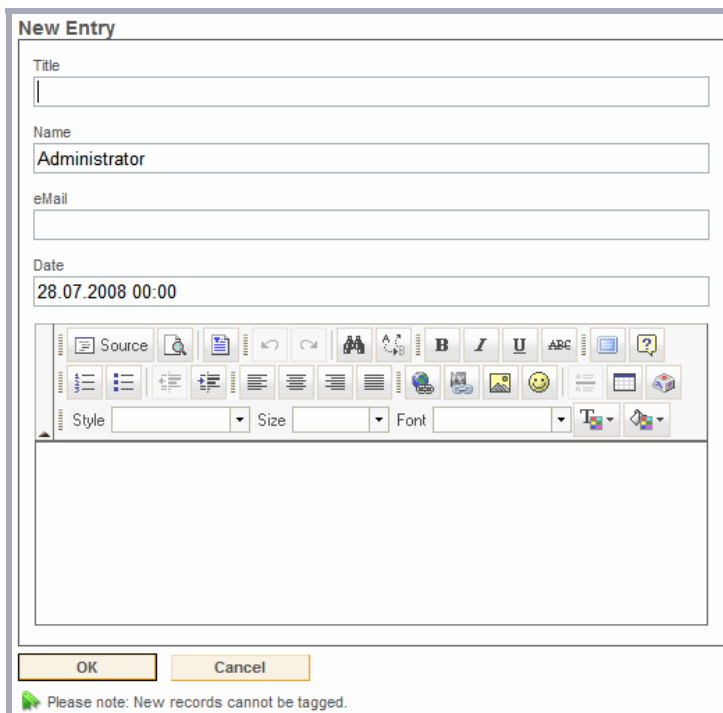
10.3. Sent and Received News



All newsletters that were sent to or received by a user will be listed on the pages *Sent* and *Received*. The newsletters can be further edited by clicking their titles, which are displayed in link format. In order to show newsletters that were sent or received on another date, simply select the desired date from the small calendar.

11. Weblog

With the *Weblog* template, you can create journals for product managers, IT administrators (server logbook), interns, etc. A new entry can be composed by selecting *New Entry* from the menu.

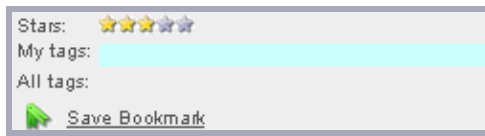


By clicking *OK*, the new entry will be inserted. At the foot of the page, you have the ability to set a bookmark. With a new data record, no bookmark may be set. The entry must first be saved. After saving, the appearance of the element will change.



With the stars in the upper area, you can turn in an evaluation of the entry by clicking the desired star.

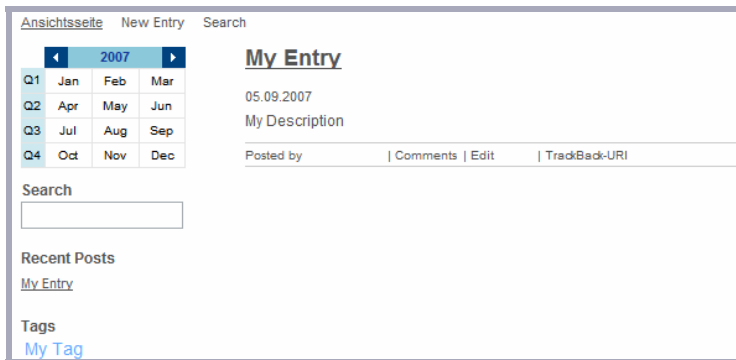
If you click the link to *[Edit...]*, you can enter tags, which are assigned to the bookmark and/or entry. Separate multiple tags with a comma.



In *All Tags*, all tags that were assigned this bookmark that have been entered by various users will be shown.

Bookmarks will not be automatically saved when the data record is saved. Please save the bookmark explicitly by clicking the link to *Save Bookmark*.

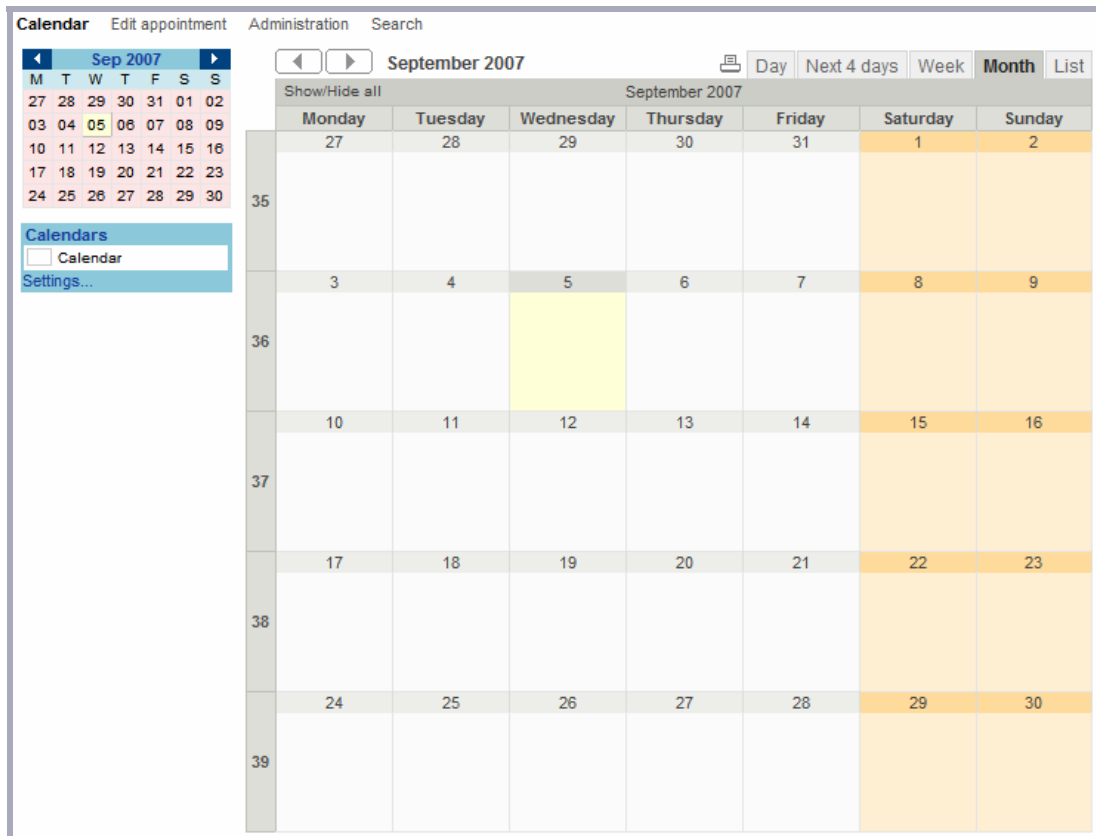
If a bookmark has been saved, you may enter additional comments by reopening the data record. A saved entry will be shown on the *Weblog* page.



Entries that have been entered on a different date will be displayed if you select the corresponding date in the small calendar. With the *Comments* link, multiple comments for an entry can be made. The *Edit* link will open additional link in a pop-up window, in which the entry can be edited. Clicking the link to *Permalink* will open the *Weblog* page in a new browser window without frames, which can then be reached at any time. You can find a description of the functions of the small calendar in the following chapter.

12. Calendar

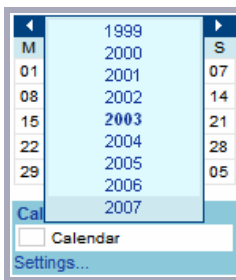
The *Calendar* template can be put into practice in all areas of the business and is designed for the entry and management of all time-dependent events (such as birthdays, anniversaries, convention dates, vacation and absence calendars, visitor lists, product deadlines, and so on). On the home page of a calendar application, the default setting will show the current month.



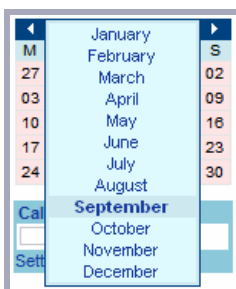
12.1. Navigation Calendar

With the small navigation calendar, you can control the larger calendar view. Select a date by clicking on it. The calendar view will subsequently be refreshed and show the time frame containing the currently selected day. The current day will also be emphasized in the navigational calendar, as well as the calendar view, by showing it in a different color.

At the head of the navigation calendar, you will be able to move forwards and backwards by month with the help of the arrow buttons. If you click with the mouse on the year, a list will be shown, allowing you to select a different year.



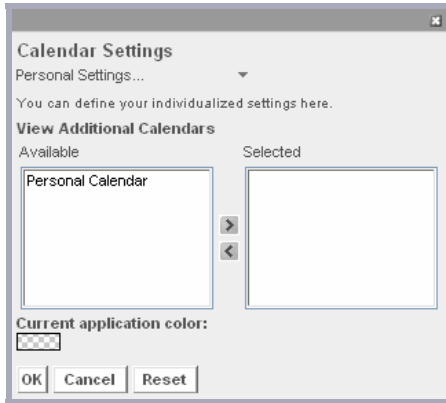
If you click with the mouse on the month, a list will be shown in which you can select a different month.



In the lower area of the navigation calendar, you have the ability to show appointments from other calendar applications in the current calendar.

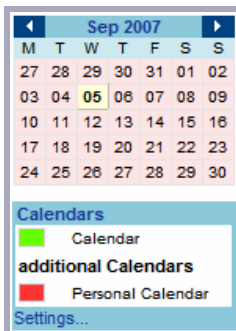


To do so, please click the link for *Settings*.

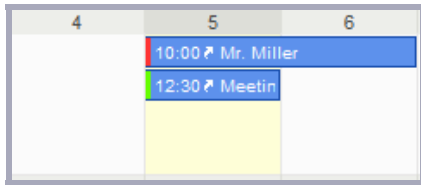


In the upper area, if you have appropriate permissions you may define whether you want to change your *Personal Settings*, the *Default Settings*, or the settings for the *Anonymous* or *Individual Users*. You can click the arrow next to the entry for *Personal Settings* in order to change its mode. You can find additional information on this topic in the handbook [Portal and Portlets](#).

Here you can select the calendar applications from which you wish to take appointments and show them in the current calendar. Simply move the desired calendar, with the help of the arrow buttons, from the *Existing* list to the *Selected* list. With the *Application Color*, you can designate the appointments from the current calendar application in color with the thin bar at the left border. Additionally, you can set the time scale in the large calendar view and emphasize it in color in this area, by activating the setting to *Emphasize Area*. Clicking *OK* will save the settings, and *Reset* will return the calendar to the default settings.

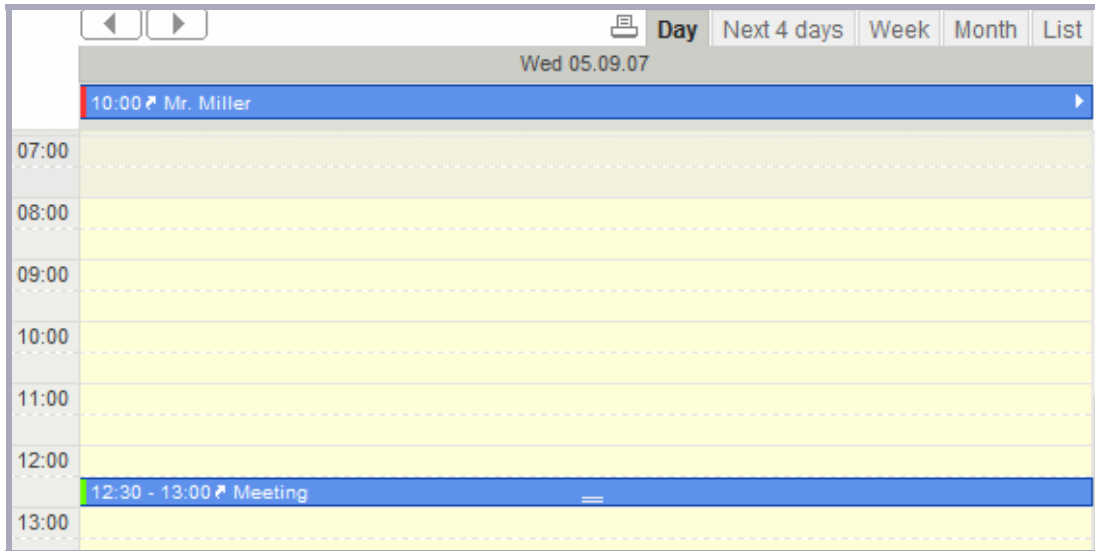


If additional calendars are selected in the settings, you have in the lower area of the navigational calendar the ability to differentiate the appointments using colors. To do so, click the field to the left of the calendar name and select the desired color from the small palette. Here you will see an appointment from the current calendar application and the personal calendar that is additionally integrated into it.



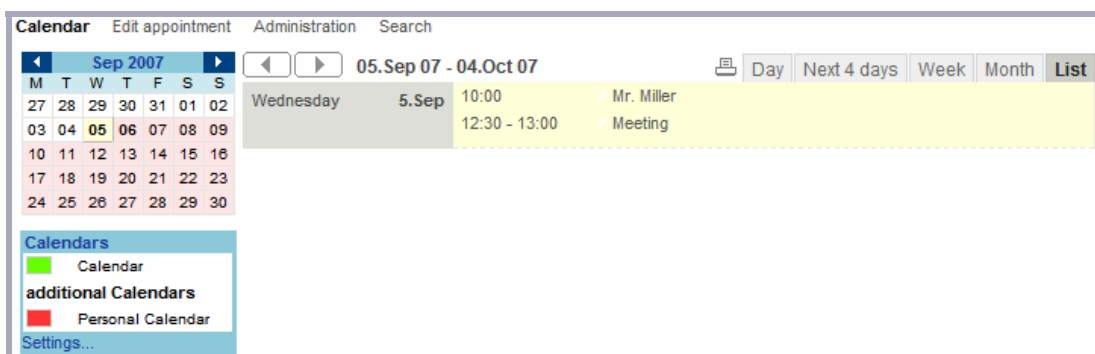
12.2. Calendar View

On the tabs *Day*, *The next 4 days*, *Week*, and *Month*, at the head of the calendar view, the current day or the date that was set in the navigational calendar will be shown in its corresponding time frame.



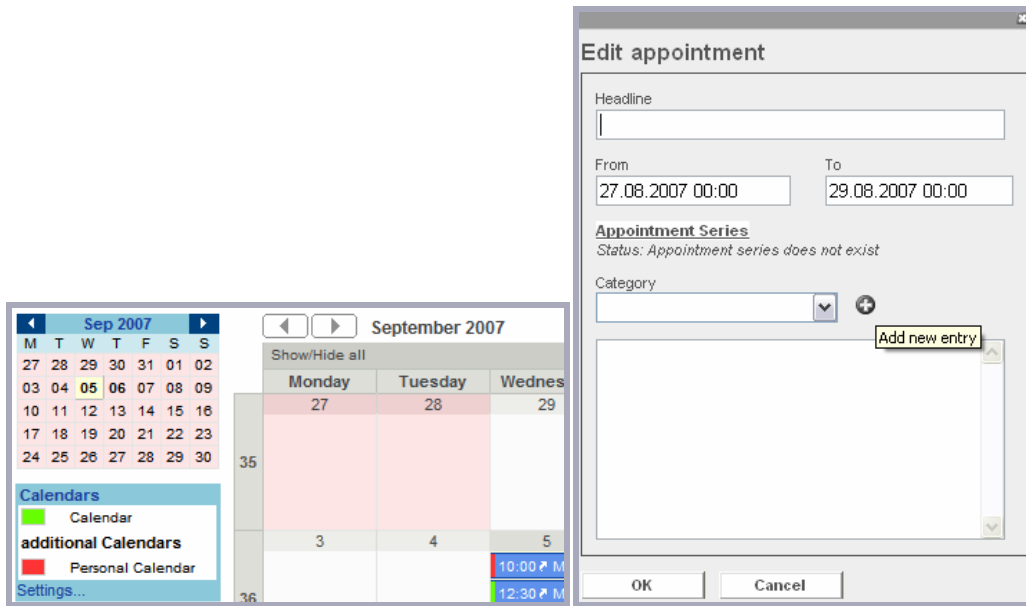
Both of the arrow symbols allow you to page through each tab forwards and backwards. If you have moved to another date, the link to *Today* will be shown to the right of the arrow buttons, with which you can always return to the current date. If you click on the printer symbol, the view will be opened in a pop-up window, in which the page can be printed out by clicking on *Print*.

On the *Appointment Series* tab, all appointments in the current calendar application will be listed in a table.

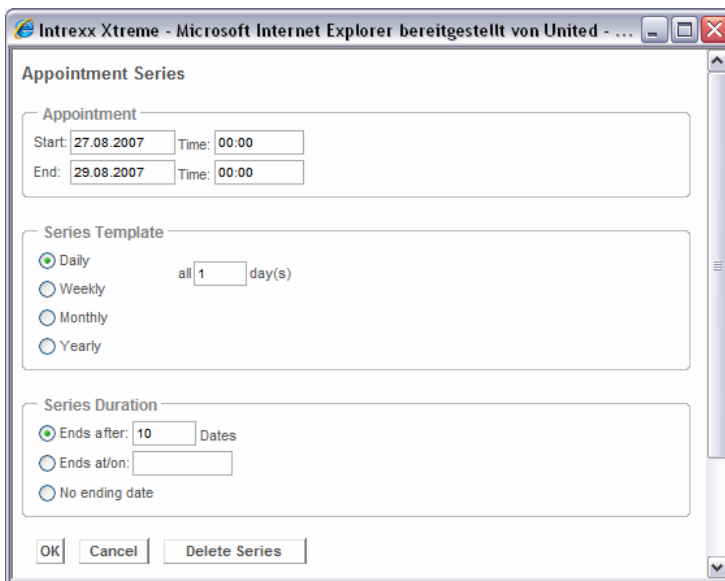


12.3. Entering an Appointment




New appointments can be composed by clicking on the desired date or time in the calendar view. You can also highlight the entire appointment with the mouse. To do so, place the mouse at the start of the appointment and drag it to the end while holding down the left mouse button. The appointment length will be highlighted in color and the input page will be shown automatically. The start and end of the appointment will already be entered there.



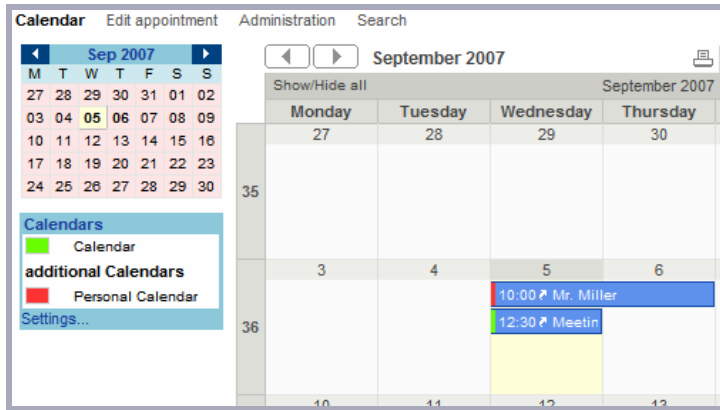
Alternatively, you can enter an appointment from the menu item *Enter Appointment*. Clicking on the *Appointment Series* link allows you to transform the appointment into a recurring appointment.



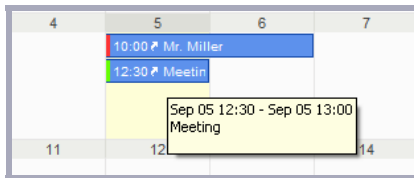
The start and end of the appointment will be automatically entered if you have already entered them to the *Enter Appointment* page. In *Series Template*, you will enter whether the appointment recurs daily, weekly, monthly, or yearly. In the edit field *Every ... Day(s)* by the *Daily* setting, you can enter after how many days the appointment will be shown again. In *Series Duration*, you will define when the periodic repetition will end. Here you can enter the number of repetitions or a fixed ending date.

Clicking  *Delete Series* will turn the appointment back into an individual appointment. Save the settings with  *OK*. You can learn about how appointments can be shown in a portlet on the main portal page in a portlet in the handbook  *Portal and Portlets*.

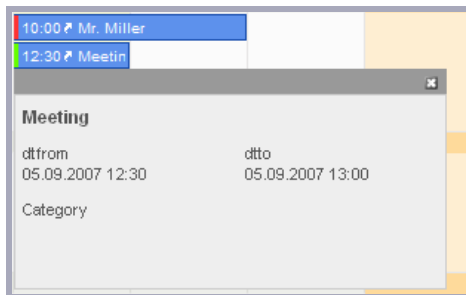
12.4. Editing an Appointment



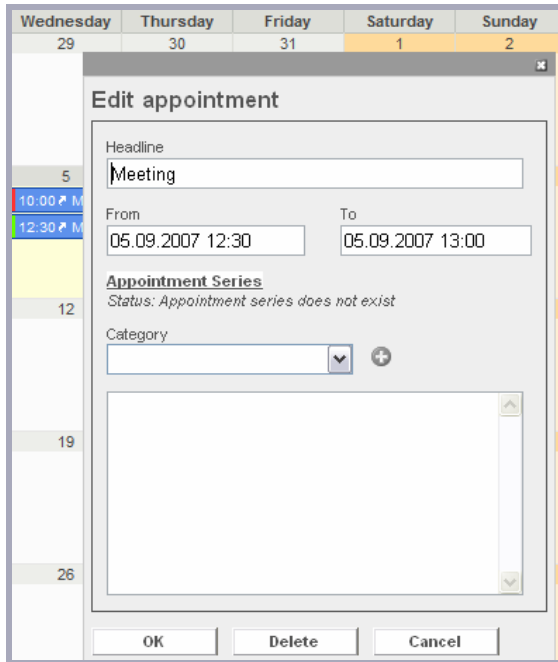
Appointments can be moved in the calendar view with drag & drop. Simply drag the appointment with the mouse to the desired date, and in the date view, to the desired time.



If you place the mouse on an appointment, additional information will be shown as a quicktip. With a simple mouse click on the appointment, the view page of the appointment will open in a tooltip.




With a double click, you will reach the edit page, in which you can edit the appointment.



An appointment can be edited or exported for use in Outlook via the context menu.



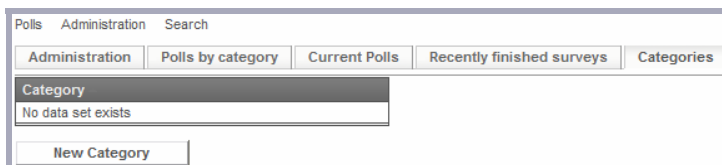
The export to Outlook can also be started with the  arrow symbol to the left of the appointment name. This will generate an *.ics file that you will be able to import into Outlook.

13. Polls

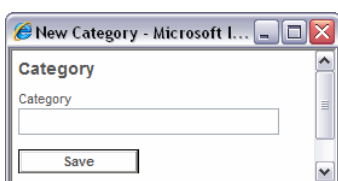
With the *Polls* template, you can create polls and show them to users via a portlet. The polls can be executed either personalized or anonymously, according to your choice – with graphical analysis. With this, you will be able to accurately gauge the opinions of your employees.

13.1. Administration

First, enter categories to the *Administration* page. To do this, click on the *Administration* menu item and then on the *Categories* tab.



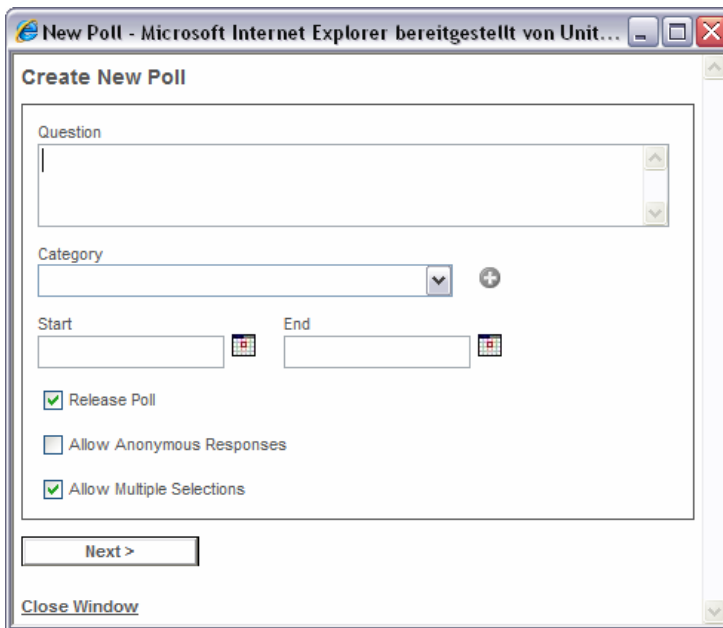
Eine Kategorie kann mit Klick auf  *Neue Kategorie* erfasst werden.



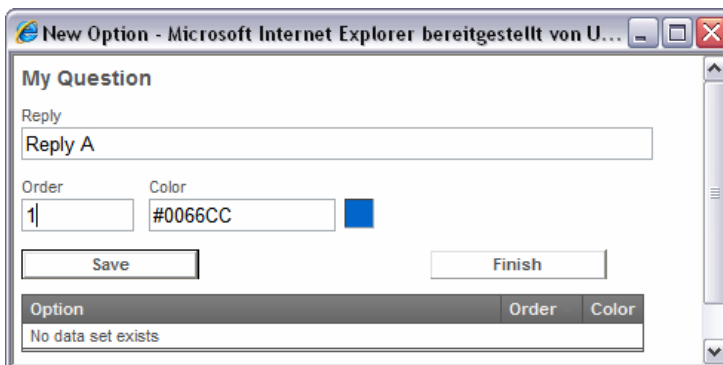
Next, click on the *Administration* tab. Here you have the ability to create a new poll.



Click on *New Poll*. The entry page will be opened in a popup window.

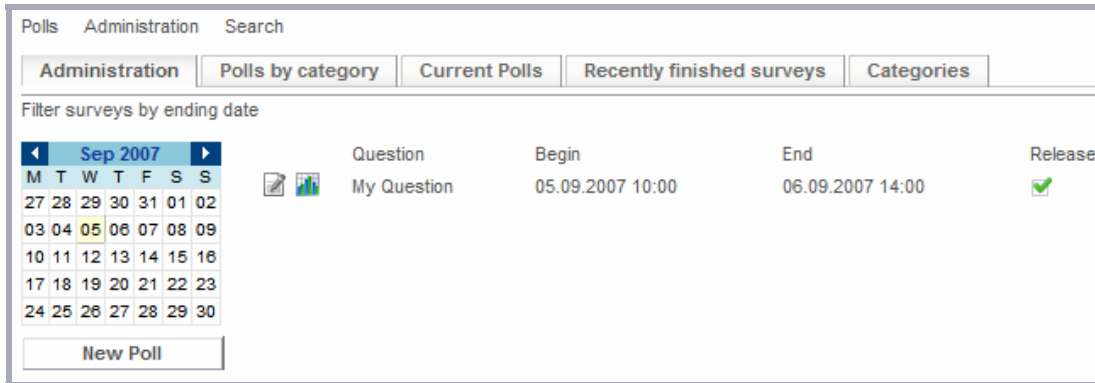


Formulate your poll and enter it to the *Question* field. In the *Category* selection list, the appropriate category can be selected. With the icon, new categories can also be directly added to the categories list. Enter the start date of the poll in the *Start* field, and the date on which the poll ends in the *End* field. The setting to *Release Poll* will send the poll to all users with appropriate access permissions after saving it. The setting to *Allow anonymous responses* will allow users who have not logged in to respond to the poll. The setting to *Allow multiple selections* will permit multiple answer options to be chosen. To continue, click *Next*.

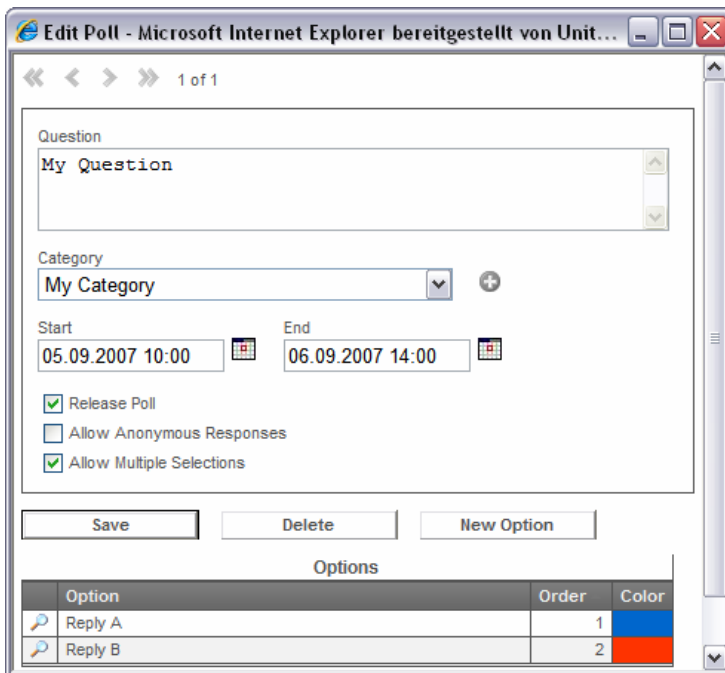


In the following window, your preferred possible answers can be entered. In the *Order* field, you will define in which position each possible answer will be shown. A color can also be assigned. After you save the first potential answer, you have the ability to enter

the second possible answer. As soon as all possible answers are entered, the poll can be saved by clicking *Finish*. It will be shown on the *Administration* page.



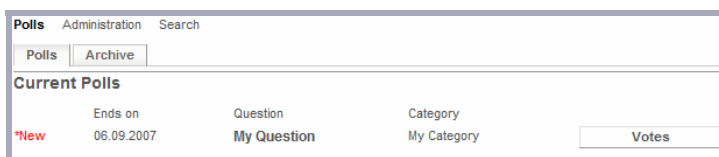
With the navigation calendar, a date of your choice can be selected. In the list, the polls will be shown that are or were current to the selected date. If you want to display all polls, this filter can be turned off by clicking on the *Administration* tab. Clicking the icon will open the edit page, on which you can change the data for the poll.



On the additional tabs in the *Administration* menu, the *Polls by category*, the *Current polls*, and *Recently ended polls* will be listed.


13.2. Voting

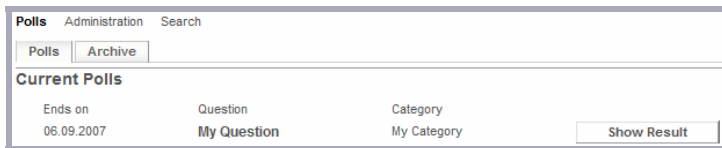
In the *Polls* menu, the actual voting will be executed. If polls have been entered, released, and are current, they will be shown to all users with the corresponding access permissions on this page. Expired polls can be viewed on the *Archives* tab.



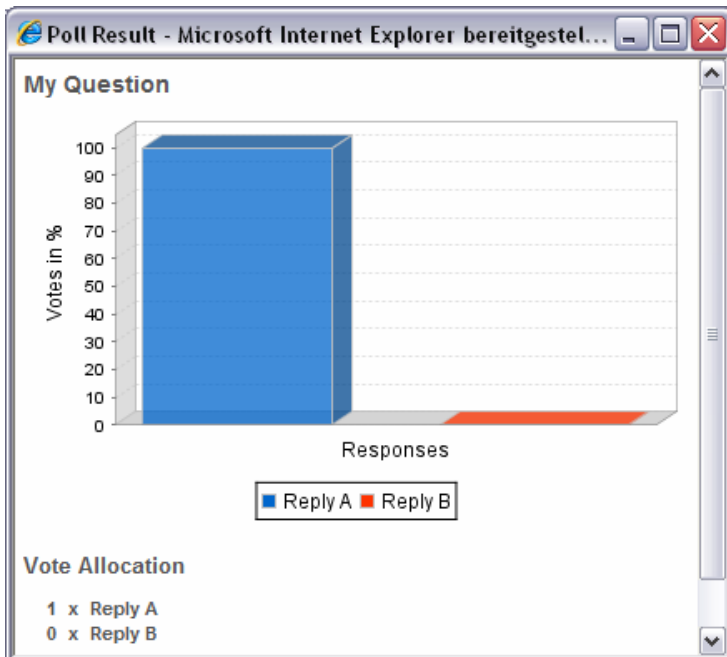
The poll will only be shown as long as the currently logged-on user has not yet voted on it. Clicking on *Vote* button will open the voting page.



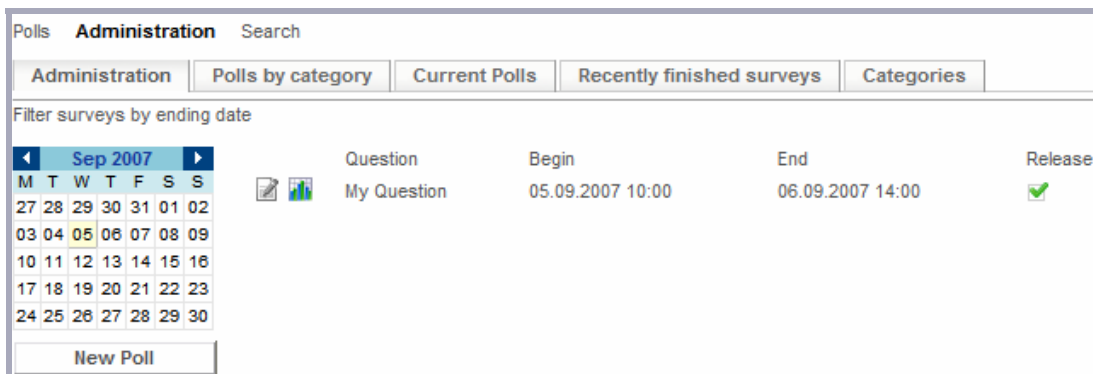
On this page, the possible replies will be shown in the order they were defined upon entering the poll. The user can now vote. If multiple selections have been allowed for the poll, multiple possible replies can be chosen. Otherwise, only one reply can be chosen. The vote will be completed by clicking  *Send Vote*. Now, on the *Polls* page, instead of the *Send Vote* button, the button to *Show Results* will be shown.




Clicking this button will open a popup window, in which the current results for the poll will be displayed graphically.



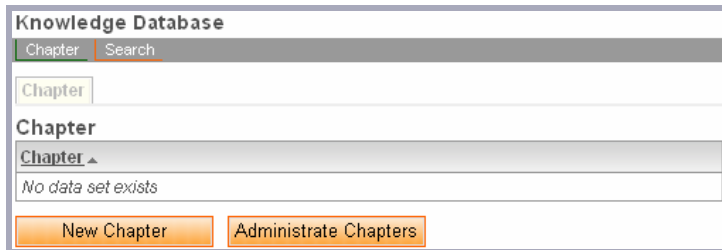
The results of the poll can be viewed at any time on the administration page.




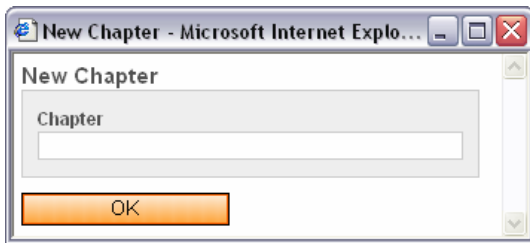
Clicking the  icon will open the popup window with the graphical display of the poll results.


14. Knowledge Database

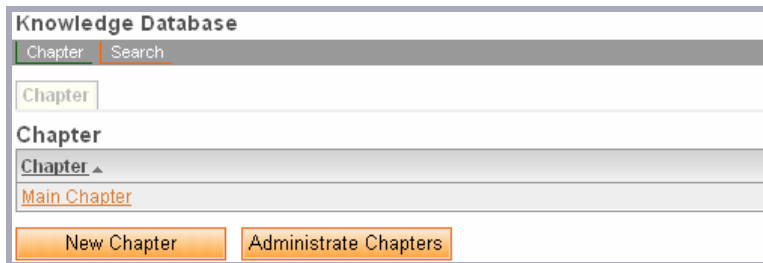
One important task that a functional portal must fulfill is the administration and preparation of company-internal knowledge. With the knowledge database from Intrex Xtreme, you can set up any number of various applications with subdivisions in areas, topics, chapters, and subchapters.




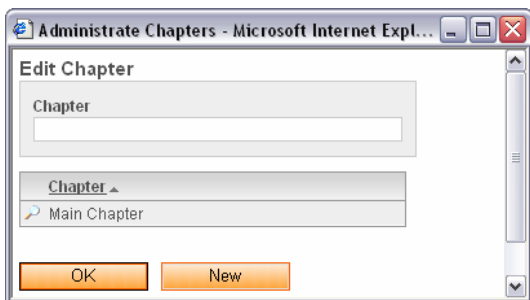
In order to create entries, a chapter structure must first be entered. To do this, click on  *New Chapter*.



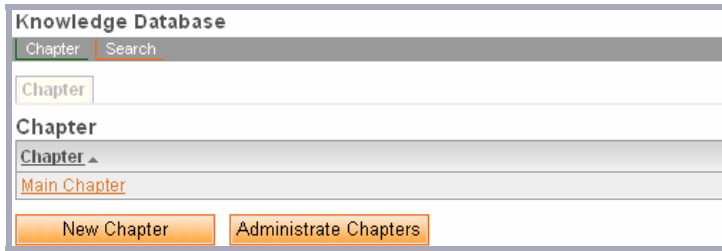
Click  *OK* to create the chapter.



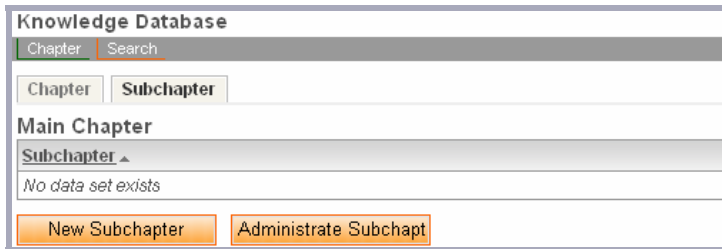
If a chapter has been entered, it can be renamed or deleted via  *Administrate Chapter*.




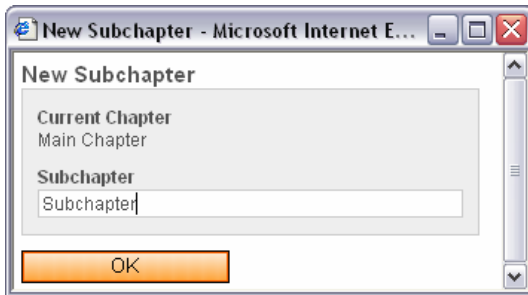
In order to create subchapters, click on the link to the chapter on the *Chapters* page.



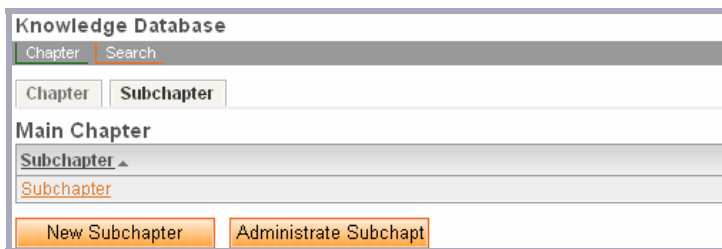
The second tab, *Subchapters*, will be shown.



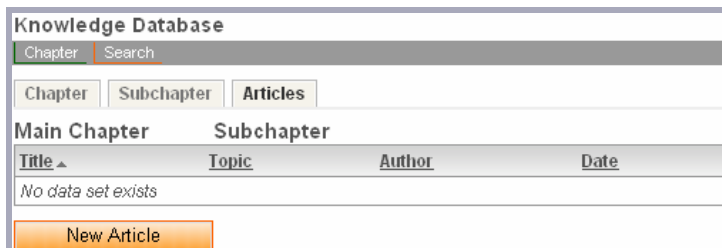
Click on  *New Subchapter* in order to create a new subchapter.



Open the new subchapter by clicking on the link to the main chapter on the *Chapters* page.



An article can be created by clicking the link to the subchapter.



Click on  *New Article*.

Here a *Topic*, *Title*, the *Entry Text*, and if desired, a *File Attachment* can be entered. *Author and Date* will be entered automatically. Click *OK* to save the entry, which will be available via the chapter structure.

Main Chapter	Subchapter	Title	Topic	Author	Date
		My Title	My Topic	Administrator	20.10.2006

15. Minutes

With the *Minutes* template, you can construct a complete meeting and minutes administration. With it, you will create electronic invitations to meetings with agenda items, and with them you can compose a summary of the meeting. All open summaries and meetings will be listed and then archived at a given time.

15.1. Invitation to a Meeting

In the *Minutes in Progress* menu, you will find a list of summarized meetings.

The minutes here will not yet have been distributed and can be edited. Click *New Minutes* here or select the *New Minutes* menu item in order to create a new record.

Minutes
 Minutes in Process | Distributed Minutes | **New Minutes** | Options | Search

Enter Minutes

Title
 My Minutes

Moderator
 Paul Smith

Minute Taker
 Sabine Betz

Date
 20.10.2006 09:00

Location
 Room 5

OK

Enter the title of the meeting. In the *Moderator* and *Minutes Taker* selection lists, you can select the corresponding users performing these tasks. Enter the date and time of the meeting and where it is taking place. Save your entries by clicking ➡ *OK*.

Minutes
 Minutes in Process | Distributed Minutes | **New Minutes** | Options | Search

My Minutes

Moderator Paul Smith	Minute Taker Sabine Betz	
Location Room 5	Meeting Date 20.10.2006 09:00	

Participants List

External Participants

Distribution List

Send Invitation... Distribute...

Agenda Items

New Agenda Item Change Agenda Item Order

On the minutes view page, all entries with a symbol next to them can be edited. Next, enter the meeting participants to the form.


Distribution List - Microsoft Internet Explo...


Distribution List

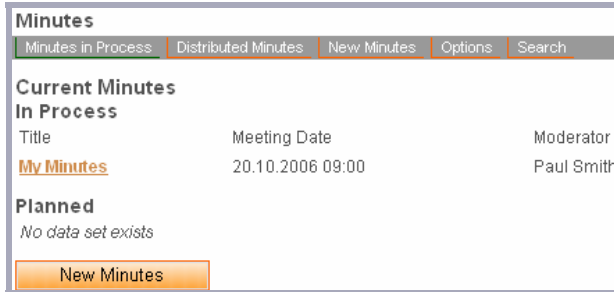
Enter Search Value (*,?)

selected items:

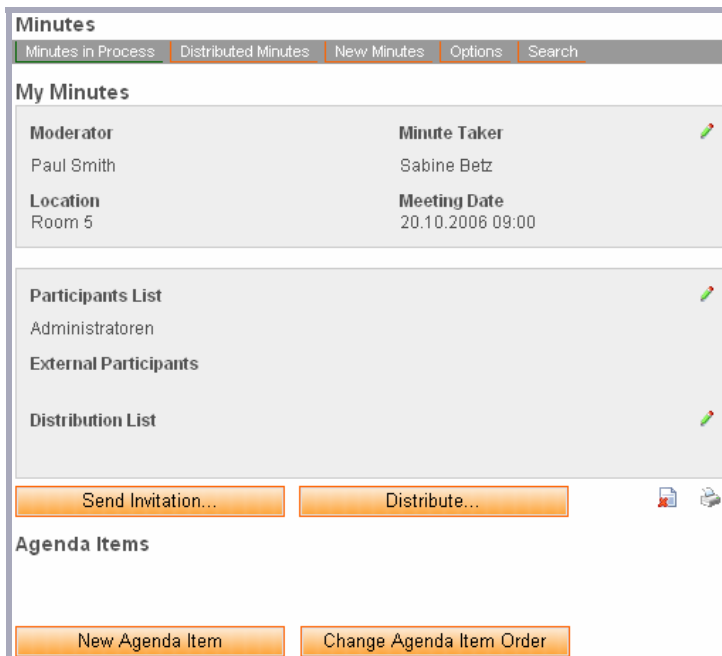
OK Cancel



Select the desired participants here. For further Information on the *Distribution List* see handbook  *Application Designer*.

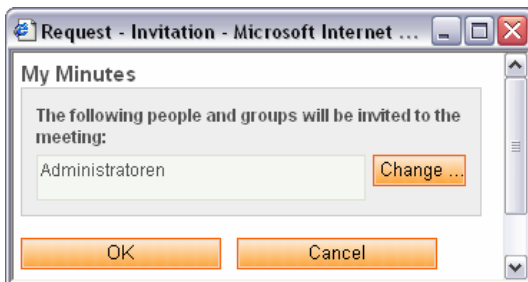
In the lower area, you have the ability to enter names of *External Participants*. Save your entries with  *OK*. A distribution list for recipients of this record will be entered in the same way.




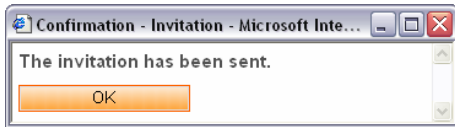
In the *Current Minutes* menu you will find the newly created Minutes item. Click on the title link to open the edit page.



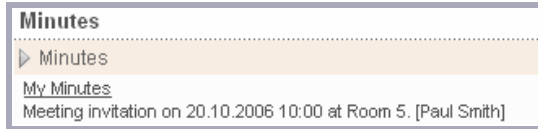
By clicking  *Send Invitation*, all participants who have been entered into the participants list will receive an invitation to the meeting in the *News* portlet on the main portal page. Here you have the ability to edit the distribution list by clicking  *Change*.



Click  *OK* here. A confirmation box will inform you that the invitation has been distributed.

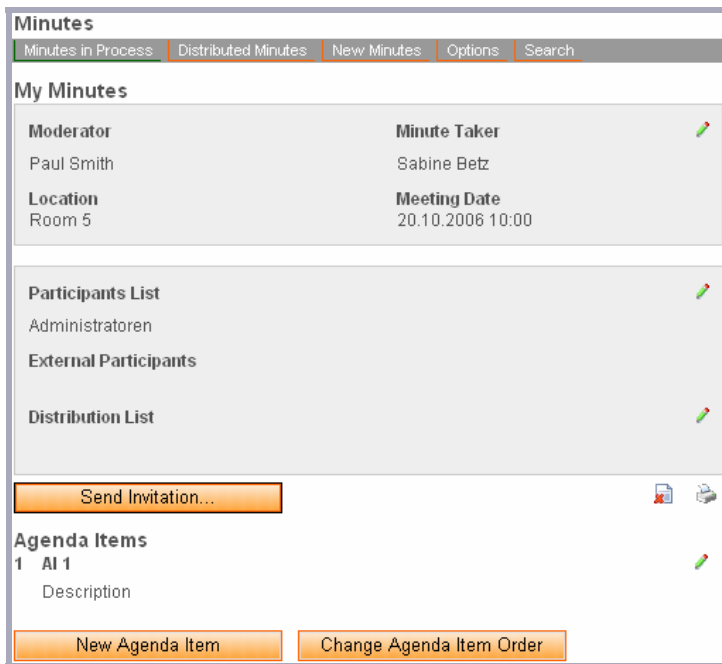


Click **OK**. The invitation will now be shown in the portlet.

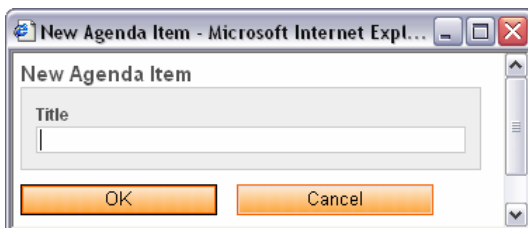


From the title link, the minutes data will be loaded in a pop-up window if the user has the appropriate access permissions. In the portlet, only invitations to future engagements will be shown.

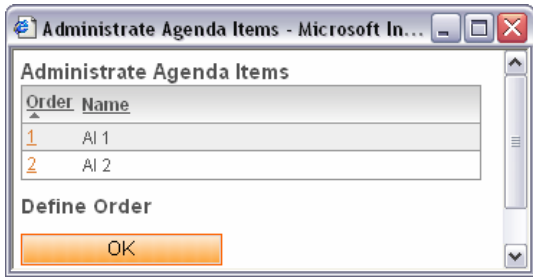
15.1.1. Agenda Items



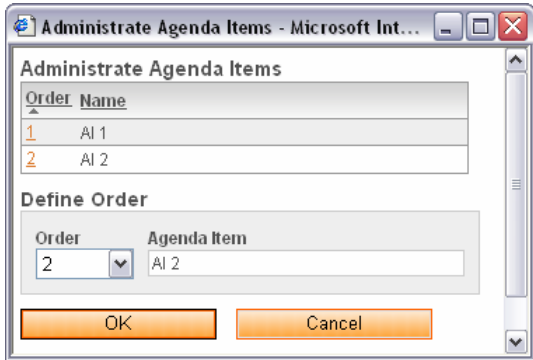
With **New Agenda Item**, you can enter topics for the meeting.




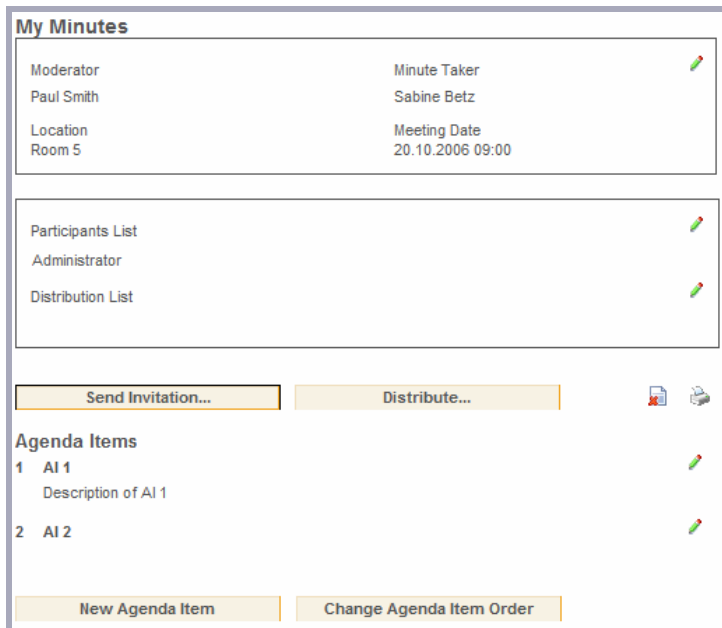
If you have entered multiple agenda items, you can edit their order by clicking **Change Agenda Item Order**.




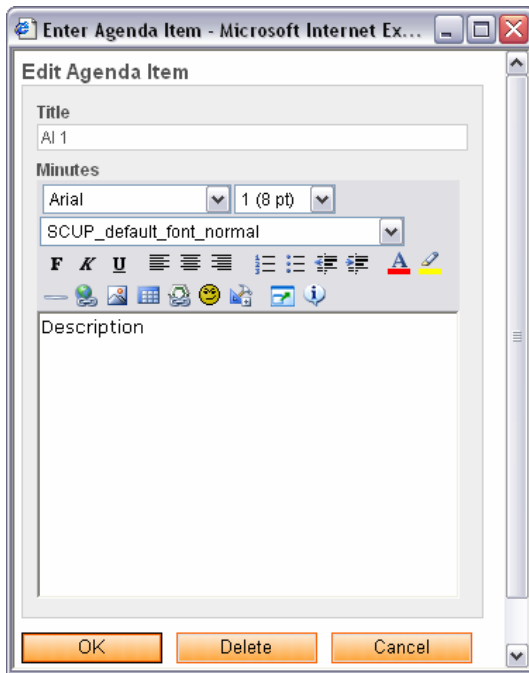
To do this, click on the link in the *Order* column.



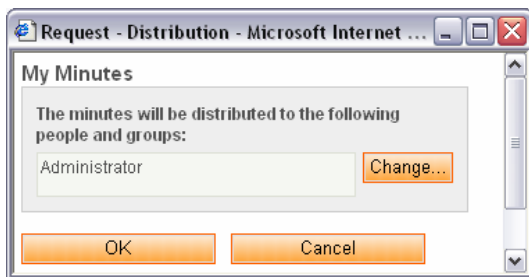
The new position of the agenda item will be assigned via the *Order* selection list. Click  **OK** to accept the settings



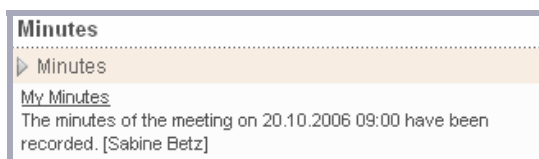
When entering agenda items, you can decide whether the items will be entered upon sending invitations to the meeting or if they will be entered after the meeting has finished. The agenda items can be entered by clicking the  icon.



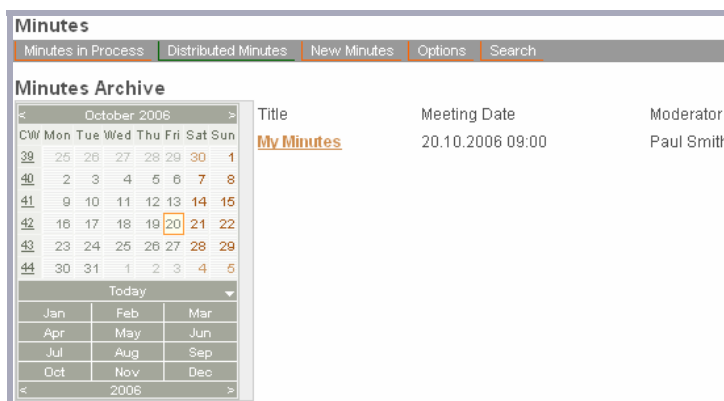
If the meeting date has expired, the minutes can be distributed with a click on [Distribute](#).



The recipients entered here will receive a notification in the *Minutes* portlet and can view all minutes data by clicking on the title link.



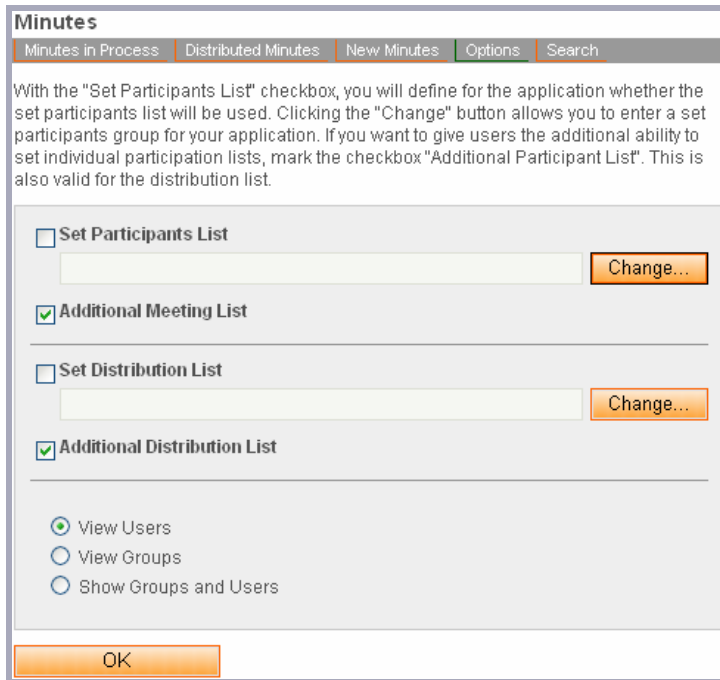
All minutes will be archived under the *Distributed Minutes* menu.



Minutes that were distributed on another date can be shown by selecting the desired date in the calendar.

15.1.2. Options

In this menu, participants and a distribution list can be defined.



The setting *Fixed Participants List* allows you to define a set list of participants. The participants list can be set up via *Change*. The users added here will be sent an invitation to the meeting in the portlet.

The *Additional Participants List* setting allows persons to be invited to the meeting in addition to the fixed participants list. A *Fixed Distribution List* and *Additional Distribution List* can be predefined in the same way.

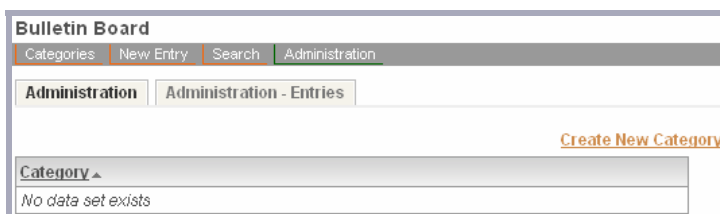
With the options to

- Show users
- Show groups
- Show users and groups

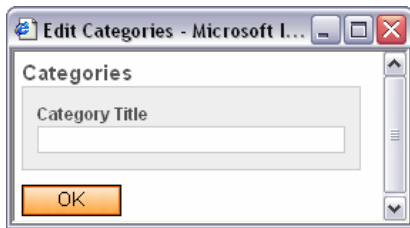
You can define whether individual users, groups, or users and groups will be available for selection when choosing users for meeting participation and/or distribution lists.

16. Bulletin Board

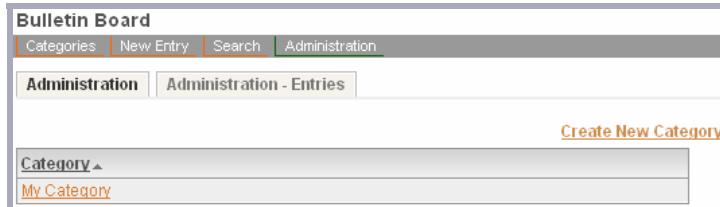
With this template, you can create bulletin boards for all areas of the business. For the bulletin boards, you can create any number of categories directly in the application, as well as define the time frame of publication. First, define categories under the *Administration* menu.



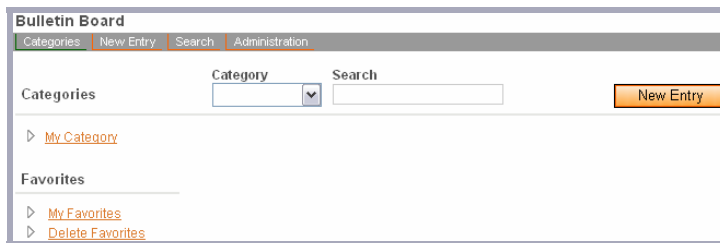
Click the link to *New Category* here.



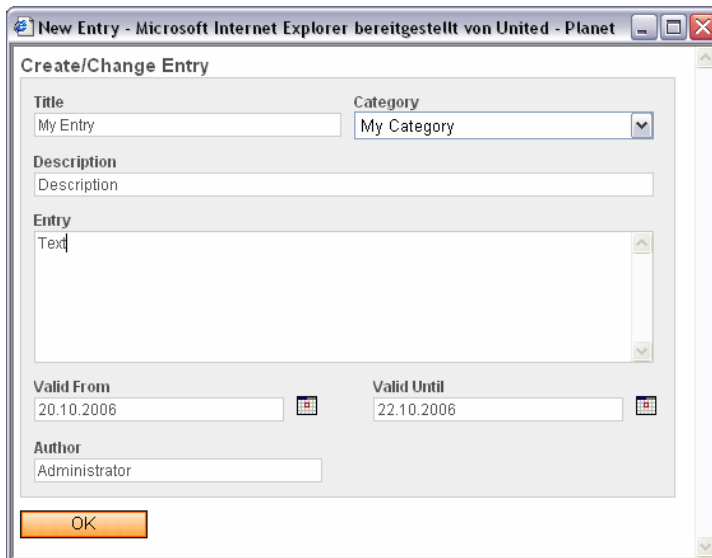
Enter the new category and save your entry with **OK**.



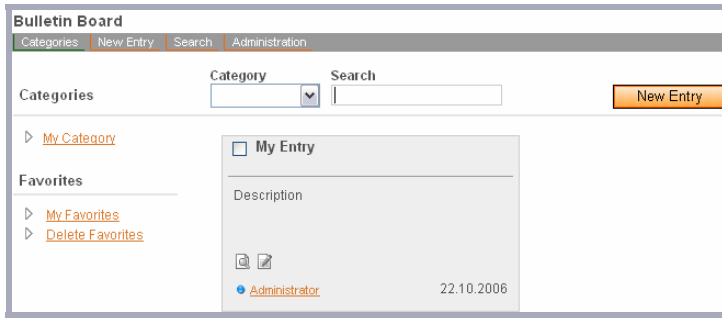
With the *Category Selection* menu, or the *New Article* menu item, entries can now be composed.



Click **New Entry** here.

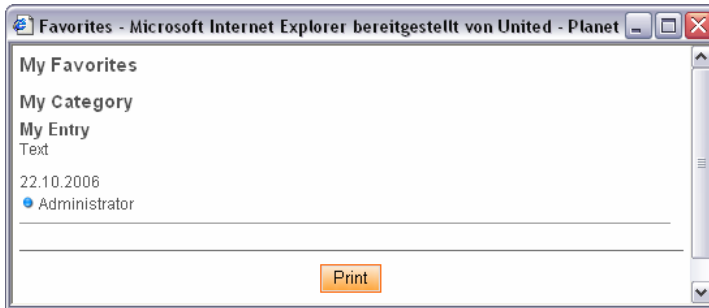



Enter the *Title*, a *Short Description*, and the *Article Text* here. In the fields *Valid from* and *Valid until*, you will enter the time frame in which the article will be displayed. Then click **OK**.



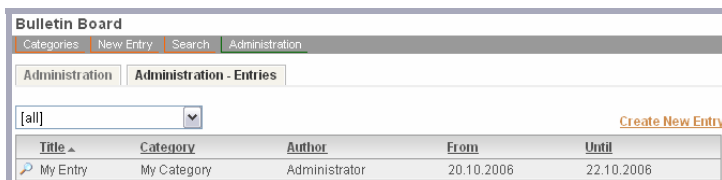
Your entry will now be shown on the *Category Selection* page. All articles can be filtered by category. To do this, simply click on the link to a category in the left area, or choose a category in the selection list. Search terms can be entered to the *Search Text* field. If no category has been selected, all articles will be searched for occurrences of the search text. The relevant articles will then be shown.

The article can be added to the favorites by marking the checkbox to the left of the title of the article. Clicking on the *Show Favorites* link will list all favorites in a popup window.



With  *Print* at the foot of this page, a printer can be selected for printout of your favorites.

In the *Administration* menu on the *Administration – Articles* tab, all articles can be edited. Via the selection list, you will have the ability to filter the articles by category.



17. Intrex Xtreme Studio Series

The applications of the Intrex Xtreme Studio Series

- *Shop Studio*
- *CRM Studio*
- *eProcurement Studio*
- *Project Management Studio*
- *CMS Studio*

are described in their own handbooks of the same names. To use these applications you will require licenses. The applications are contained in the list of templates, but cannot be used in the browser if they are not licensed.