

# 360° COLLABORATION ROOM

**360° Collaboration Room is a module that ensures the effective exchange and records management of information and documents in projects.**

Collaboration in projects is an important way of working in many organizations, whether with colleagues, customers or suppliers. With the help of SharePoint, we can share information easily and exchange documents in a group without the use of email and other forms of transmission.

A common problem is important documents not being made available for the rest of the organization or stored in a structured way after a project is complete. This reduces internal knowledge-sharing and falls short of meeting requirements for internal traceability and supervision that are often put in place by authorities and other supervisory organizations.

360° Collaboration Room is a module that meets these challenges. It lets you set up project and collaboration rooms easily in SharePoint 2010. The module includes 'out of the box' functions for the records management of documents, allowing saving to 360° directly from document libraries in the collaboration room.

## Simple records management and publishing

Documents and other important information from 360° can be published easily in web parts in the collaboration room. A number of web parts are included, such as documents and files from the case or project, information about the case progress plan and detailed information about the case or project. This means that users of the collaboration room, including those that are not 360° users, can download documents and view other information published from 360°.

There are no limitations as to which SharePoint lists and functions you can use in the rooms. You can build your own templates with preset web parts, customized to the different types of projects and cases in the organization.

360° Collaboration Room can be set up so that external partners are given access to the room without being registered as Active Directory or 360° users. The application supports Forms Based Authentication (FBA).

## What do you get in 360° Collaboration Room?

- Functions for creating new documents, saving new attachments or creating new document versions in 360° from SharePoint's document library. The functions make it possible to save multiple files in 360° simultaneously.

- Web parts that can also be used by external users to access information from 360° in the collaboration room, such as:
  - Detailed information about 360° cases or projects
  - Documents related to 360° cases or projects
  - The progress plan template for 360° cases
- 360° users can also re-use all other 360° web parts in the collaboration room. These are pre-installed in the module.
- Contacts registered to the case or project in 360° are transferred as users of the collaboration room.
- Functions for administrating access rights to the room (such as deciding who can record a file as a document in 360°).
- Functionality to generate and send usernames and passwords to external users who need access to the application via FBA.
- Functions in 360° Administrator to register SharePoint templates and link these to case types and projects.

Components installed in 360° Collaboration Room can also be re-used on all other SharePoint sites as required.

## Multiple user scenarios

360° Collaboration Room has a wide range of uses, including:

- Exchange of documents and other information with external partners
- Sales and procurement processes
- Internal project work
- Legal hearings
- Management of larger cases at public authorities.

## Create a collaboration room from a 360° case or project

A SharePoint collaboration room can be created by authorized users in 360° directly from a 360° case or

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project. When the user has chosen the template for the new room and named it, the system automatically creates a SharePoint room.

A link is automatically created between the room and the case or project in 360°, so that it is easy to navigate back and forth, while ensuring that information displayed is from the correct case or project and that records management takes place appropriately.

tasks in the room, depending on how the template is defined.

## Document production and saving in 360°

360° Collaboration Room is built on the principal that there are complete documents that need to be transferred from the room to the 360° records management center – and that the documents in the room are either produced there or have been uploaded to the room by external users, so that they can be sent to the 360° records management center by someone with the necessary permissions to archive them.

The image displays two screenshots of the 360° Collaboration Room interface. The top screenshot shows a SharePoint-style document library with a table of documents. The bottom screenshot shows a case detail view for 'Contract negotiations - PCs'.

Type	Name	Modified	Modified By
Document	Building blocks for 360 workspace	11/15/2011 11:22 AM	Knut-Erik Gudim
Document	Cloud Strategy	11/15/2011 11:21 AM	Knut-Erik Gudim
Document	DSP support in 360	11/15/2011 11:22 AM	Knut-Erik Gudim
Document	Error and adjustments of the Approval and Review Workflow implementation	11/15/2011 11:22 AM	Knut-Erik Gudim
Document	Fields that should be added to the	11/15/2011 11:22 AM	Knut-Erik Gudim

Document number	Title
11/00157-1	Intention to de
11/00157-2	Functional requ
11/00157-3	Internal project
11/00157-4	Meeting with L
11/00157-5	Minutes negot
11/00157-6	Revised speci

Description	Activity type	Status	Deadline
Initiation of project	Phase	Planned	

Name	Description	Type	Created	Created by
Contract negotiatio...		Team Site	14.11.2011	Knut-Erik Gudim

## Management of internal and external users

Contacts registered to a case or project in 360° are automatically set up as users in the collaboration room. Of these, all existing 360° Active Directory users (internal users) will be able to open the collaboration room instantly, without having to use a separate log-in. External users will receive an email with a link to the collaboration room, along with an automatically generated username and password that they can use to log in (FBA). The user who created the collaboration room (Administrator) can change rights and add new users at any time.

Users of the room who are not 360° users will not have permission to save documents in 360°. They will, however, be able to view and download documents from the 360° read-only web parts in the room. External users can be given access to upload documents and complete other

All document libraries created in the collaboration room are automatically assigned a set of new functions for transferring files to 360°. One or more files in the document library can be marked and saved in 360° as a new document, an attachment to an existing 360° document or a new revision of an existing 360° document.

To locate the 360° documents that are to be updated with new attachments or revisions, the user is presented with a search field. The user can define whether the files are to be moved to 360° or copied. If the latter, a 360° document ID will be returned and presented in the library to indicate that the file has been transferred to 360°.

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New documents created in 360° from the SharePoint room will be linked automatically to the project or case that the room relates to. Metadata will be transferred automatically from the SharePoint library to 360° so that the user does not have to fill it out again.

*Please note that saving in 360° can be automated using a SharePoint workflow. For example, when a user changes the status of a file in SharePoint, a workflow can be started automatically that is programmed to transfer the file to 360°.*

## Presentation of 360° information in the collaboration room

A set of 360° web parts can be installed automatically when a 360° collaboration room is created. In principle, all 360° web parts can be used by 360° users to present and manage documents and 360° information in the room. Three specific web parts have been adapted for external users. These web parts present:

- archived documents in the case or project
- select information about the project or case
- the case's progress plan

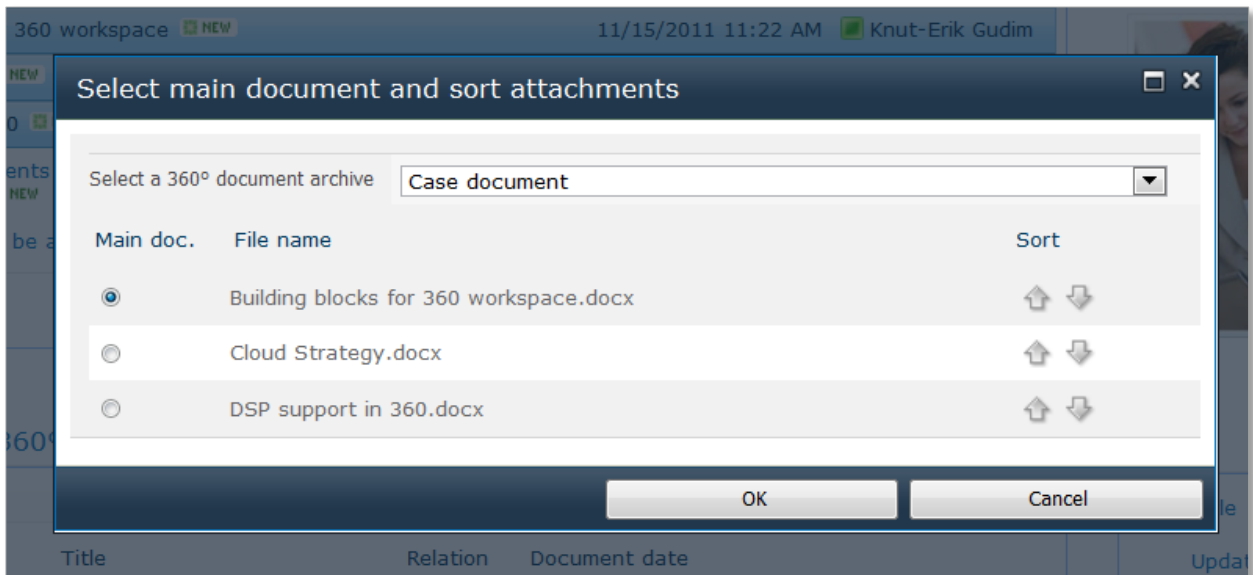
This makes it possible to view and open documents from 360° in the SharePoint room, without having to create copies of the files. It also means that documents such as tender documents can be published for download, while templates and procedures maintained in 360° can be made available for use in the room.

Other web parts make it possible for external users to gain an insight into case and project details and expected progress.

All web parts can be configured as required on the 360° server. It is also possible to take advantage of 360°'s standard functionality to generate Atom/RSS feeds as a tool for presenting information to external users.

## Requirements

360° Collaboration Room is an individually licensed module that requires 360° 4.1 Service Pack 3 or newer. In order to open collaboration rooms to external users, the customer's internet, infrastructure and SharePoint licenses are required. Documentation for setting up Forms Based Authentication is included with the module.



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