

Intrexx Professional

Intrexx Compact

RELEASE 5



Application Templates

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Writing Conventions

In this handbook, text passages will be displayed in *italics* when they refer to settings in the displayed dialogs. Menu items that are available in context menus can, in addition, always be selected from the main menu. Main menu items will not be described if they are not available in the context menu. A description of the general main menu items can be found in the  *Portals* 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, `<intrexx>` refers to your Intrexx installation path; under Windows, for example, this is usually  `c:\intrexx\`. On Linux, the normal install path is  `/opt/intrexx/`. The following symbols will be used for designation of special kinds of information:


-  Information
-  References to an Intrexx handbook
-  Directories
-  URLs
-  Click on buttons

Background Knowledge

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

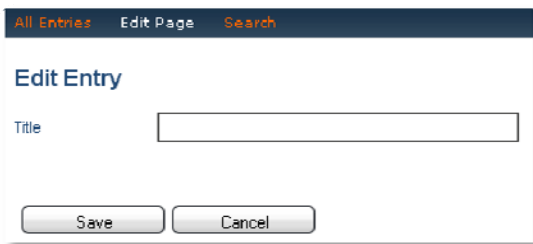
1. Introduction

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 (*Applications*). The new application will then be automatically created based on this template. Changes to the application have no effect on the template.

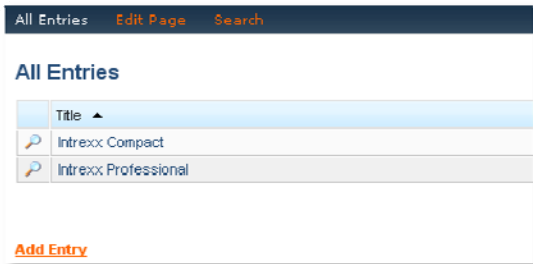
 For registered users, applications have been provided for use free of charge on the United Planet service portal, [Intrexx Live!](#).

2. Empty Application

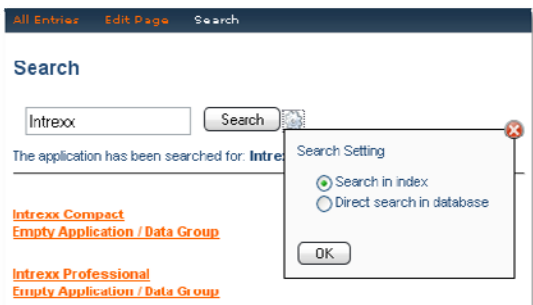
Based on the *Empty Application* template a simple application will be created, in which you can enter data records on an edit page.



On the page *All Entries* the data records will be listed in a table.

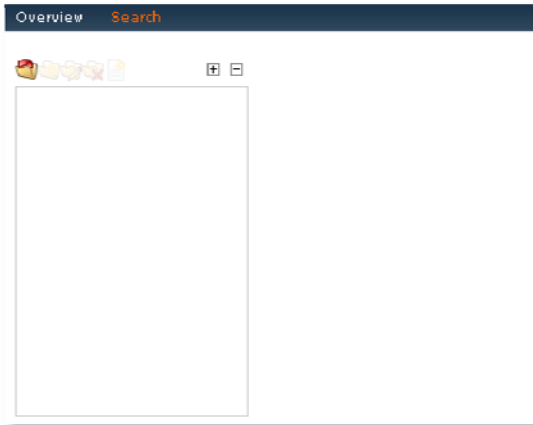



New data records can be added and opened here. Like in all Intrexx applications there is the *Search* page, where you can search for the values of data records (*Applications*).

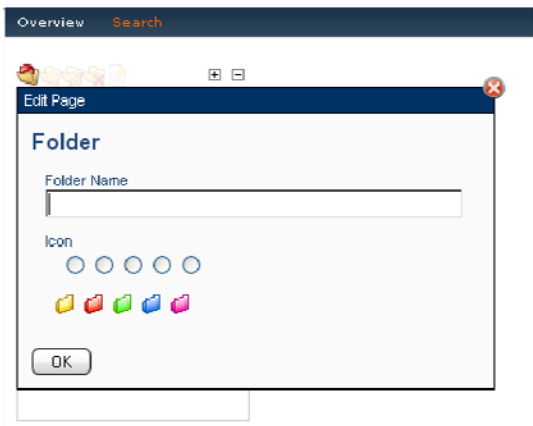



3. Empty Application – Tree Structure

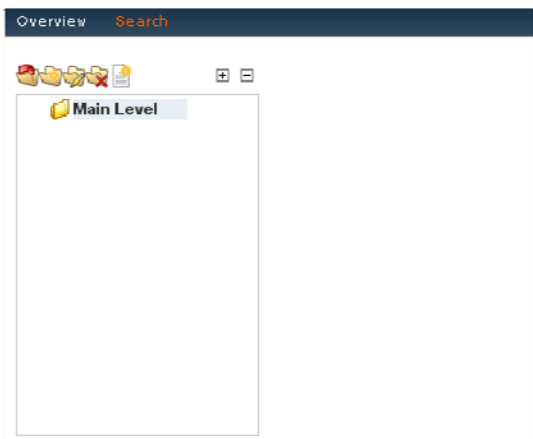
The *Empty Application – Tree Structure* template creates an application in which hierarchical structures with folders are displayed.





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




Enter a *folder name* here. In the lower area 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 additional icons that you will now see at the head of the page offer the following functions:


-  Create sub-ordinate folder
-  Edit folder

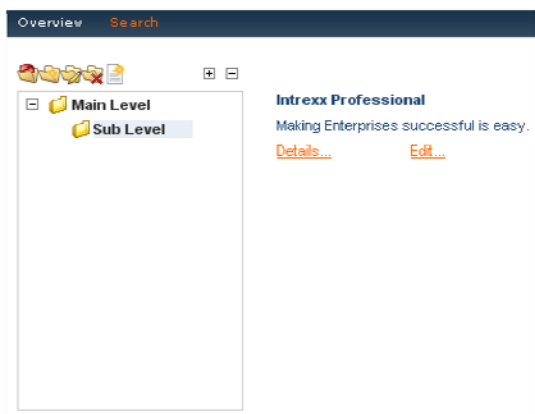
 Delete folder

 New entry

 *Create entry* allows entries to be created. They will be saved in the currently highlighted folder.



Confirm with  *Save* to create the new entry.

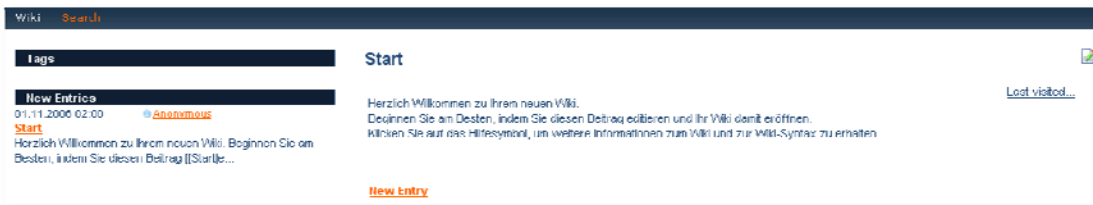


If you select a folder that contains an entry, the entry will be shown to the right of the folder structure. All folders can be moved within the structure via drag & drop.

4. Wiki

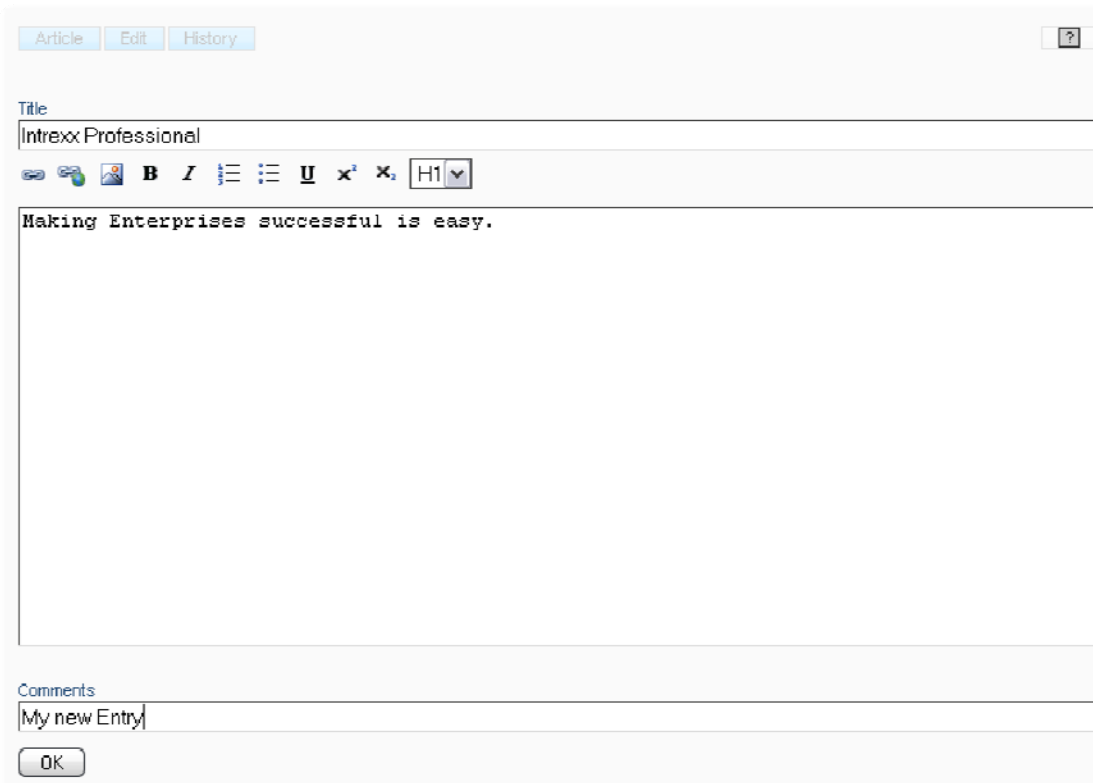
With the *Wiki* application template, a comprehensive collection of pages can be made available. In doing so, the structure of the entire contents will result from the interlinking

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.

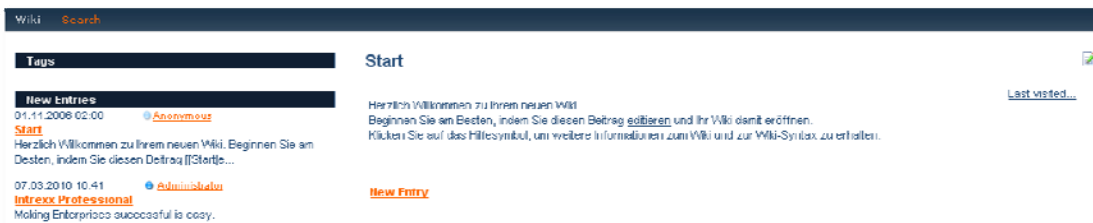


Clicking the link to *Last visited* lists the most recently visited articles, which you can reach from here easily.

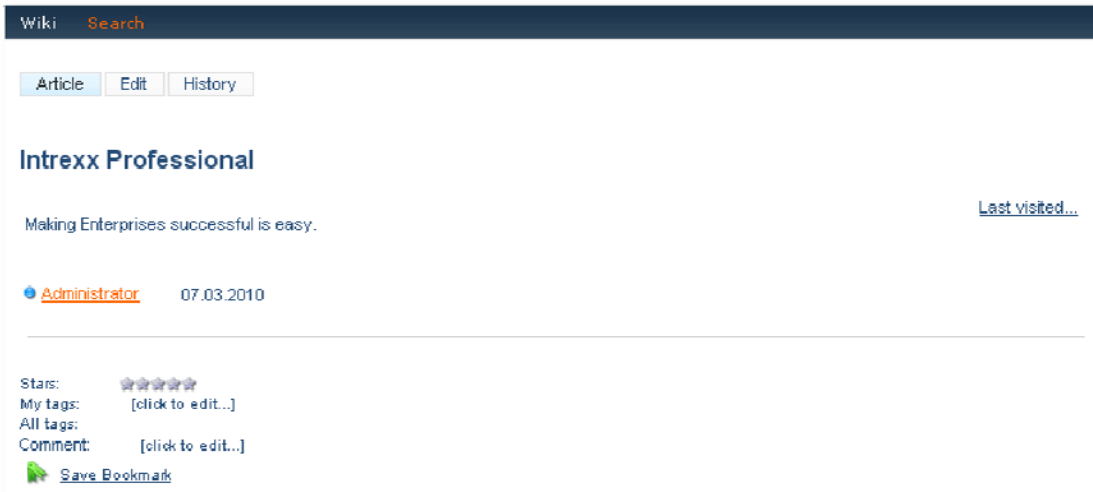
A new article can be opened by clicking *New Entry*.



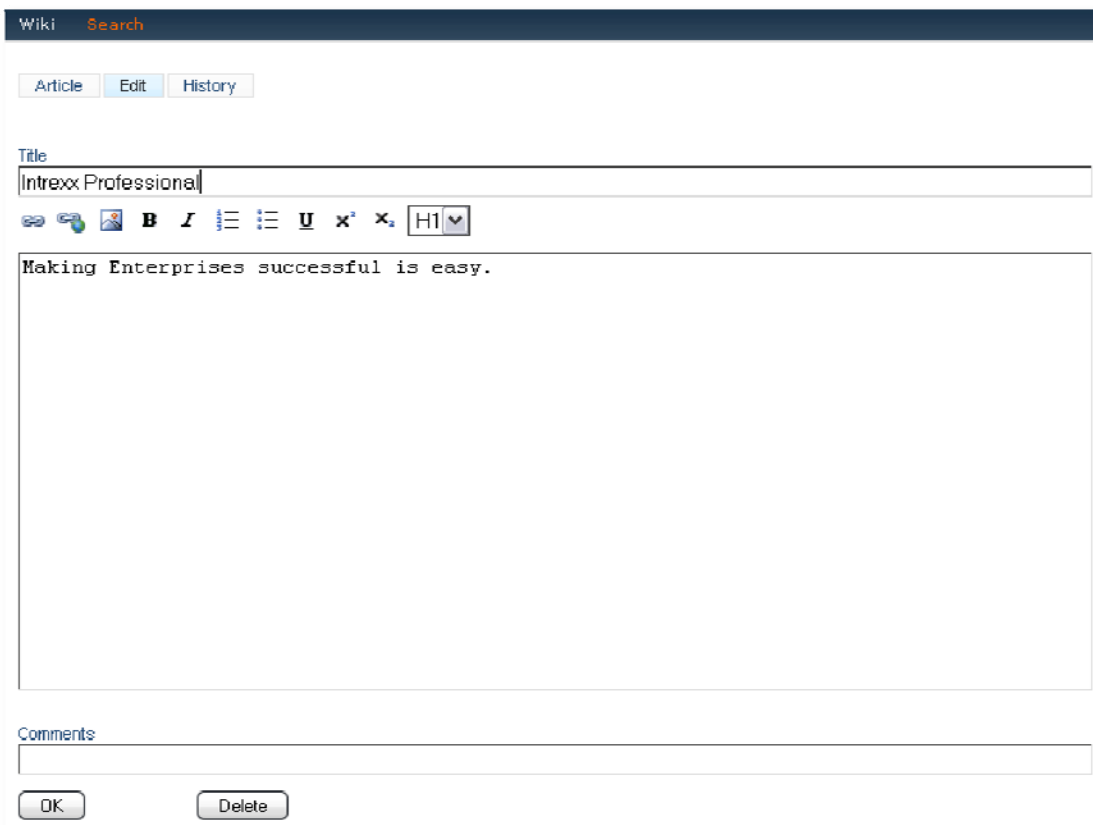
In the upper right of the page, you will see a help symbol, with which you will receive information on linking and formatting the article. The *Comment* will be shown in the history of individual editing steps.



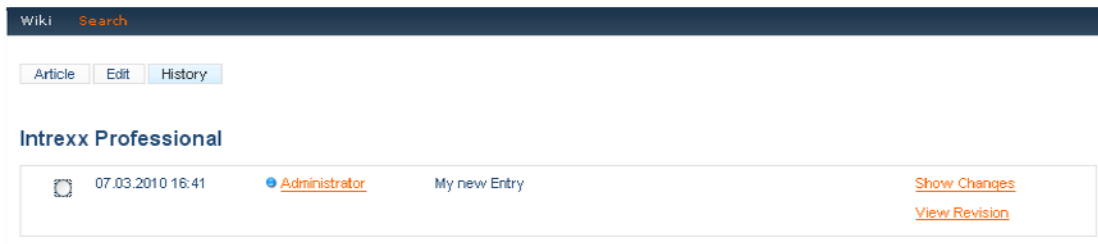
The article will now be shown in the area *New Entries*. Clicking on the title will open the article for further editing.



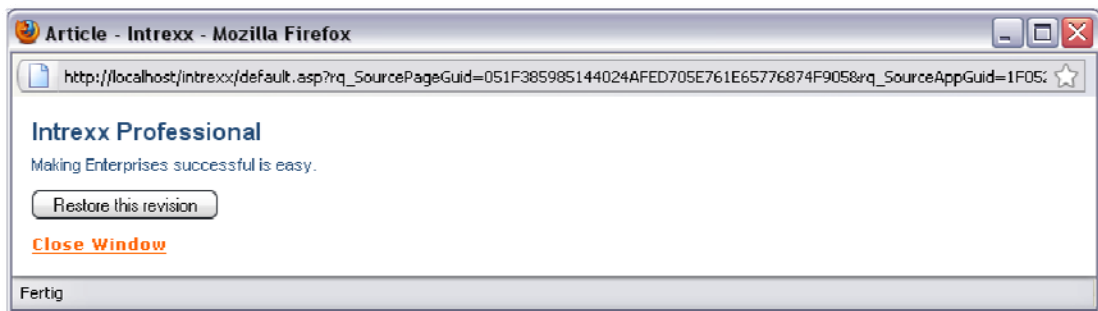
On this page a bookmark can be set (see chapter *Weblog*).



On the tab *Edit* the article can be edited.

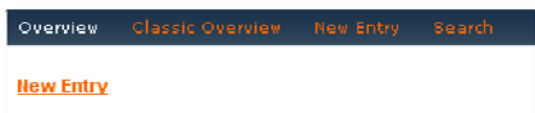


On the *History* tab, each editing step of an article will be documented. Various editing steps can be compared by marking the option field in front of the version you wish to compare with the current one and then clicking *Show changes*. By clicking *View revision*, the version of the article at that point in time will be shown in its own window, and can be returned to use.

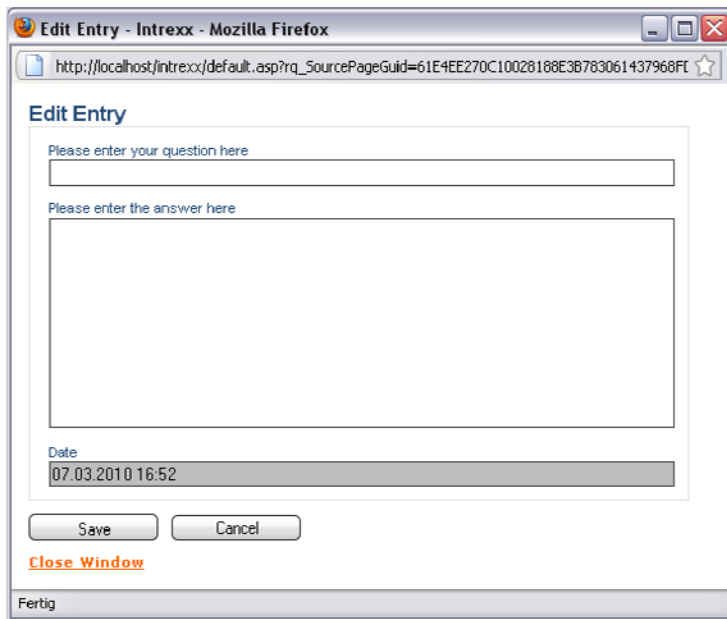



5. Frequently Asked Questions

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



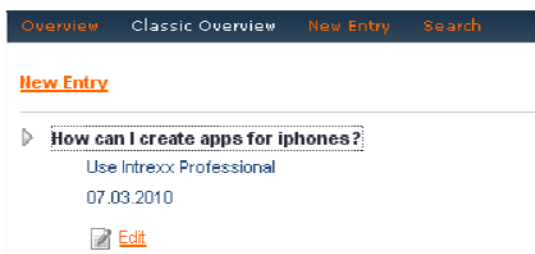
New questions and answers can be entered on the home page of the application, or via the application menu item *New Entry*.




Clicking  *Save* will save the entry.



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



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

6. Documents

The *Documents* template allows you to create a easy-to-use document management system. Each document entered here will be saved on the Intrexx 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.

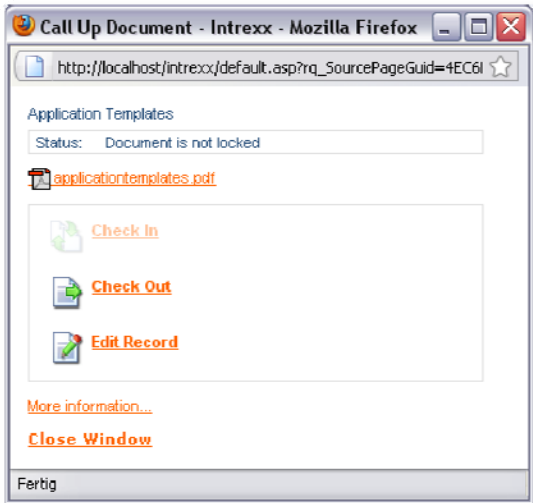
The current *Date* will also be entered as the creation date. Both entries can be changed. If you click the *Browse* button, the desired file can be selected and uploaded to the network.

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.

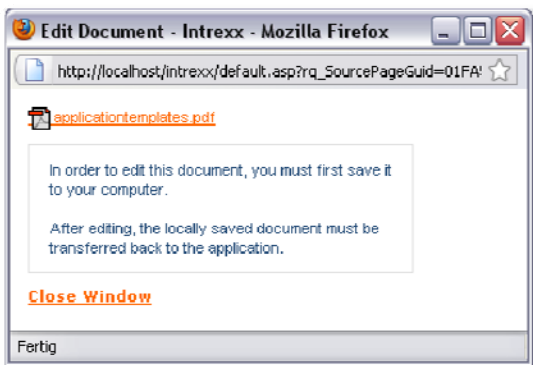
Title ▲	Topic	File	Category	Author	In Use
Application Templates	Intrexx	applicationtemplates.pdf	Documentation	United Planet	<input type="checkbox"/>

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.



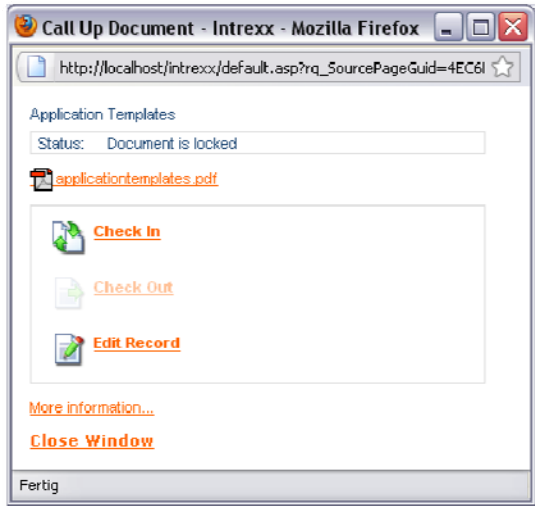
The current editing status of the document will be shown here. The document can be directly opened via a link in this window. Clicking *Check Out* will open an additional window with a message.




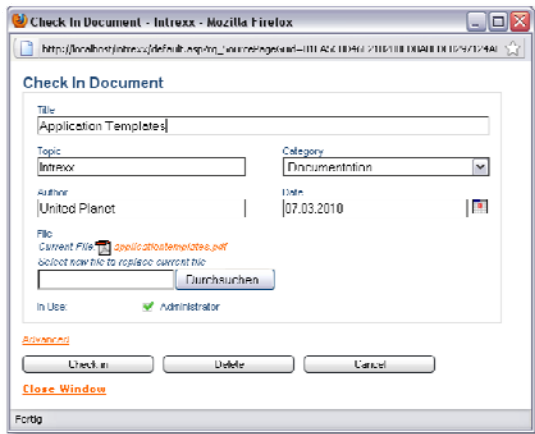
Download the document via the link at the head of the page and save it locally or on the network. On the *All Documents* page, the document will now be marked correspondingly.


All Documents New Document Administration Search					
* 0-9 A-D E-H I-L M-P Q-T U-X YZ					
Title ▲	Topic	File	Category	Author	In Use
Application Templates	Intrexx	applicationtemplates.pdf	Documentation	United Planet	

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.



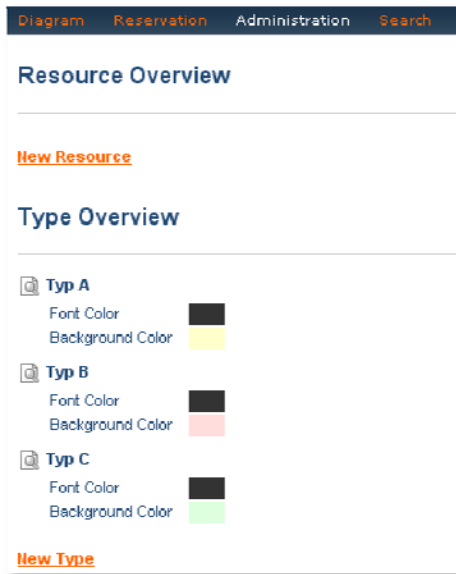
Save the edited document by clicking the  *Browse* button. If you click *Check In*, the status will be changed from *Document is being edited* to *Document is not being edited*.

7. Resource

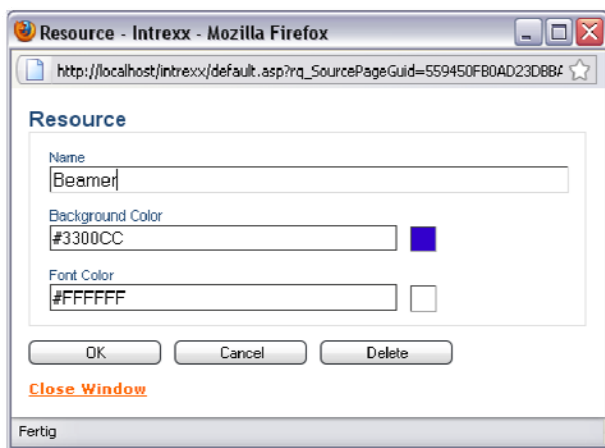
The *Resources Administration* template can be used in all organizational units within the business and is especially designed for the creation of reservation and lending lists. For example, you can set up and manage the reservation of conference rooms or company cars just as easily as lending lists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

7.1. Administration


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

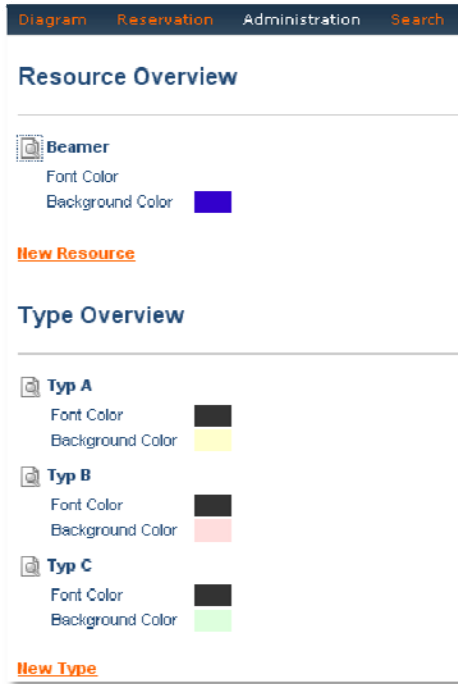


Click the link to *New Resource* here.



Enter a name for the resource here. Resources can be shown with different colors. By clicking the background or font color, a palette 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.

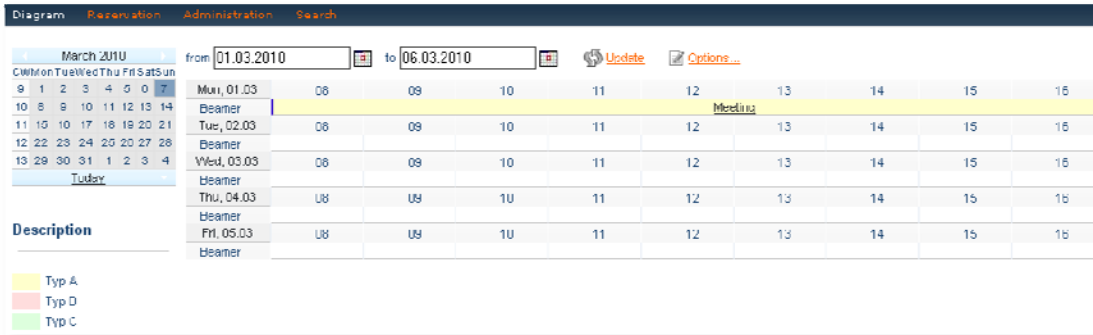


Under default settings, weekdays will be shown in the first chart column. Each resource will be inserted into its own line per weekday. Click on the corresponding line in the chart on the starting time at which you want to reserve the resource on this day. The edit page will be loaded with the selected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

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*.

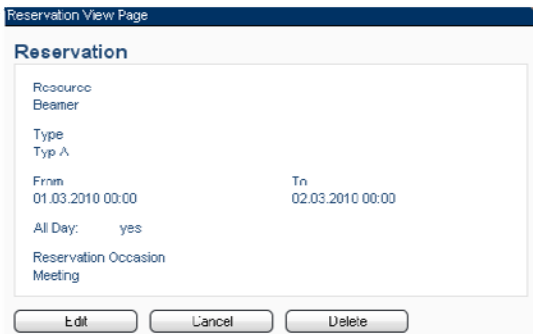
Enter the reason for the reservation in the *Booking Occasion* field. Click *OK* to book the reservation. The resources management system will then check whether the resource has already been reserved in this time frame. If this is the case, a warning will be automatically output.



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 quicktip if you place the mouse pointer directly over the entry.



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.

Chart Settings

Orientation

Resources

Horizontal Vertical

Mainscales

Horizontal Vertical

Resources

Available Resources... View Resources...

Beamer

Hide resources without reservation

Do not show new resources automatically

Bookings

Hide booking text

Hide resource color bar

Offer export to Outlook

Timescale

Day - Hour Start 08 Interval in hours 1

End 18

Hide the following days:

Monday Tuesday Wednesday Thursday

Friday Saturday Sunday

Start date:

First day of week Current day


Number of Days:

Enter the default number of days to be displayed, counting from the beginning of the week.

5 Days


Under the chart settings you can define the horizontal and vertical orientation of the resources and the main scale in the chart.


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

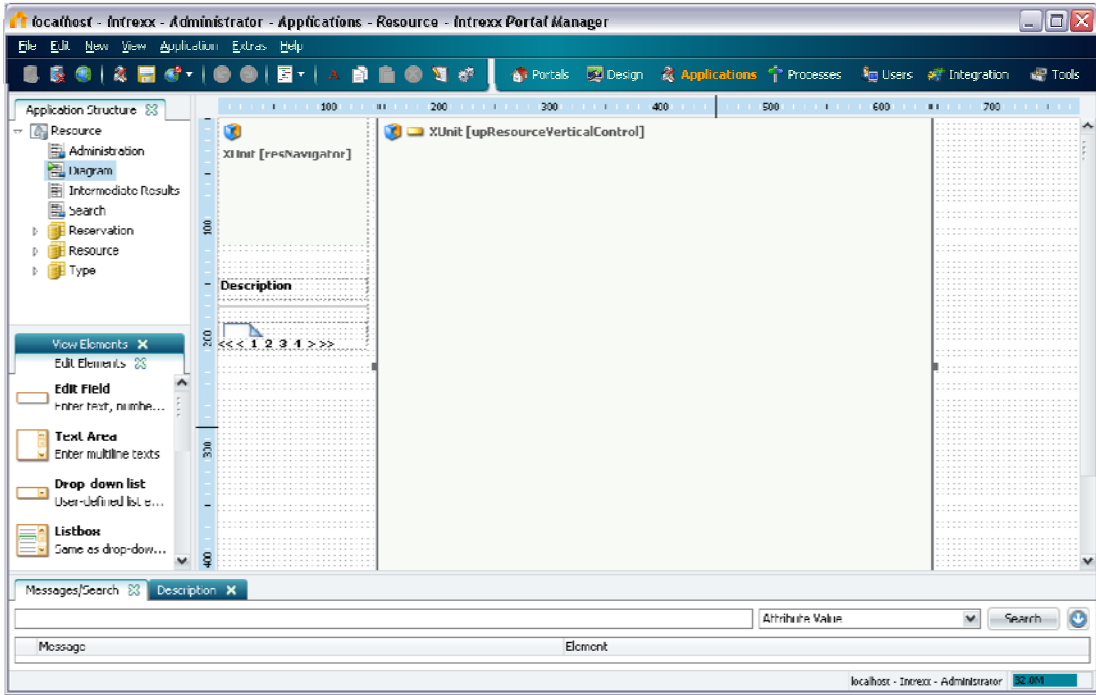
With the Day – Hour setting, you can define the timeframe shown in the chart (such as from 8 AM to 5 PM). Additionally, the hour interval can be altered. Depending on the setting for the time scale, individual days can be hidden in the chart by marking the corresponding checkbox. Individual days (like 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.

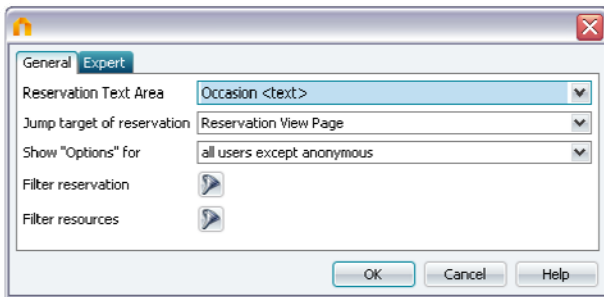
On the *Administration* tab in the chart options, the same settings as on the *Personal* tab can be affected. Additionally, it is possible to change user-specific settings here. To do this, the desired user can be chosen from a selection list. With  *Reset all user settings*, the settings for the currently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

7.3. Chart Options in the Module Applications

In the module *Applications* you will the control *Xunit upResourceVerticalControl* on the *Diagram* page, which controls the resources diagram.





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

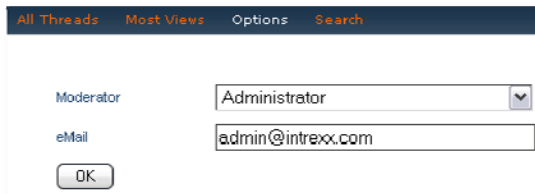
Clicking  *Filter* allows a filter to be set up for the bookings and/or resources shown. You can find information on filters in Intrexx in the handbook  *Applications*.

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. Options


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



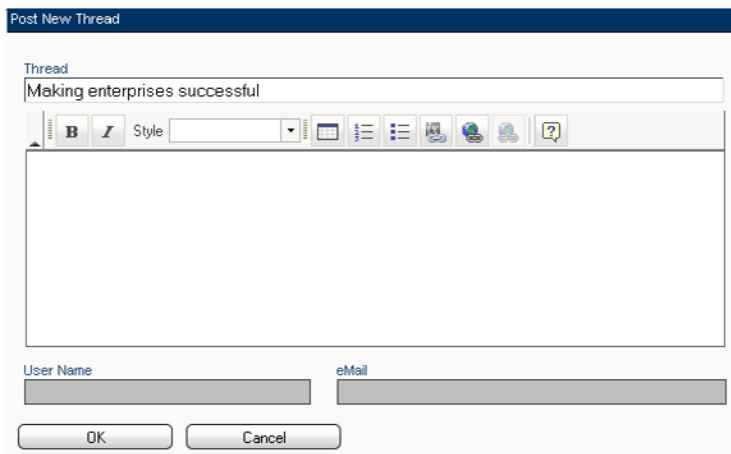
The eMail address will be automatically entered to the field below.



8.2. Threads

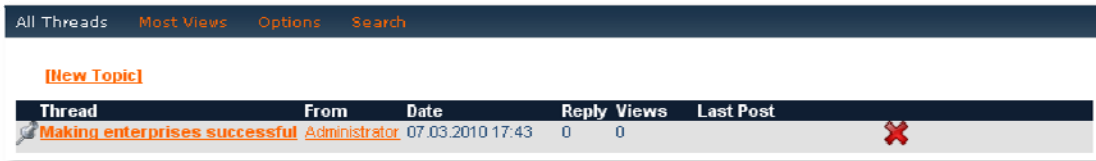
On the *All Threads* page, the topics in the forum will be shown.




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




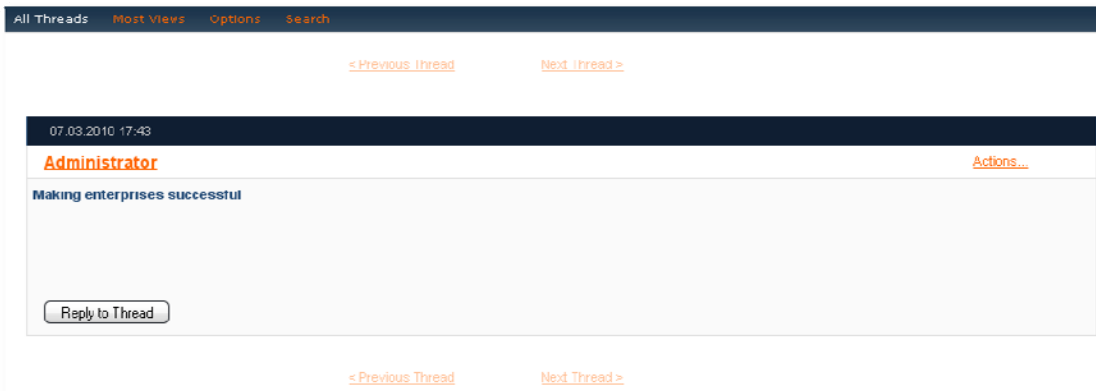
The user name and eMail address of the current user will be automatically entered. The button  OK saves the entry and can be configured in the module *Applications* to send a notification via eMail ( *Applications*). After sending, the entry will be shown on the *Threads* page.




Thread	From	Date	Reply	Views	Last Post
Making enterprises successful	Administrator	07.03.2010 17:43	0	0	

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.

With  *Delete* a thread can be deleted. 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.

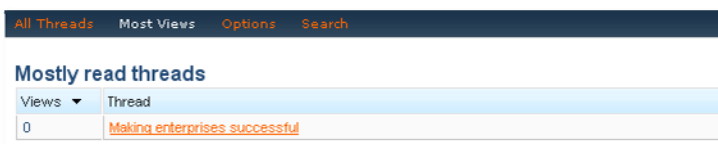


With a click on  *Reply to Thread* an answer can be edited directly. Via the link *Actions* the following functions are available:

- Reply to Thread
- Reply with Quote
- Edit Thread
- Delete Thread
- Report this Thread to a Moderator

8.3. Most Views

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



Views	Thread
0	Making enterprises successful

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

8.4. Permissions Configuration in the Forum

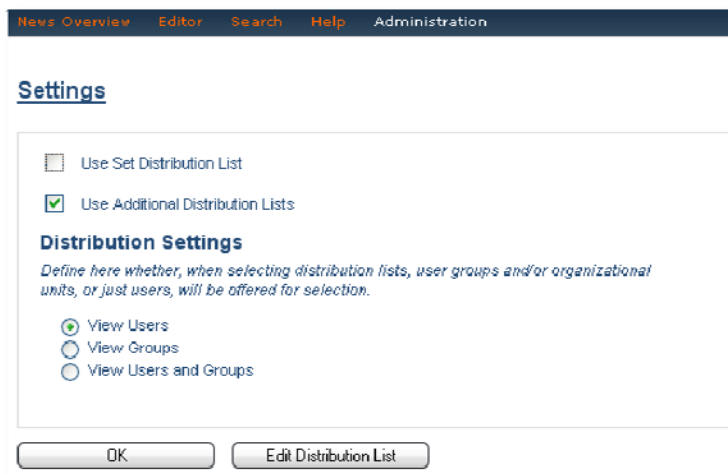
Please note the following rules upon setting up user permissions:

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.

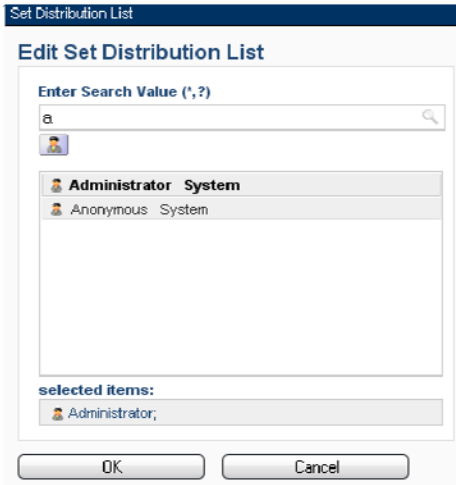
9. Newsletter


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 a portal page via a portlet (📦 *Portlets*). The settings for publishing the news can be changed on the *Administration* page.

9.1. Settings



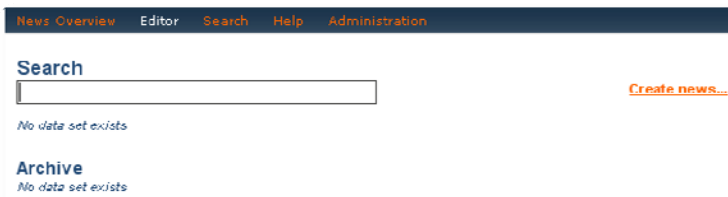
The setting *Use defined distribution list* allows you to use a predefined list of recipients for publishing a news item. This fixed distribution list can be set up by clicking 📦 *Edit distribution list*.



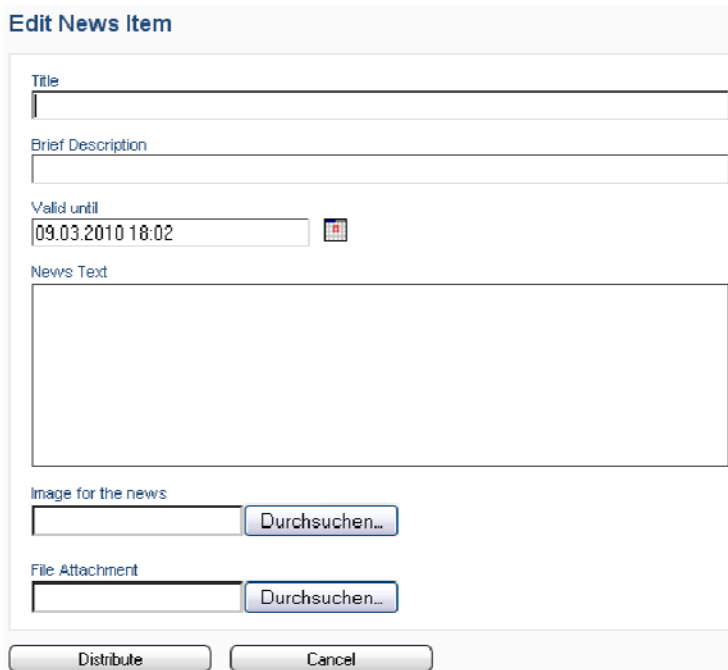
For further Information on the *Distribution List* see handbook  *Applications*.

9.2. Composing a Newsletter

In order to compose a newsletter, please select the menu *Editor*.




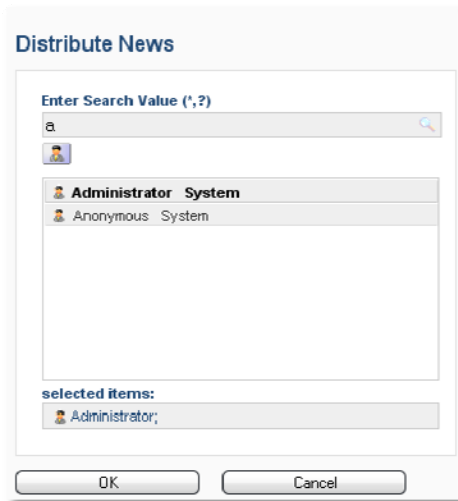
Click  *Create news* here.




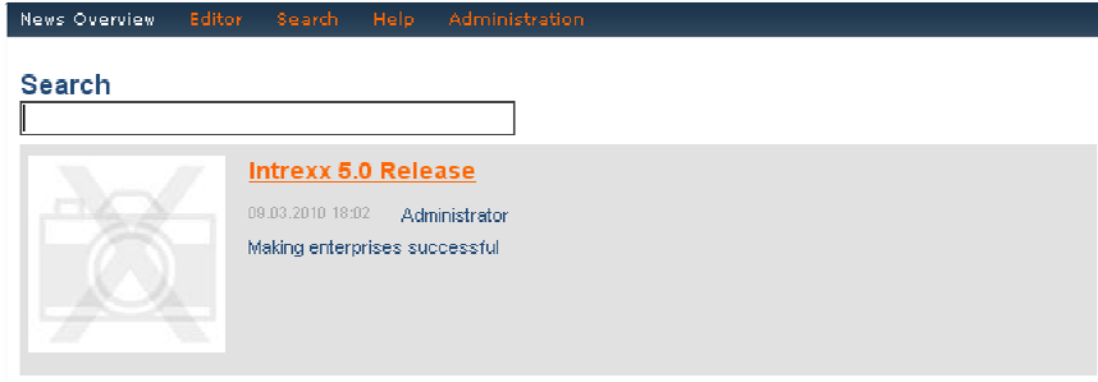
Enter the *Title*, a *Short Description*, and the *Text* of the news item. The validity period of a newsletter can be defined in the *Valid until* edit field. If the date is reached, the newsletter

will no longer be shown in the *News* portlet. To every news an image or a file can be attached.

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



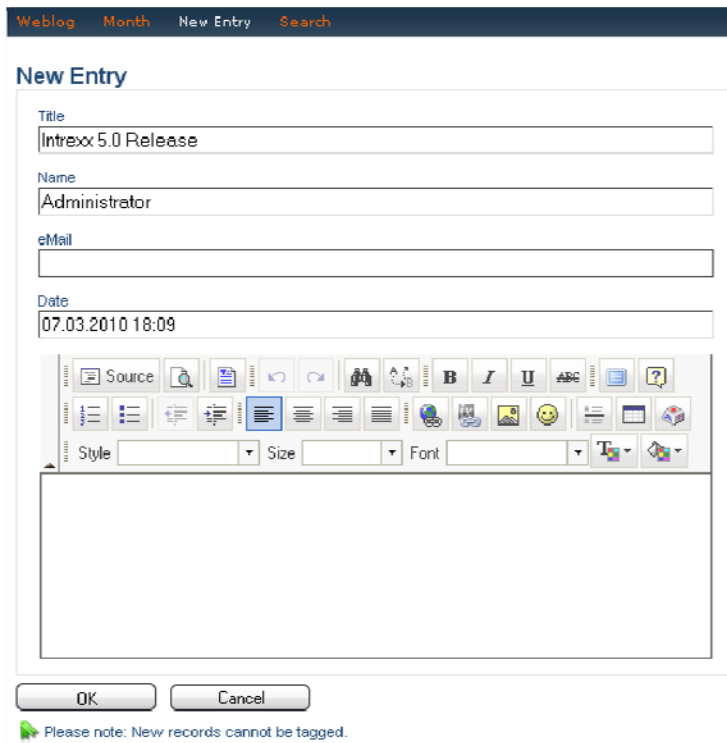
The newsletter will be published by clicking  *OK* and shown in the *News* portlet for all users that are included in the distribution list. If a newsletter is not shown, please check to see if the validity date has passed. In this case, a news item will no longer be shown in the portlet. An additional requirement for news item display are sufficient access permissions.




All will be listed on the pages *Overview*.

10. 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.

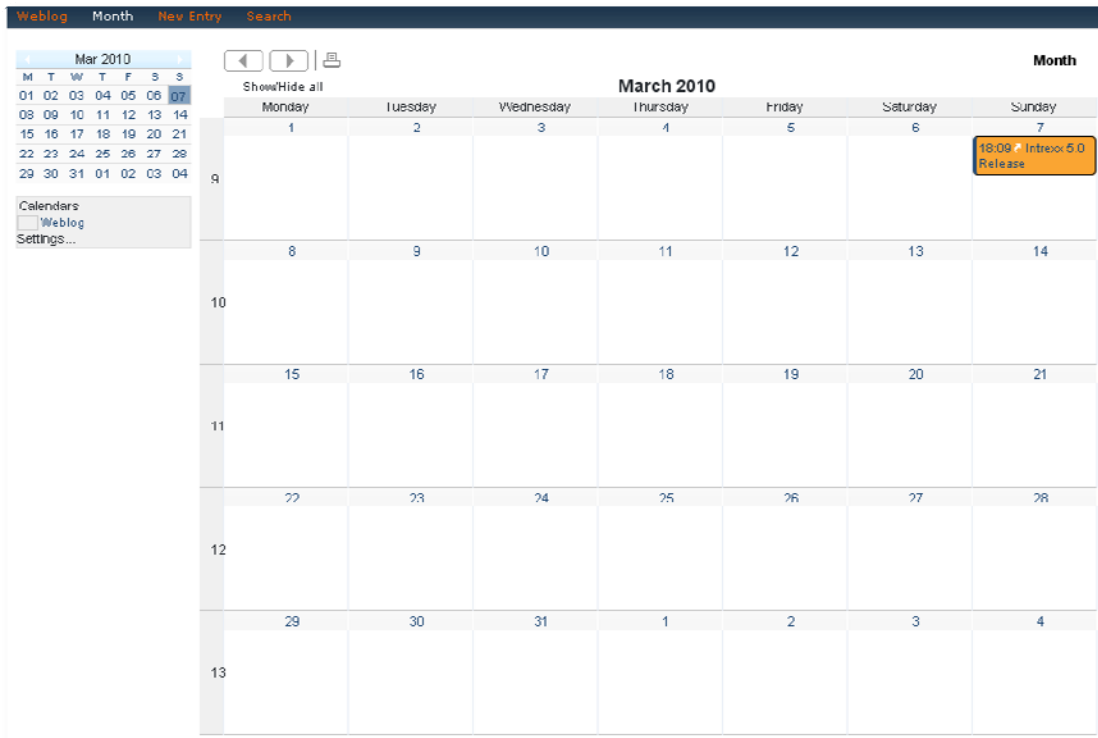
Bookmarks will not be automatically saved when the data record is saved. Please save the bookmark explicitly by clicking the link to *Save Bookmark*.

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.



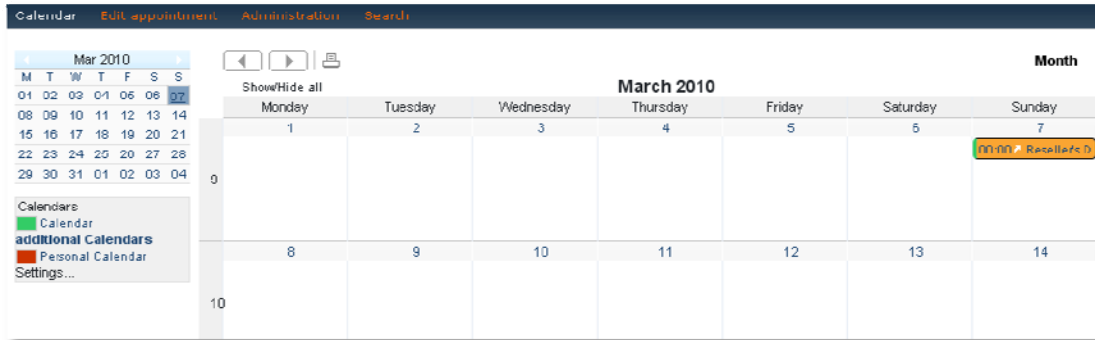
Entries that have been entered on a different date will be displayed if you select the corresponding date in the small calendar. With the *Comments* link, multiple comments for an entry can be made. The *Edit* link will open additional link in a pop-up window, in which the entry can be edited. Clicking 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.

On the page *Month* all Weblog entries of a month will be listed.



11. Calendar

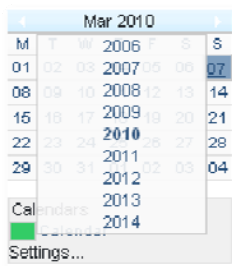
The *Calendar* template can be put into practice in all areas of the business and is designed for the entry and management of all time-dependent events (such as birthdays, anniversaries, convention dates, vacation and absence calendars, visitor lists, product deadlines, and so on). On the home page of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



11.1. 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.

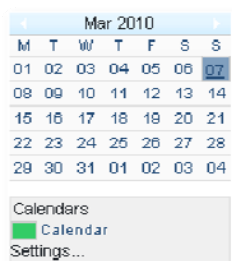
At the head of the navigation calendar, you will be able to move forwards and backwards by month with the help of the arrow buttons. If you click with the mouse on the year, a list will be shown, allowing you to select a different year.



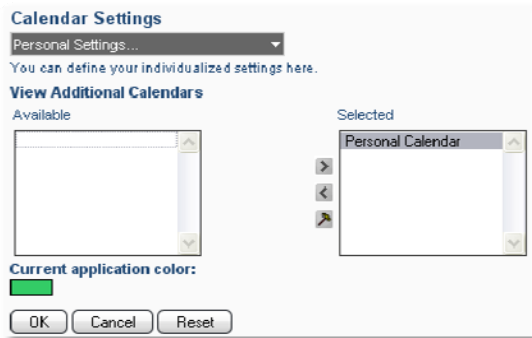
If you click with the mouse on the month, a list will be shown in which you can select a different month.





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  *Portlets*.

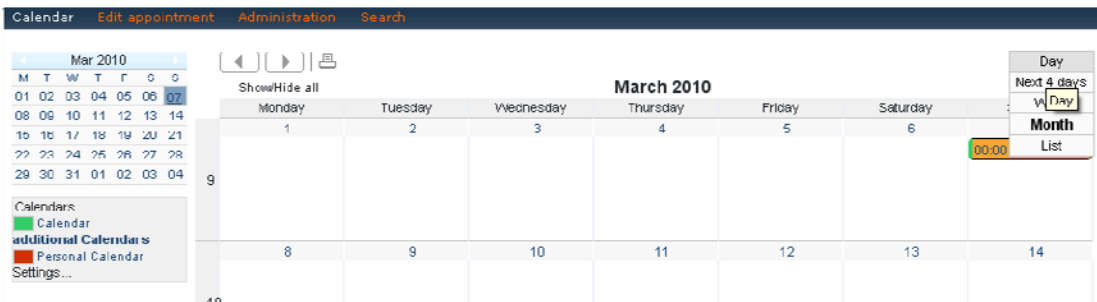
Here you can select the calendar applications from which you wish to take appointments and show them in the current calendar. Simply move the desired calendar, with the help of the arrow buttons, from the *Existing* list to the *Selected* list. With the *Application Color*, you can designate the appointments from the current calendar application in color with the thin bar at the left border. 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.

11.2. Calendar View

The view of the calendar can be adjusted as *Day*, *The next 4 days*, *Week*, *Month* or *List*, if you place the mouse on the link on the left top of the calendar.

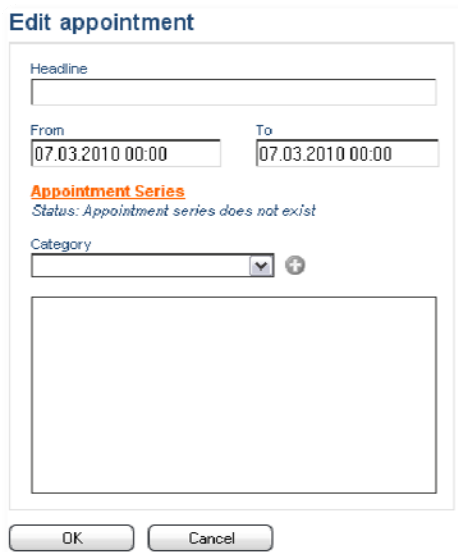


Both of the   arrow buttons allow you to page through each tab forwards and backwards. If you have moved to another date, the link to *Today* will be shown to the

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*.

11.3. Entering an Appointment

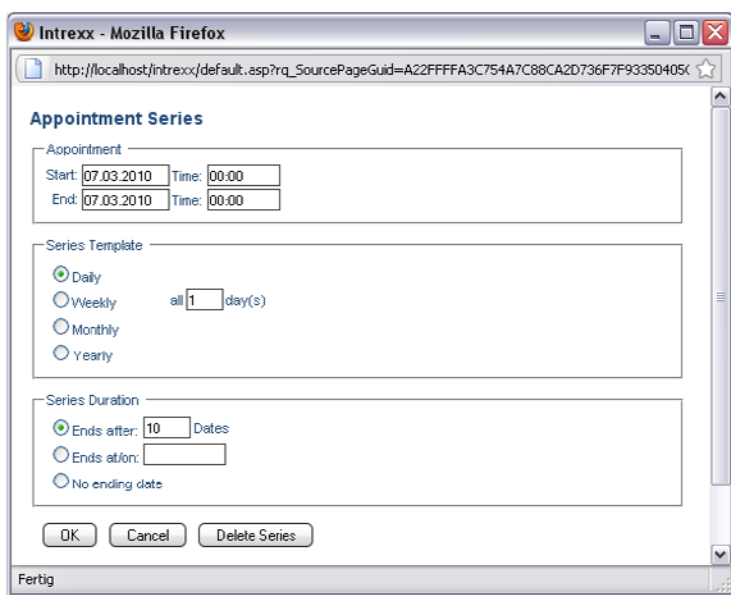
New appointments can be composed by clicking on the desired date or time in the calendar view. You can also highlight the entire appointment with the mouse. To do so, place the mouse at the start of the appointment and drag it to the end while holding down the left mouse button. The appointment length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



The 'Edit appointment' dialog box contains the following fields and controls:

- Headline:** A text input field.
- From:** A date and time input field showing '07.03.2010 00:00'.
- To:** A date and time input field showing '07.03.2010 00:00'.
- Appointment Series:** A link that is currently highlighted in orange.
- Status:** A text label that reads 'Appointment series does not exist'.
- Category:** A dropdown menu with a plus sign icon to its right.
- Content Area:** A large empty rectangular box for additional details.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.




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.



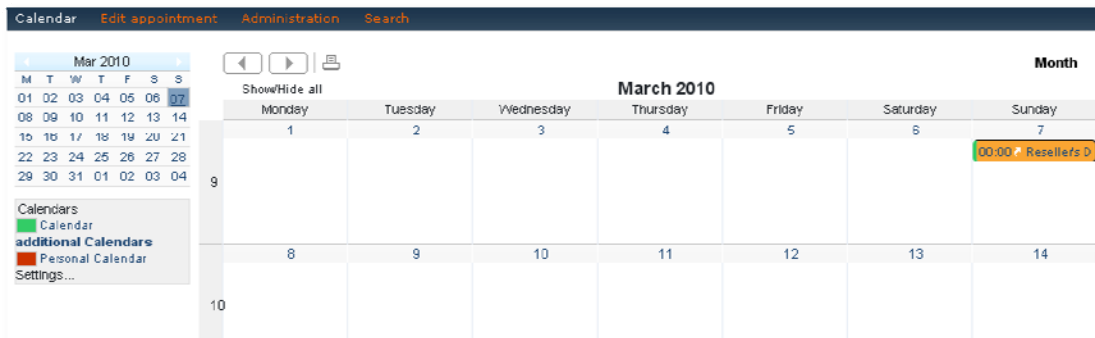
The 'Appointment Series' dialog box in the browser window includes the following sections and controls:

- Appointment:** Fields for 'Start' (07.03.2010 00:00) and 'End' (07.03.2010 00:00).
- Series Template:** Radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' option is selected, and a text field next to it shows 'all 1 day(s)'. There is also a 'Daily' radio button selected.
- Series Duration:** Radio buttons for 'Ends after', 'Ends at/on', and 'No ending date'. The 'Ends after' option is selected, with a text field next to it showing '10 Dates'.
- Buttons:** 'OK', 'Cancel', and 'Delete Series' buttons at the bottom.

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 in the handbook  *Portlets*.


11.4. 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.

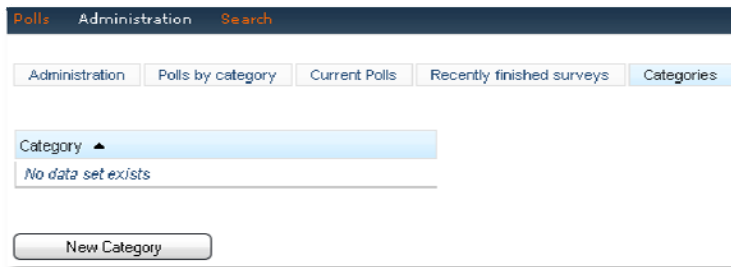
The export to Outlook can also be started with the  arrow symbol to the left of the appointment name. This will generate an *.ics file that you will be able to import into Outlook.

12. Polls

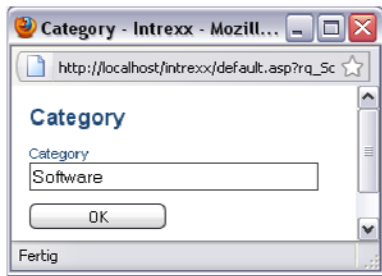
With the *Polls* template, you can create polls and show them to users via a portlet. The polls can be executed either personalized or anonymously, according to your choice – with graphical analysis.

12.1. Administration

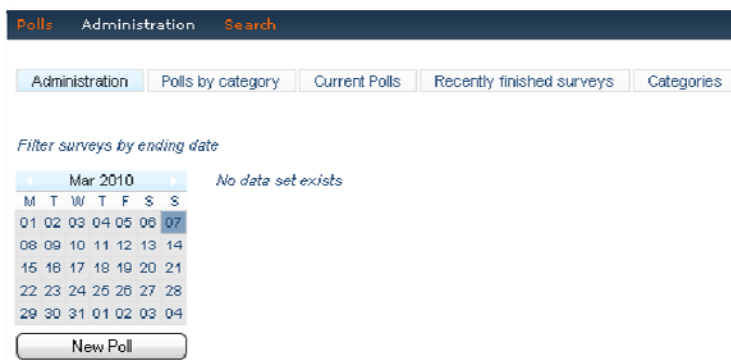
First, enter categories to the *Administration* page. To do this, click on the *Administration* menu item and then on the *Categories* tab.




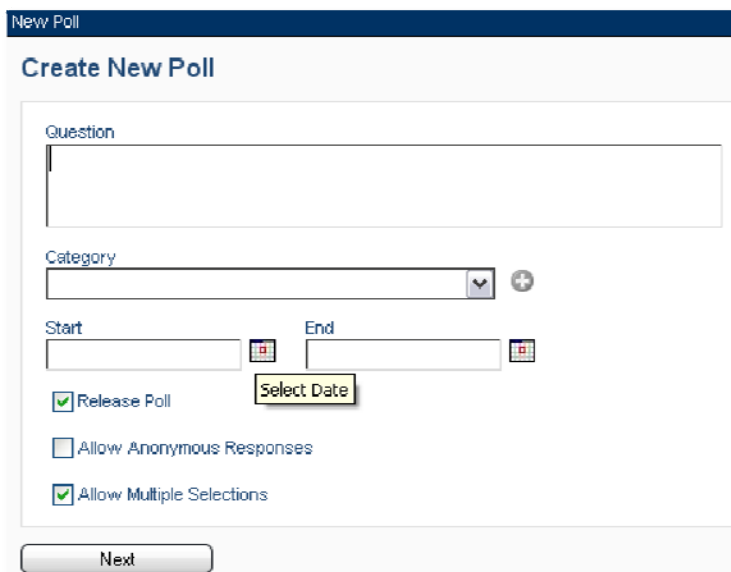
Eine Kategorie kann mit Klick auf  *Neue Kategorie* erfasst werden.





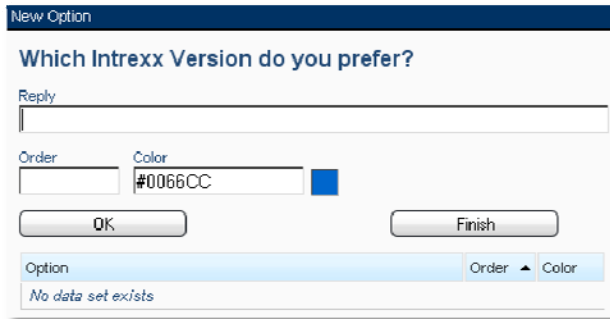
Next, click on the *Administration* tab. Here you have the ability to create a new poll.




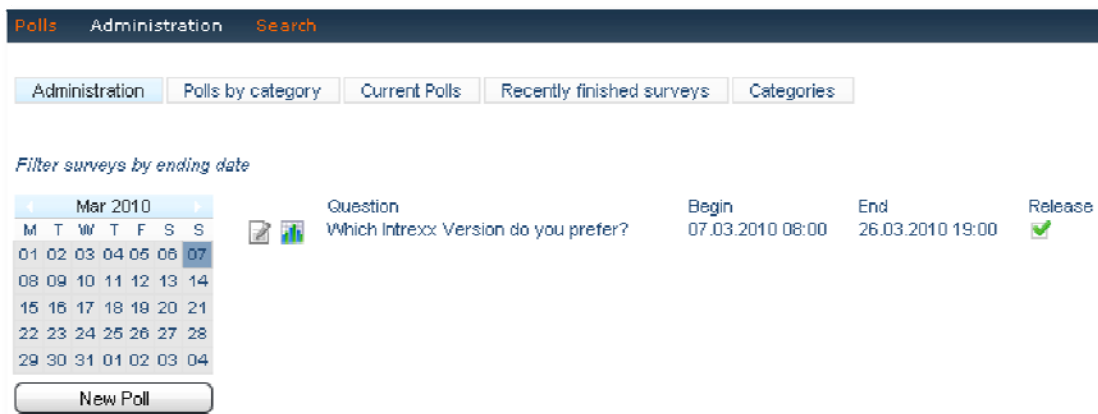
Click on  *New Poll*. The entry page will be opened in a tooltip.







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 .



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 . It will be shown on the *Administration* page.



Filter surveys by ending date							Question	Begin	End	Release																																										
<div style="display: flex; justify-content: space-between;"> < Mar 2010 >   </div> <table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td> </tr> <tr> <td>08</td><td>09</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td> </tr> </table>							M	T	W	T	F	S	S	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	Which Intrexx Version do you prefer?	07.03.2010 08:00	26.03.2010 19:00	
M	T	W	T	F	S	S																																														
01	02	03	04	05	06	07																																														
08	09	10	11	12	13	14																																														
15	16	17	18	19	20	21																																														
22	23	24	25	26	27	28																																														
29	30	31	01	02	03	04																																														

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.

Question
Which Intrexx Version do you prefer?

Category
Software

Start
07.03.2010 08:00

End
26.03.2010 19:00

Release Poll
 Allow Anonymous Responses
 Allow Multiple Selections

OK Delete New Option

Options

Option	Order	Color
Intrexx Professional	1	Red
Intrexx Compact	2	Green

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

12.2. 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.

Polls Administration Search

Polls Archive

Current Polls

New Ends on 26.03.2010 Question **Which Intrexx Version do you prefer?** Category Software Votes

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.

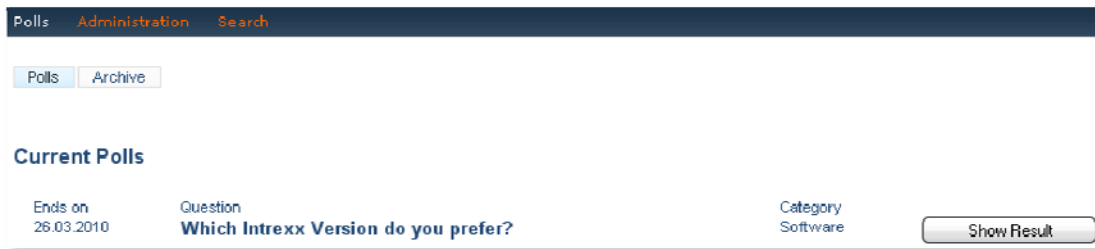
Reply

Which Intrexx Version do you prefer?

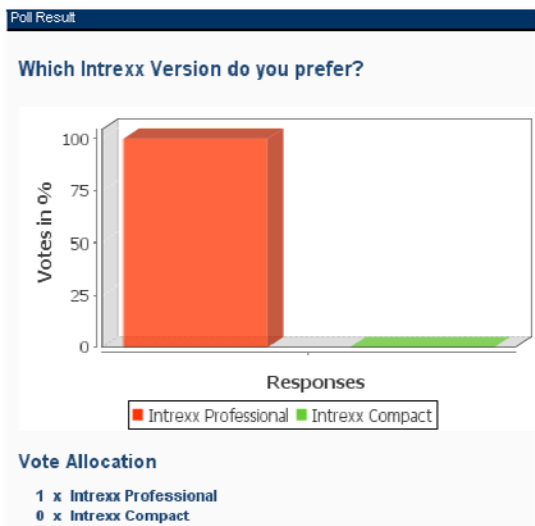
Intrexx Professional
 Intrexx Compact

Send Vote

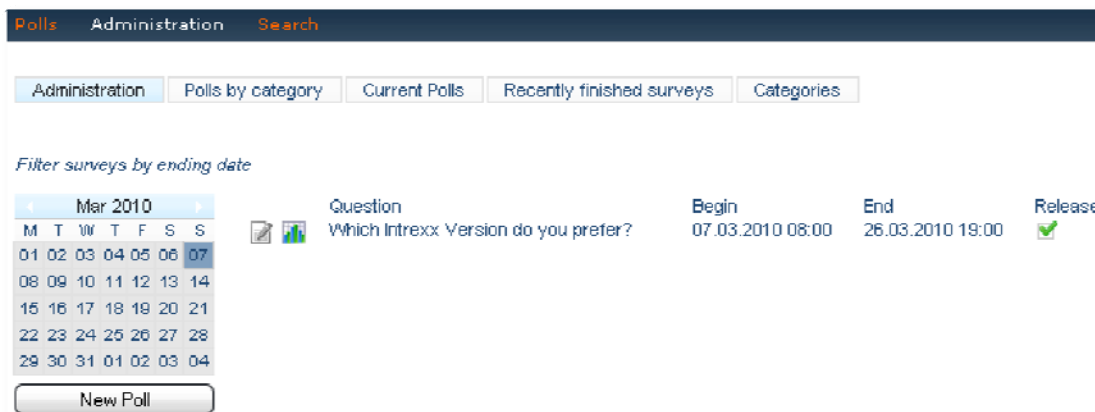
On this page, the possible replies will be shown in the order they were defined upon entering the poll. The user can now vote. If multiple selections have been allowed for the poll, multiple possible replies can be chosen. Otherwise, only one reply can be chosen. The vote will be completed by clicking *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.



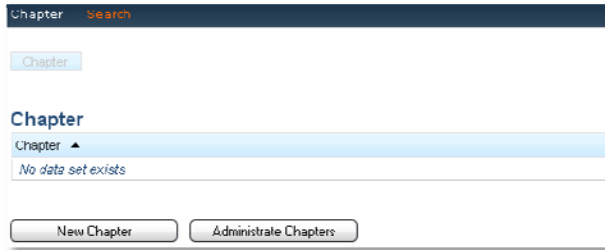
The results of the poll can be viewed at any time on the administration page.




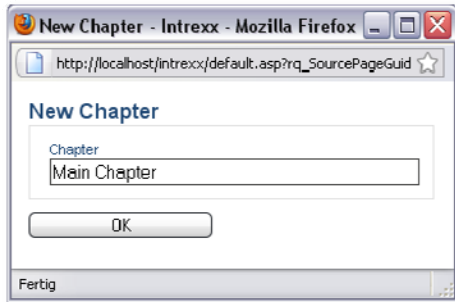
Clicking the  icon will open the popup window with the graphical display of the poll results.

13. Knowledge Database

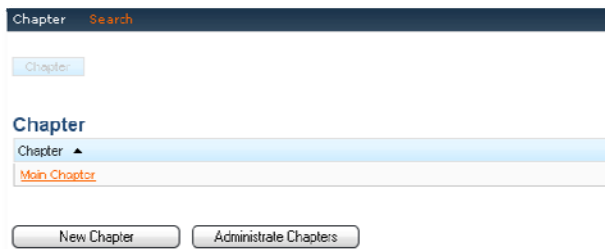
One important task that a functional portal must fulfill is the administration and preparation of company-internal knowledge. With the knowledge database from Intrexx, you can set up any number of various applications with subdivisions in areas, topics, chapters, and subchapters.




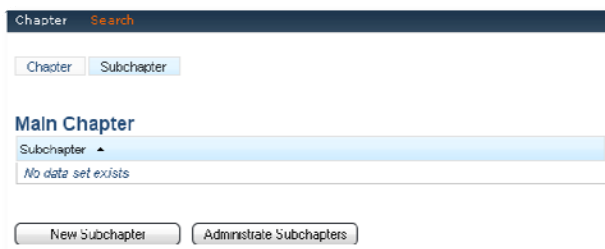
In order to create entries, a chapter structure must first be entered. To do this, click on  *New Chapter*.



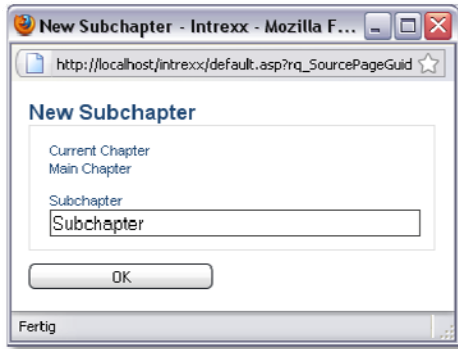
Click  *OK* to create the chapter.



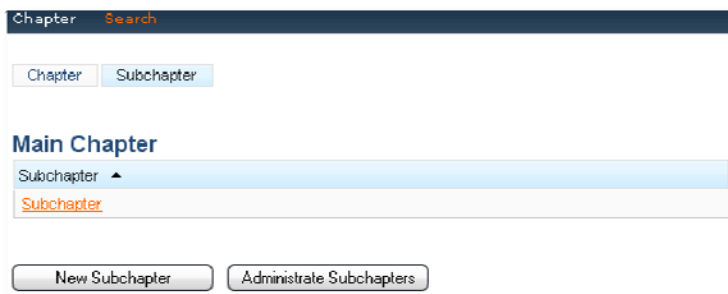
If a chapter has been entered, it can be renamed or deleted via  *Administrate Chapters*. In order to create subchapters, click on a chapter. The second tab, *Subchapters*, will be shown.



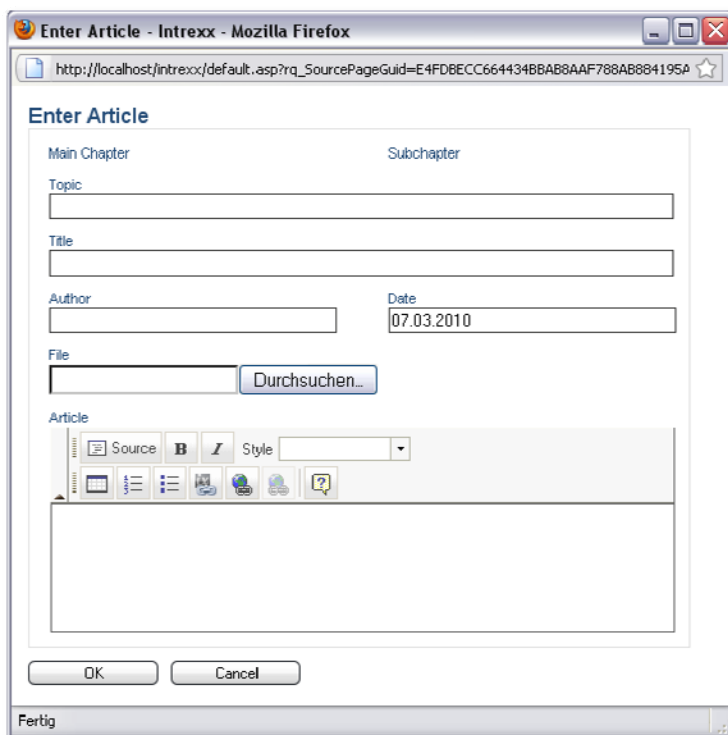
Click on  *New Subchapter* in order to create a new subchapter.




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*.



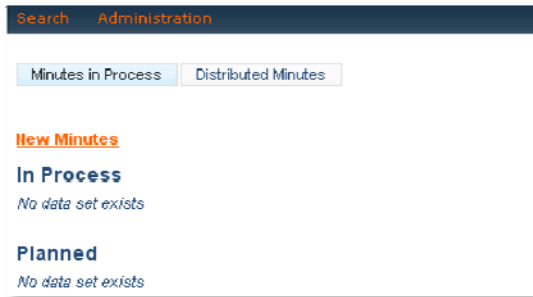
Here a *Topic*, *Title*, the *Entry Text*, and if desired, a *File Attachment* can be entered. *Author* and *Date* will be entered automatically. Click  *OK* to save the entry, which will be available via the chapter structure.

14. 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.

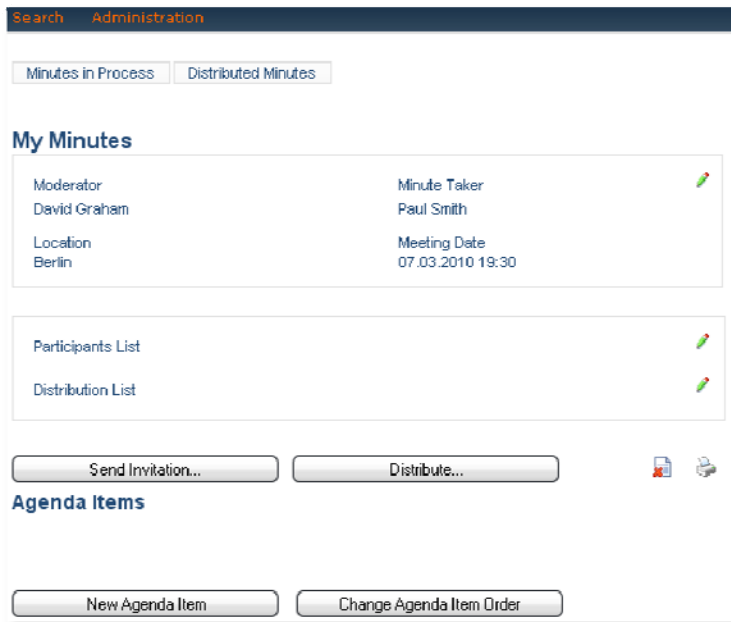
14.1. Invitation to a Meeting

On the *Minutes in Process* tab, you will find a list of summarized meetings.



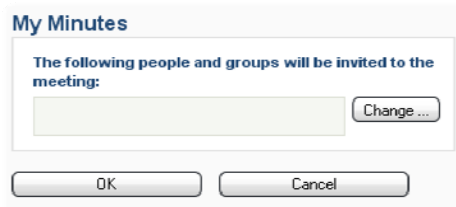
The minutes here will not yet have been distributed and can be edited. Click *New Minutes* here in order to create a new record.

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*.



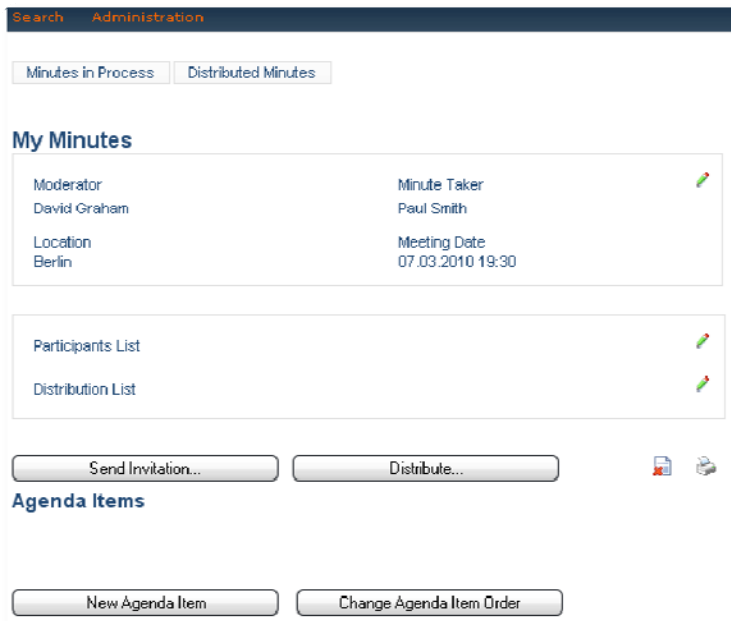
Here you can edit further details. Click on *Define Participants*. The participants can be selected from the distribution list as usual (*Applications*). If you click on *Distribution List*, the users which will see the minute in the Portlet later can be selected.


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

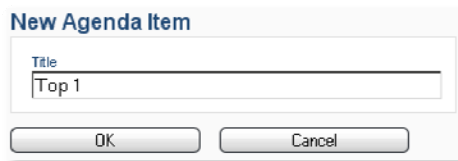



Click *OK* here. A confirmation box will inform you that the invitation has been distributed. The invitation will now be shown in the portlet *minutes* of the recipients you defined before if they have sufficient permissions.

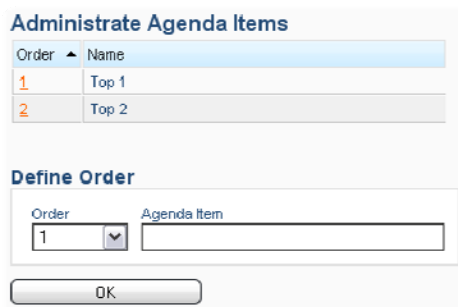
14.1.1. Agenda Items




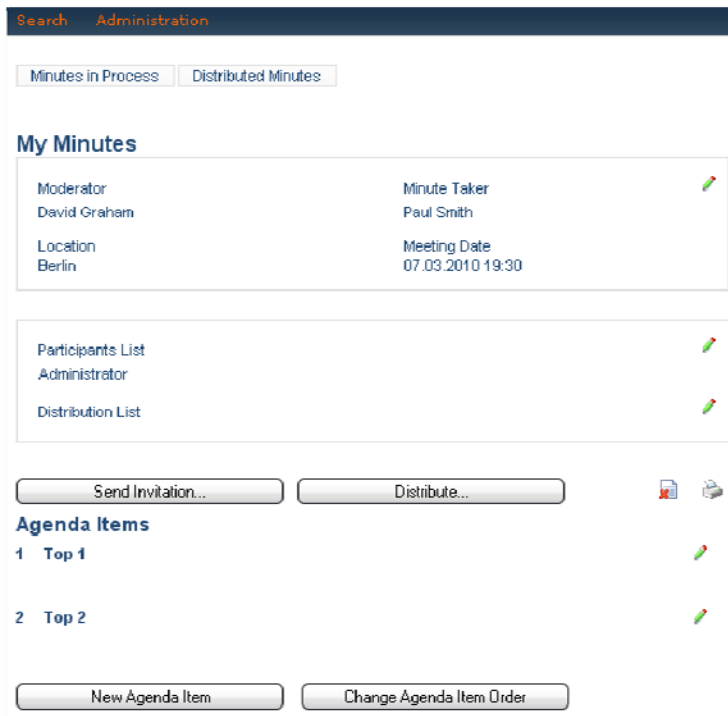
With  *New Agenda Item*, you can enter topics for the meeting.





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



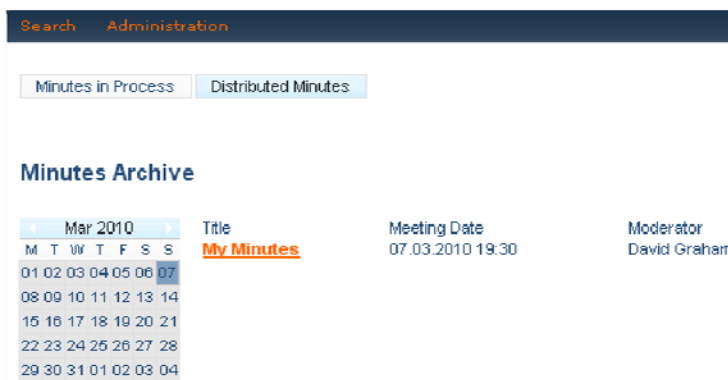
To do this, click on the link in the *Order* column and select the new position from the *Order* selection list. Click  *OK* to accept the settings.



The agenda items can be entered by clicking  *Select Data Set* on the right of an agenda item.

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 archived minutes will be displayed on the tab *Distributed Minutes* menu.



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

14.1.2. Administration

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

Search Administration

Minutes in Process Distributed Minutes

With the "Set Participants List" checkbox, you will define for the application whether the set participants list will be used. Clicking the "Change" button allows you to enter a set participants group for your application. If you want to give users the additional ability to set individual participation lists, mark the checkbox "Additional Participant List". This is also valid for the distribution list.

Set Participants List
Change...

Additional Meeting List

Set Distribution List
Change...

Additional Distribution List

View Users
 View Groups
 Show Groups and Users

OK

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.

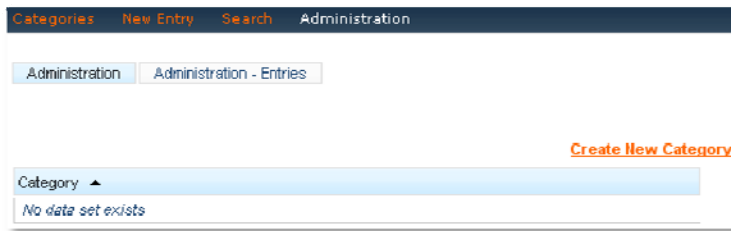
With the options to

- Show users
- Show groups
- Show users and groups

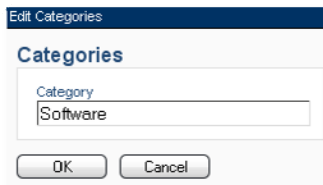
you can define whether users, groups, or users and groups will be available for selection.


15. Bulletin Board

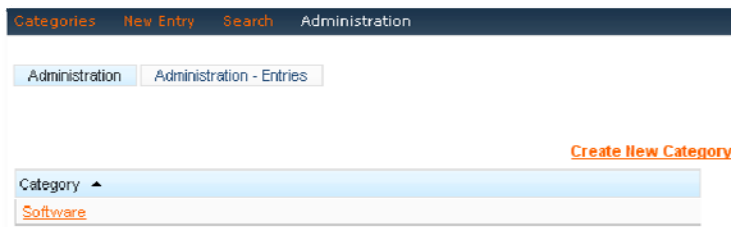
With this template, you can create bulletin boards for all areas of the business. For the bulletin boards, you can create any number of categories directly in the application, as well as define the time frame of publication. First, define categories under the *Administration* menu.



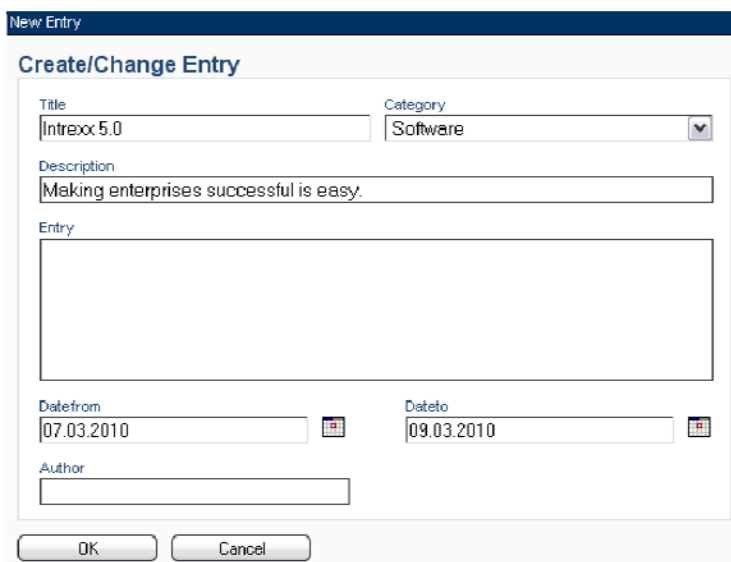
Click the link to *New Category* here.




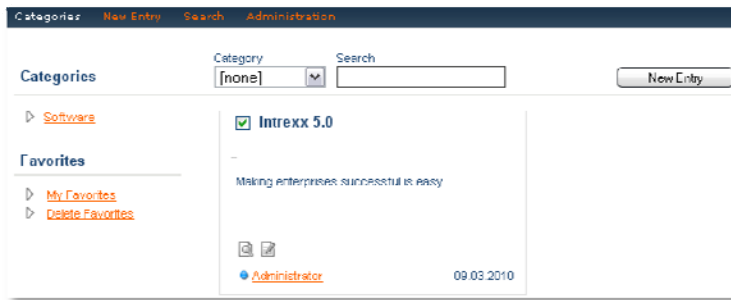
Enter the new category and save your entry with  *OK*.



With the *Categories* menu, or the *New Entry* menu item, entries can now be composed.




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*.



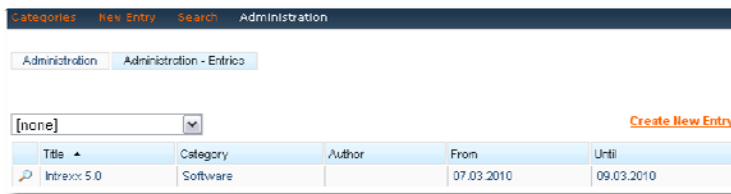
Your entry will now be shown on the *Category Selection* page. All articles can be filtered by category. To do this, simply click on the link to a category in the left area, or choose a category in the selection list. Search terms can be entered to the *Search Text* field. If no category has been selected,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



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.



16. Intrexx Studio Series

The applications of the Intrexx 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.