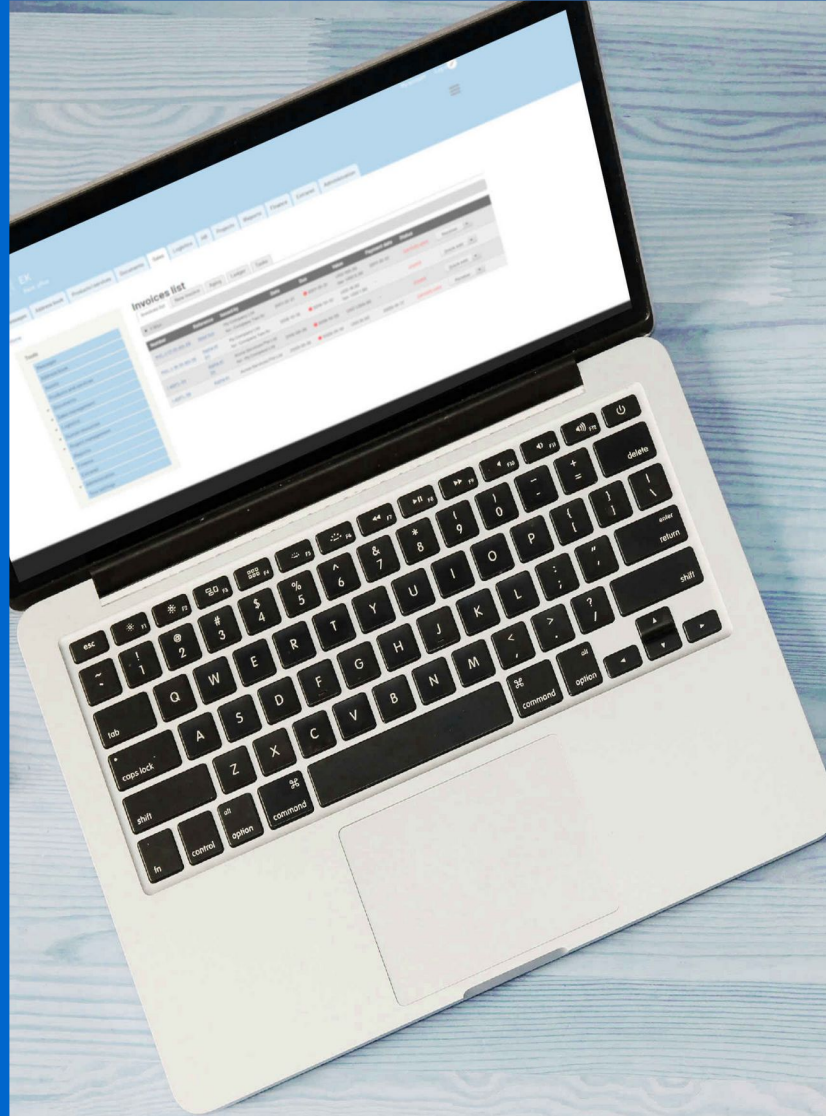


Projects management Extranet



Extranet let users outside the organization access shared information.
It is dependent on project and address book modules



Extranet

Extranet are pages accessible by external users where they can access project information.

Prerequisite:

External users must be registered with a valid email address in the system as any other user.

Each external user selected must be assigned a specific role reserved for extranet.

Create first a role for your external users
(go to 'admin/people/roles/add').
You can choose any role name: for
exemple 'extranet'

[Home](#) » [Administration](#) » [People](#) » [Roles](#)

Role name *

extranet

Machine name: extranet [\[Edit\]](#)

The name for this role. Example: "Moderator", "Editorial board", "Site architect".

Save

Give permission to new
role in
/admin/people/
permissions

EXTRANET

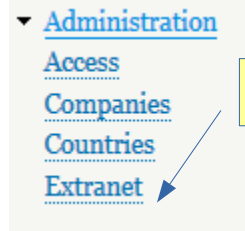
ek_extranet

Administrate extranet

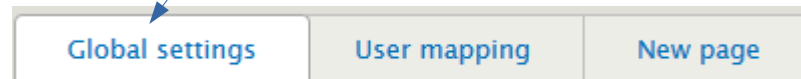
Pull data from extranet

Push data to extranet

View content



In the menu, click 'Extranet' for initial settings



You have 3 tabs to access settings.
Global settings will set access of information

Global settings | User mapping | New page | Current page

Home » Administration

extranet

Role assigned to extranet user. To create a role, got to [add](#)

CONTENT VIEW

- Display data from projects general description
- Display data from projects tasks
- Display files from projects communication
- Display files from projects logistics
- Display files from projects finance

ACTION

- Send notification to users
- Allow file delete by user

Record

In global settings, select the role assigned to extranet users (role must be created first) and select what type of information will be accessible

select sections visible by users

Allow update notifications and/or file deletion by external user

Global settings | User mapping | New page

Home » Administration » Extranet

Juice & co user (user@xxx.com)

Alpha et Omega user2 (user2@zzz.com)

Record

In mapping, you can link external users accounts with address book entry for easier access management

Extranet

New page

Once all settings are done, you can create a new page.

Global settings User mapping **New page**

Home » Administration » Extranet

Project *
312 | awarded | A-CA-6_09-BP | etest 3...

Short description *
new extranet page description

No access Allowed

user - user2 - Alpha et Omega

↔

Create

In the "New page" tab, select the project that is referring to the extranet page

Add a short description useful for external users

Choose the external users (with appropriate role) that will have access to this page. Users with roles other than extranet role are not listed. Mapping with address book is useful to select proper user.

Note: user should also be granted access to the country of the project

Extranet

Current pages

List table of created pages

Global settings	User mapping	New page	Current pages	Extranet share files
Home » Administration » Extranet				
List of users authorized per page				
EXTRANET LINK	NAME	STATUS	USERS	ADMIN LINK
A-SG-5_12-BP-320	Blue bridge to island	Active	<ul style="list-style-type: none">adminuser	A-SG-5_12-BP-320
MVL-Aa-SG-2014_12-BOD-19	Delivery	Active	<ul style="list-style-type: none">user2	MVL-Aa-SG-2014_12-BOD-19
A-CA-6_09-BP-311	Acme cleaning	Active	<ul style="list-style-type: none">user2	A-CA-6_09-BP-311
MVL-A-SG-2015_08-AO-20	Graphic design	Active	<ul style="list-style-type: none">user2	MVL-A-SG-2015_08-AO-20
MVL-Aa-MY-2014_12-AO-18	Acme research	Active	<ul style="list-style-type: none">user2	MVL-Aa-MY-2014_12-AO-18
MVL-Aa-SG-2014_11-AO-15	Export consulting service	Active	<ul style="list-style-type: none">useruser2	MVL-Aa-SG-2014_11-AO-15
MVL-D-SG-2016_01-AO-120	New project	Active	<ul style="list-style-type: none">user2	MVL-D-SG-2016_01-AO-120
A-MVL-MY-2017_11-GWF-129	shared with U3	Active		A-MVL-MY-2017_11-GWF-129

Links for **extranet** user only

Links for **internal** use only

Project reference: MVL-1

last view:admin (on Saturday 22nd of August 2015)

notify me when edited

New serial

[Create extranet page](#)

[notification](#)

[New task](#)

You can also create a new page by clicking on the link from within the project page itself

Project reference: MVL

last view:admin (on Monday 19th of October 20

notify me when edited

My new project

[Edit extranet page](#)

[notification](#)

[New task](#)

When a page is already created, the link change to 'Edit extranet page' to change its settings

Extranet

Edit settings

extranet

on ▼

No access

user -

Allowed

user2 - Alpha et Omega

Communication

In edit settings, you can change the page status to On or Off. Off pages are not visible anymore to extranet users but still exist.

You can also change to users with access privilege in the list.

Note: user should also be granted access to the country of the project



Extranet

Share data

Data is not automatically shared on the extranet page.

It must be selected from the project page

Currently uploaded documents can be pushed to extranet content.

Attachments					Extranet
 test.txt					
 fast.jpg					

This document is now shared on the extranet page.
User will receive a notification
Click on **[button]** to **pull back** the file from the extranet page

Project

A document has been shared with you:

[drupal.jpg](#)

January 19, 2017, 9:14 am

This document is not displayed on the extranet page.
Click on **[button]** to **push** the file to the extranet page

Extranet

Users

If option for sending notification has been selected in global settings, the users selected will receive an email with a link to the new page when page is created

User will also receive a notification when a document is shared via extranet

[https://your_domain.com/extranet?id=\[project_serial\]](https://your_domain.com/extranet?id=[project_serial])

Access to the page via the link where 'project_serial' is the ref of the project linked to the page

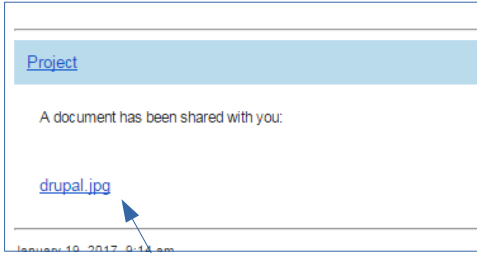
Available pages

If the user has access to multiple pages, simply going to https://your_domain.com/extranet will list available page

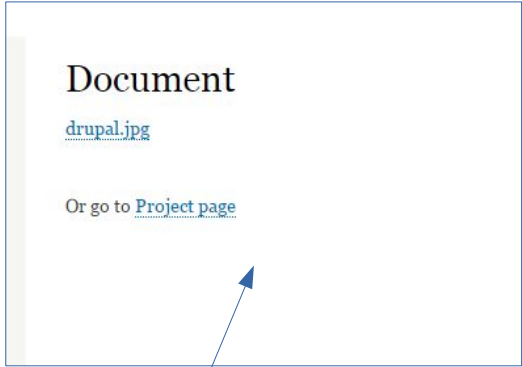
- A-SG-5_12-BP-320 - Blue bridge to island
- A-CA-6_09-BP-311_sub1 - Acme cleaning

The description is the one recorded during page creation

Click on the selected project to view the page



Message with link to the document



Page to access document

Extranet

Users

When viewing page, only selected files are visible.

Users can also use the internal notification function and upload new files that are automatically added in the project..

Attachments					Extranet
edited_content.txt					
New_Text_Document2.txt	project comments				
Screen_capture.jpg	Image				
excel.jpg	Logo				
New_Text_Document.txt	description				
excel.jpg	deleted by admin 2015-10-20				

Documents available in project page

Page reference: A-CA-6_09-BP-311

View from **extranet** user

[Back](#)

Acme cleaning	Main project
notification	

Main data

Proposal date: 2014-01-24	
Validation date: 2010-11-16	Start date: 2014-11-09
Deadline: 2014-11-06	Completion date: 2010-11-16

Communication and reports

edited_content.txt		2015-10-20
Screen_capture.jpg	Image	2015-10-20

Finance

Hydrogenics.odt		2015-10-20
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As per settings
Delete file link



Extranet

Extranet

You can share some files with a single download link for the recipient.

Recipients must be recorded in address book and DO NOT need to have login and password.

Once sent the download will expire:
- after the recipient has downloaded the document;
- after a certain time (i.e. 24H)

The screenshot shows the 'Extranet - file share' interface. At the top, there is a navigation bar with a star icon and a tab labeled 'Open tab'. Below this is a menu with options: 'Global settings', 'User mapping', 'New page', 'Current pages', 'Extranet share files', and 'Extranet share files'. The 'Extranet share files' tab is selected.

Below the menu, there is a breadcrumb trail: 'Home » Administration'. A warning message states: 'This form will generate share links for document(s). Each link is sent by email to selected addresses. The download link can only be used once by recipient.'

A search box contains the text 'pr'. An annotation points to it: 'Use box to search document'. Below the search box, it says 'Document(s) found (click to select)'. A search result is displayed: 'provence-honey-logo.jpg [A-CA-6_09-BP-311] - Project design and supply'. An annotation points to this result: 'Search result (click on document to select)'. Below the search results, it says 'Document(s) selected (click to remove)'. A document is selected and highlighted in blue: 'Proposal darft 1 client.odt [MVL-A-SG-2015_08-AO-20] - My new project'. An annotation points to this document: 'Selected document(s) to share'.

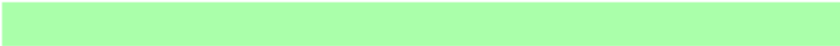
Below the selected document, there is a 'Destination' field containing the email address 'john.foo@alphanomega.net,'. An annotation points to this field: 'Enter one or more email address to send and click "Subimt"'. At the bottom left, there is a 'Submit' button.

Extranet

Extranet
Recipient will receive
an email with:

- a code
- link(s) to download
document

Management tools suite




Document(s) shared with you.

Click on link below to download.

Link will expire after download.

Your one time security code is: **50904**


Code to use in
download form



[teddy.jpg](#)

[Sample_statment.pdf](#)

Links to documents

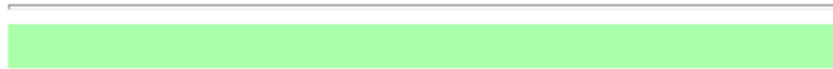


Extranet

Extranet
Recipient will receive
an email with:

- a code
- link(s) to download
document

Management tools suite



Document(s) shared with you.

Click on link below to download.

Link will expire after download.

Your one time security code is: 50904


Code to use in
download form

[teddy.jpg](#)

[Sample_statement.pdf](#)

Links to download
form per document

Download file

 Link will expire after download.

myemail@domain.com

Email address used
to share document

Code attached to the
single download

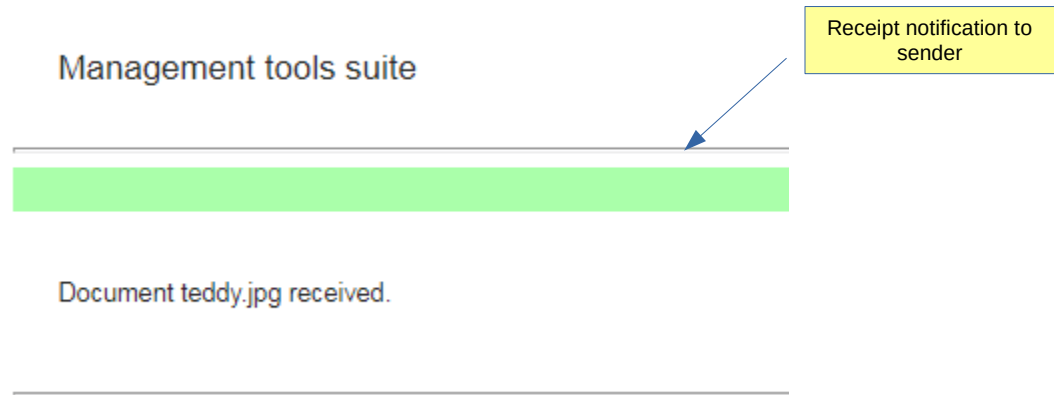
Submit

Extranet

The sender of the document(s) will receive a notification receipt once the recipient use the download form.

Alternatively, sending and reading action are recorded in the system log.

Note: this does not mean the file was read or opened.



Type	Severity
access denied	Emergency
cron	Alert
ek_extranet	Critical
ek_projects	Error
mail	Warning
page not found	Notice
php	Info
swiftmailer	Debug

Filter Reset

Example of system logs (/admin/reports/dblog)

TYPE	DATE	MESSAGE
ek_extranet	16:02	User admin has sent download link to admin@arrea.com
ek_extranet	16:24	User has downloaded document dog.jpg as one time...
ek_extranet	16:22	User has tried to downloaded document as one time...

Extranet

Files status can be checked

View files status

- Global settings
- User mapping
- New page
- Current pages
- Extranet share files
- Extranet share files

Home » Administration

ID	SENDER	FILE	RECEIVER	STATUS	EXPIRATION	
1	admin	Draft proposal.pdf	email@domain	● Link has expired	2018-08-09 16:08	⊖
2	admin	plan.jpg	email@domain	● Link has expired	2018-08-09 16:08	⊖
3	admin	contract.jpg	email@domain	● File downloaded	2018-10-01 23:00	
4	admin	Proposal darft 1 client.odt	email@domain	Pending: 6 H. left	2018-10-01 23:00	⊕

Status

Expiration date and time

Remove expired or Add 24H expiration time



AREA
Systems

EK