AUTHORIZED DOCUMENTATION

Administration Guide

Novell® Vibe™ OnPrem

3.1

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1800 South Novell Place
Provo, UT 84606
U.S.A.
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About This Guide

The *Novell Vibe OnPrem 3.1 Administration Guide* provides administration information for Novell Vibe OnPrem 3.1.

- Part I, “Site Setup,” on page 15
- Part II, “Site Maintenance,” on page 141
- Part III, “Interoperability,” on page 219
- Part IV, “Site Security,” on page 239

Audience

This guide is intended for Novell Vibe administrators.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of the *Novell Vibe OnPrem 3.1 Administration Guide* and other documentation, visit the Novell Vibe OnPrem 3.1 Documentation Web site (http://www.novell.com/documentation/vibe_onprem31).

Additional Documentation

You can find more information in the Novell Vibe OnPrem documentation, which is accessible from the Novell Vibe OnPrem 3.1 Documentation Web site (http://www.novell.com/documentation/vibe_onprem31).

To access the *Novell Vibe OnPrem 3.1 User Guide* from within Vibe, click the *Help* icon (question mark).

Site Setup

- Chapter 1, “Logging In as the Vibe Site Administrator,” on page 17
- Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,” on page 21
- Chapter 3, “Setting Up Initial Workspaces,” on page 41
- Chapter 4, “Setting Up Site-Wide Customizations,” on page 63
- Chapter 5, “Setting Up User Access to the Vibe Site,” on page 87
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Logging In as the Vibe Site Administrator

1

After logging in to the Novell Vibe OnPrem site, you should reset the Vibe administrator's password. Also, you might want to create additional Vibe administrators.

- Section 1.1, "Resetting the Vibe Administrator Password," on page 17
- Section 1.2, "Creating Additional Vibe Administrators," on page 18

1.1 Resetting the Vibe Administrator Password

When you first install Novell Vibe OnPrem, the Vibe administrator username is `admin` and the password is `admin`. When you first log in to the Vibe site as the administrator, you should change the administrator password from the default password to a secure password of your own choosing. If you followed the instructions in "Accessing Your Basic Vibe Site as the Site Administrator" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*, you have already completed this very important task.

If you have not already reset the Vibe administrator password:

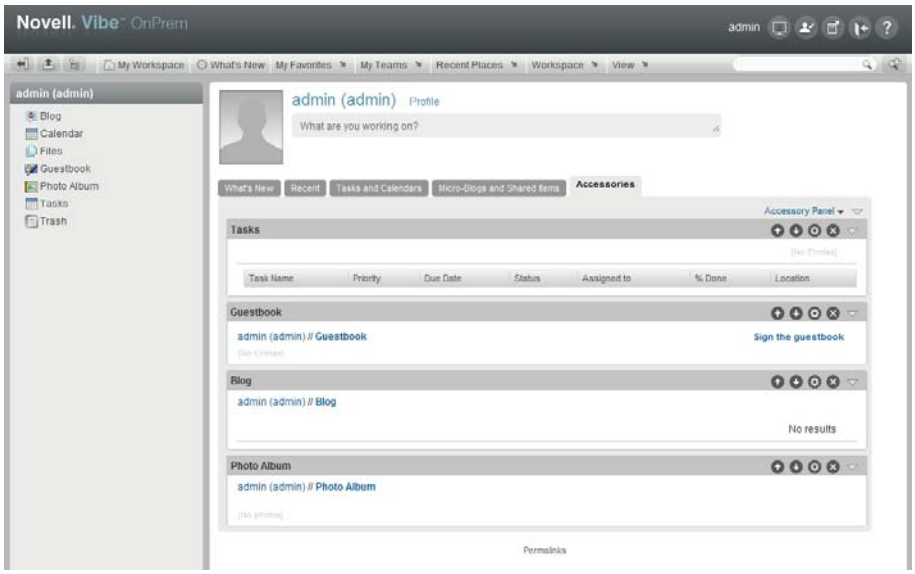
1. In your Web browser, specify one of the following URLs, depending on whether or not you are using a secure SSL connection:

   `http://vibe_hostname`
   `https://vibe_hostname`

   Replace *`vibe_hostname`* with the hostname or fully qualified domain name of the Vibe server that you have set up in DNS. If you configured the HTTP ports correctly during installation, you do not need to include the port number in the Vibe URL.

2. Log in using `admin` as the login name and `admin` as the password.
3. Click *My Workspace* in the Action toolbar.

   The Vibe administrator's personal workspace displays.



4 Change the default administrator password to a secure password:

4a Click *Profile*, then click *Edit* in the upper right corner of the Profile page.

4b Specify your own password for the Vibe administrator in the *New Password* and *Confirm New Password* fields.

4c (Optional) Provide useful information in the additional fields of the Vibe administrator's profile.

4d Click *OK* to return to the administrator's profile.

1.2 Creating Additional Vibe Administrators

You might want to create additional Vibe administrators just in case the primary Vibe administrator is unable to access his or her account. Creating additional Vibe administrators is a safe way to ensure that the right people are able to access the Vibe site in an administrative capacity if the need arises.

To minimize the time-consuming indexing of the Vibe site, it is most effective to create a group that has administrative rights, then assign users to that group as needed.

NOTE: Because Vibe users can change the access control settings on individual workspaces where they have sufficient rights, additional Vibe administrators who are granted administrative access to the Vibe site in this way might not always have access to everything in the Vibe site. Only the original Vibe administrator always has rights to everything in the Vibe site.

- Section 1.2.1, "Creating an Administration Group," on page 18
- Section 1.2.2, "Assigning Administrative Rights to the Administration Group," on page 19

1.2.1 Creating an Administration Group

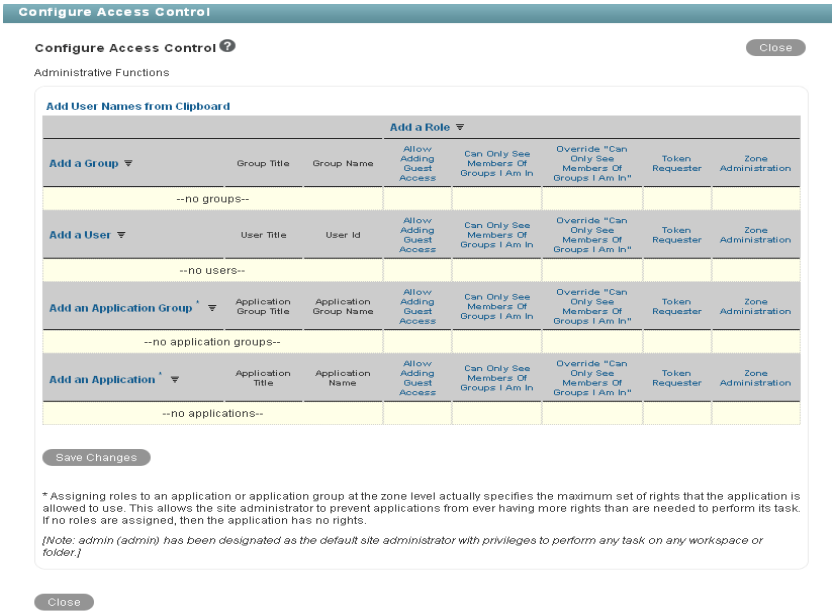
To create a new group for administrators in your Vibe site, follow the steps in Section 5.2, "Creating Groups of Users," on page 87, then continue with Section 1.2.2, "Assigning Administrative Rights to the Administration Group," on page 19.

1.2.2 Assigning Administrative Rights to the Administration Group

After you create a group for your Vibe administrators, as described in Section 5.2, “Creating Groups of Users,” on page 87, you need to assign administrative rights to the group.

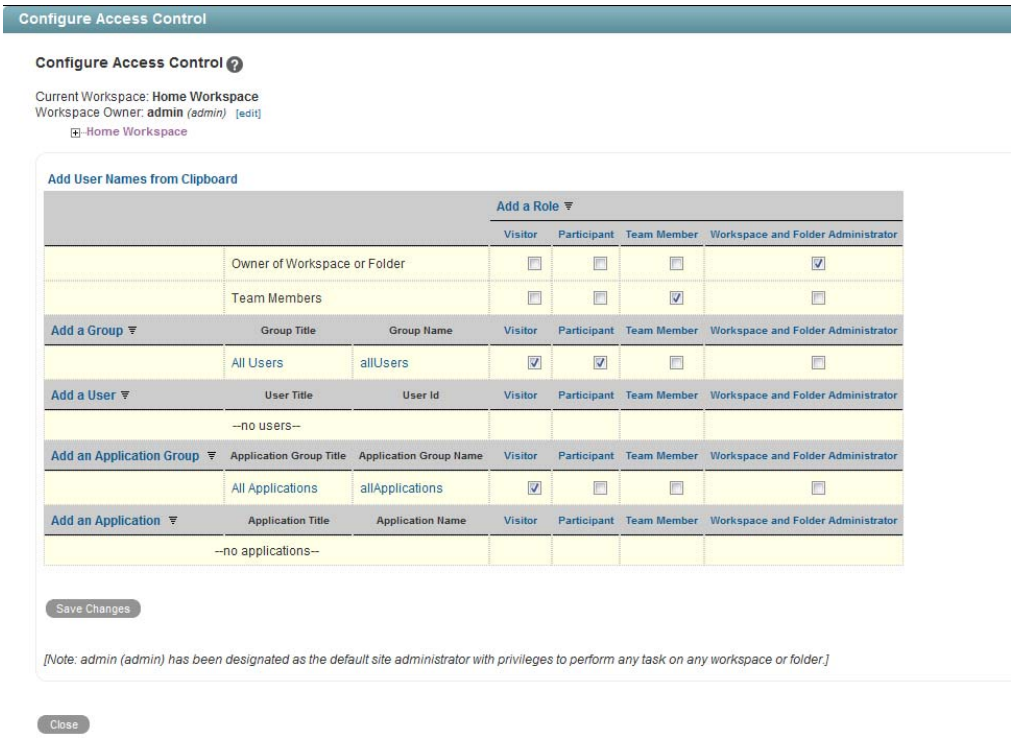
1. Log in to the Vibe site as the Vibe administrator.
2. Grant administration rights to the administration group for the Vibe site:
   - **2a** Click the *Administration* icon in the upper right corner of the page.

     The Administration page is displayed.
   - **2b** Under *System*, click *Access Control for Zone Administration*.



   - **2c** Click *Add a Group*, then in the *Add a Group* field, specify the name of the group that you created for users with administrative rights. Click the name when it appears in the drop-down list.
   - **2d** In the access control table, select the check box in the *Zone Administration* column for the group that you added in Step 2c.
   - **2e** Click *Save Changes*, then click *Close*.
3. Grant administration rights to the administration group at the top-level workspace.
   - **3a** Navigate to the highest level workspace.

     By default, this is the *Home Workspace* workspace.
   - **3b** Click *Workspace* > *Access Control* in the Action toolbar.



3c Click *Add a Group*, then in the *Add a Group* field, specify the name of the group that you created for users with administrative rights. Click the name when it appears in the drop-down list.

3d In the access control table, select the check box in the *Workspace and Folder Administrator* column for the group that you added in Step 3c.

3e Click *Save Changes*, then click *Close*.

4 (Conditional) If the Global Workspaces, Personal Workspaces, and Team Workspaces directories beneath the Home Workspace directory are not inheriting their access controls from the Home Workspace directory, you need to change the access control settings for each one of these directories, just like you did for the Home Workspace directory, as described in Step 3.

Planning and Controlling User Access to Workspaces and Folders

2

As the administrator for the Novell Vibe OnPrem site, you are responsible for setting up and controlling user access across the entire site. Even though workspace and folder owners are responsible for controlling user access in their individual workspaces and folders, you as the Vibe administrator have the ability to create new roles, modify existing roles, and change default access control settings for all types of workspaces and for all types of functions across the Vibe site.

- Section 2.1, “Understanding Access Control,” on page 21
- Section 2.2, “Controlling User Access in Workspaces,” on page 22
- Section 2.3, “Controlling User Access throughout the Vibe Site,” on page 26
- Section 2.4, “Managing Roles to Refine Access Control,” on page 29
- Section 2.5, “Restricting Access Rights of Users Outside the Firewall,” on page 33
- Section 2.6, “Enabling Users to Send Messages to All Users,” on page 36
- Section 2.7, “Enabling Users to Import and Export Workspaces, Folders, and Entries,” on page 37
- Section 2.8, “Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace,” on page 38
- Section 2.9, “Enabling Folder Administrators to Apply Definition Settings to Sub-Folders and Entries,” on page 39

2.1 Understanding Access Control

Before you begin configuring access control settings for your Novell Vibe site, it is important that you understand how access control works in Vibe.

For background information about Vibe access control, see “Controlling Access” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

In simplest terms, access control settings determine what users can see and do in each workspace or folder. However, because your Novell Vibe site is a hierarchy of workspaces and folders and because access control settings can be inherited (or not), access control settings affect a variety of Vibe features:

- Section 2.1.1, “Inheritance,” on page 22
- Section 2.1.2, “Navigation,” on page 22

2.1.1 Inheritance

When you create a new workspace, it defaults to the inheritance setting of its parent workspace.

- If you create a new workspace under an existing workspace that is inheriting its access control settings from its parent, the new workspace continues the inheritance chain. If you change any access control settings above the new workspace at a later time, the access control settings for the new workspace also change. Global workspaces inherit access control settings from the parent workspace by default.
- If you create a new workspace under an existing workspace that has locally defined access control settings, the new workspace retains the locally defined settings.
- If you move a workspace that is inheriting its access control settings from its original parent workspace, it inherits the access control settings of the new parent workspace into which it is moved. If the new parent workspace has different settings than the original parent workspace, the access control settings for the moved workspace change accordingly.

2.1.2 Navigation

Sub-workspaces and sub-folders should not permit access to users or groups that do not have access to the higher-level workspaces, for the following reasons:

- Users cannot see the workspace, even though they have appropriate rights.

  Users browsing in the Workspace tree (or in a Workspace Tree accessory) for the sub-workspace or sub-folder that they have been granted access to are not able to see the workspace, because Vibe does not permit them to see a parent workspace that they do not have access to. Users can still access the workspace using the Find or Search feature.
- Users can see the name of a higher-level workspace, even though they do not have appropriate rights.

  Users who use the Find or Search feature to locate the sub-workspace or sub-folder that they have been granted access to, then view the sub-workspace or sub-folder, are then able to see the name of the parent workspace, which they would otherwise not be able to see. However, they can see only the workspace name, not the contents of the workspace.

2.2 Controlling User Access in Workspaces

The access control settings on each Novell Vibe workspace determine who can see the workspace and how different types of users can participate in each workspace.

- Section 2.2.1, “Controlling User Access to Personal Workspaces,” on page 22
- Section 2.2.2, “Controlling User Access to Team Workspaces,” on page 24
- Section 2.2.3, “Controlling User Access to Global Workspaces,” on page 25

2.2.1 Controlling User Access to Personal Workspaces

- “Default Access Controls” on page 23
- “Restricting Access to Personal Workspaces throughout the Vibe Site” on page 23

Default Access Controls

By default, personal workspaces are created with the following access:

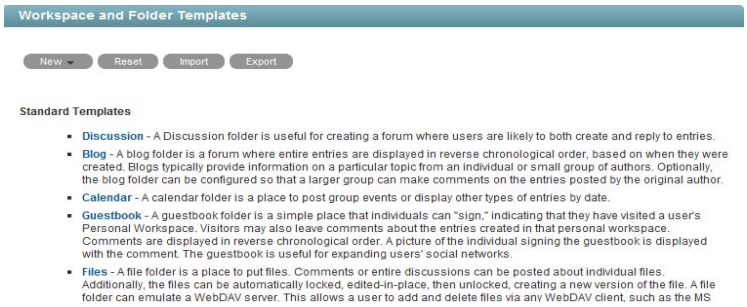
User or Group	Access Role	Role Description
Workspace Owner (user)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
All Users group	Participant	Can create and modify entries, plus perform the Visitor tasks.
	Visitor	Has read-only and comment-only access.

Restricting Access to Personal Workspaces throughout the Vibe Site

You might want to set up your Vibe site so users' personal workspaces remain hidden and confidential.

When you configure your Vibe site as described in this section, you should make these configuration changes before any users are added to your Vibe system. If users are added to your Vibe system before you make these configuration changes, you must manually adjust the access control settings for each user workspace, as described in "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

1. Click the *Administration* icon in the upper right corner of the page.
2. Under *Management*, click *Workspace and Folder Templates*.



3. Click *User Workspace*.
4. Click *Manage This Target > Access Control*.

   The Configure Access Control page is displayed.
5. In the access control table, in the *All Users* row, deselect the check box in the *Visitor* column.
6. Click *Save Changes*.

7 Verify access before you start adding users to your Vibe system:

- Create a test user in the Vibe system, navigate to this user's personal workspace, then click *Workspace* > *Access Controls*. Ensure that no check boxes are selected in the *All users* row.
- Navigate to the Personal Workspaces workspace by clicking the Workspace tree icon in the Action toolbar, then clicking *Personal Workspaces*. Click *Workspace* > *Access Controls*, then ensure that in the *All users* row the check box is selected in the *Visitor* column. If this check box is not selected, users cannot search for other users in the Vibe system.

For information on how to add users to your Vibe system, see Section 5.1, "Adding New Users to Your Vibe Site," on page 87.

Vibe users can adjust the access control for their personal workspaces, as described in "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

2.2.2 Controlling User Access to Team Workspaces

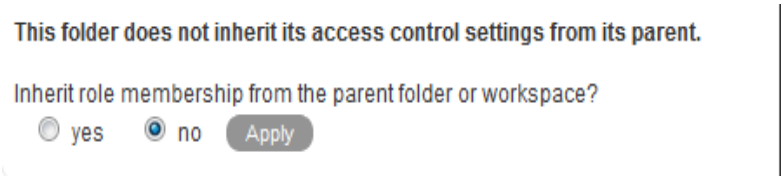
By default, new team workspaces created under the main Team Workspaces directory are visible only to members of the team workspace. Following are some of the default access control options:

User or Group	Access Role	Role Description
Workspace Owner (team creator)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
All Users group	Participant	Can create and modify entries, plus perform the Visitor tasks.
	Visitor	Has read-only and comment-only access.

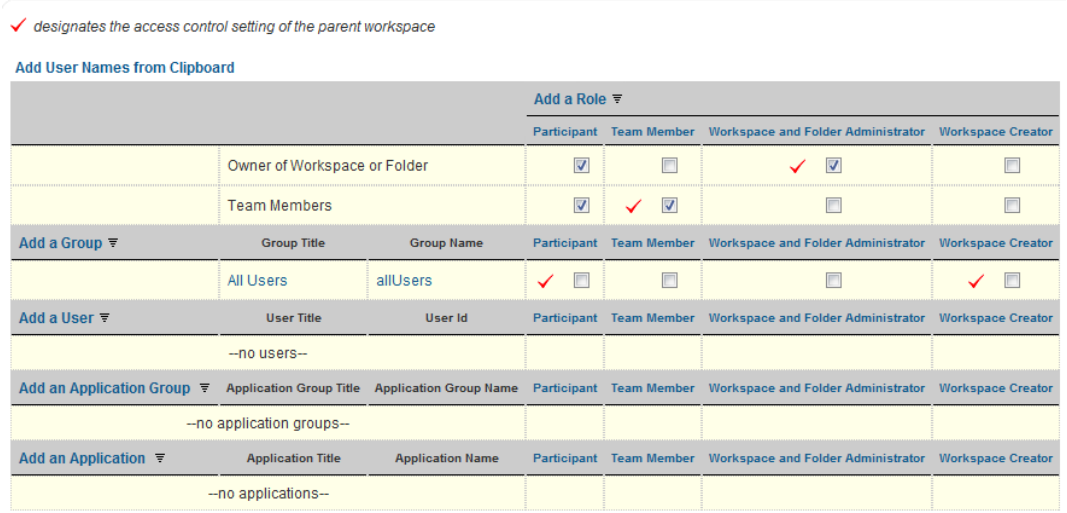
After you create a new team workspace, you can configure different access control settings for it.

1 Navigate to the new team workspace, then click *Workspace* > *Access Control*.

2 Select *No* in the Inheritance box.



3 Click *Apply* to activate the Access Control table:



4 Adjust the access control settings for the new team workspace as needed, as described in "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

5 Click *Save Changes* > *Close*.

2.2.3 Controlling User Access to Global Workspaces

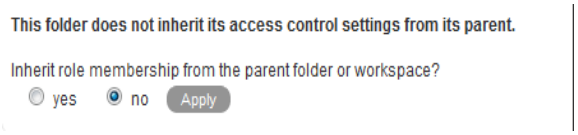
By default, the Global Workspace directory immediately under the Home Workspace inherits the access control settings of the Home Workspace:

User or Group	Access Role	Role Description
Workspace Owner (admin)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
All Users group	Participant	Can create and modify entries, plus perform the Visitor tasks.
	Visitor	Has read-only and comment-only access.
All Applications group	Visitor	Has read-only and comment-only access. For information about application groups, see "Managing Remote Applications" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

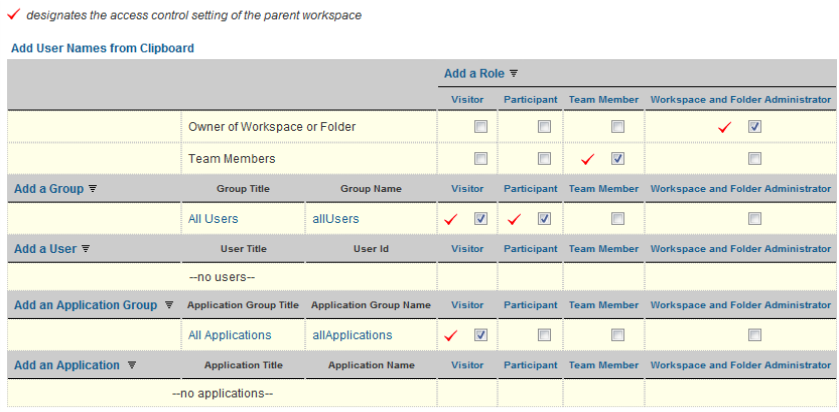
When you create a new global workspace under the main Global Workspaces directory, the new global workspace by default inherits the access control settings of the main Global Workspaces directory, as listed above. After you create a new global workspace, you can configure different access control settings for it.

1 Navigate to the new global workspace, then click *Workspace* > *Access Control*.

2 Select *No* in the Inheritance box.



3 Click *Apply* to activate the Access Control table:



4 Adjust the access control settings for the new global workspace as needed, as described in "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

5 Click *Save Changes* > *Close*.

2.3 Controlling User Access throughout the Vibe Site

By assigning users to access control roles for the Novell Vibe site, you can give users additional rights, or restrict current rights.

- Section 2.3.1, "Understanding Default Roles," on page 26
- Section 2.3.2, "Assigning a User to a Role," on page 28

2.3.1 Understanding Default Roles

By default, you can assign users to various roles in workspaces and folders, as well as in entries.

- "Understanding Default Workspace and Folder Roles" on page 26
- "Understanding Default Entry Roles" on page 27

Understanding Default Workspace and Folder Roles

Role	Description
Participant	Can create entries and modify those entries, plus perform tasks associated with the Visitor role.
Allow Adding Guest Access	Can make Vibe workspaces and folders available to Guest users in Vibe. By default, Guest users can access only the Guest user personal workspace, as well as any workspace or folder that the Vibe administrator has granted them rights to access. For more information, see Section 5.4.4, "Enabling Individual Users to Grant Guest Access throughout the Vibe Site," on page 94.

Role	Description
Can Only See Members Of Groups I Am In	Removes a user's ability to view other Vibe users who are not members of a group that he or she belongs to.
Guest Participant	Can read entries, create entries, and add comments.
Override "Can Only See Members Of Groups I Am In"	Overrides the *Can Only See Members Of Groups I Am In* role. This can simplify the administration of the *Can Only See Members Of Groups I Am In* role. For example, you might assign the *Can Only See Members Of Groups I Am In* role to a group, but at the same time you want to allow certain members of the group to retain their ability to see users that belong to groups outside of their own. In this circumstance, you can assign the *Override "Can Only See Members Of Groups I Am In"* role to the members who you want to retain their ability to see users outside of their own groups.
Team Member	Has all the rights of a Participant. In addition, can generate reports and manage community tags.
Token Requester	Can make Web service calls on behalf of another Vibe user. This functionality can enable administrators to perform proxy functions for individual Vibe users without logging in as the Vibe user. This means that the Web services application does not cache individual users' credentials in order to perform operations. This role should not be assigned to a Vibe user, but rather to a system-level (agent) account that you want to be responsible for executing Web service operations on behalf of one or more regular Vibe users. For more information about the Web services operations that support the Token Requester role, see "admin_getApplicationScopedToken" and "admin_destroyApplicationScopedToken" in the *Novell Vibe OnPrem 3.1 Developer Guide*.
Visitor	Has read-only and comment-only access.
Workspace and Folder Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; set entry-level access controls on entries of others; and can perform tasks associated with the Participant and Team Member role.
Workspace Creator	Can create sub-workspaces. In Team Workspace Root workspaces, this role allows users to create their own team workspaces.
Zone Administration	Has all rights associated with access control.

Understanding Default Entry Roles

Role	Description
Read	Can read the entry.
Read and Reply	Can read the entry and add comments or replies to the entry.
Write	Can read the entry, add comments or replies, and modify the entry.
Delete	Can read the entry, add comments or replies, modify, and delete the entry.

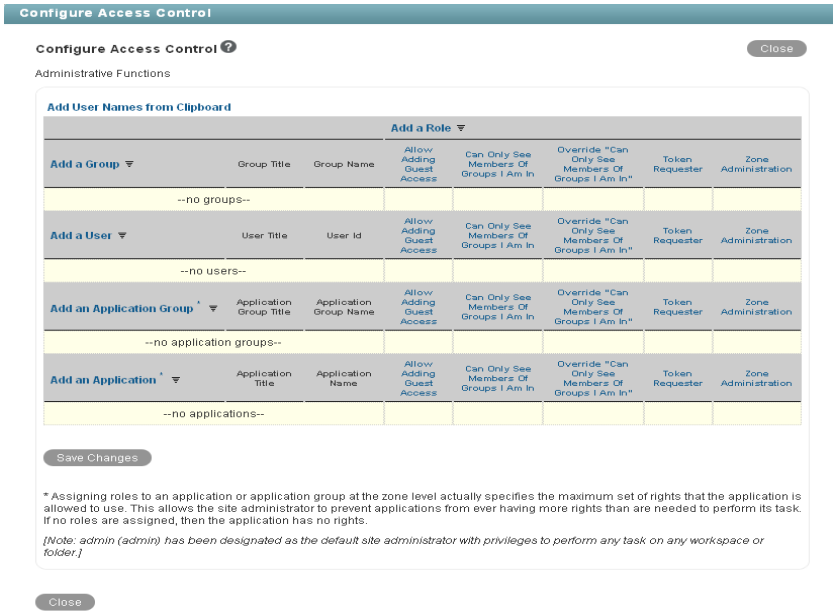
Role	Description
Change ACL	Can read the entry, add comments or replies, modify, and delete the entry. This role can also modify the access control settings of the entry.

2.3.2 Assigning a User to a Role

To assign a user to a particular role for every place on the Vibe site:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Access Control for Zone Administration*.



   A basic Vibe site consists of a single zone. Novell Vibe allows you to set up multiple zones in a single Vibe site. For more information about creating multiple zones, see Chapter 16, “Setting Up Zones (Virtual Vibe Sites),” on page 133.
4. Add the user to whom you want to grant the site-wide role to the Access Control table.

   For information on how to add users to the Access Control table, see “Adding Users to the Access Control Table” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
5. Add the role that you want to grant to the Access Control table.

   For information on how to add roles to the Access Control table, see “Adding Roles to the Access Control Table” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
6. Click *Save Changes*, then click *Close*.

2.4 Managing Roles to Refine Access Control

Novell Vibe uses role-based access control. Each default role contains specific rights. If you want a particular user to have certain rights, you can assign that user to the appropriate role. For a list of all the default access roles that are included in Vibe, see "Default Roles" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

If you find that the existing roles do not meet the needs of your organization, you can modify them or create new ones. This can be particularly useful if you want to delegate the administration of sub-workspaces and sub-folders, and if you do not want to grant all of the privileges that come with the Workspace and Folder Administration role.

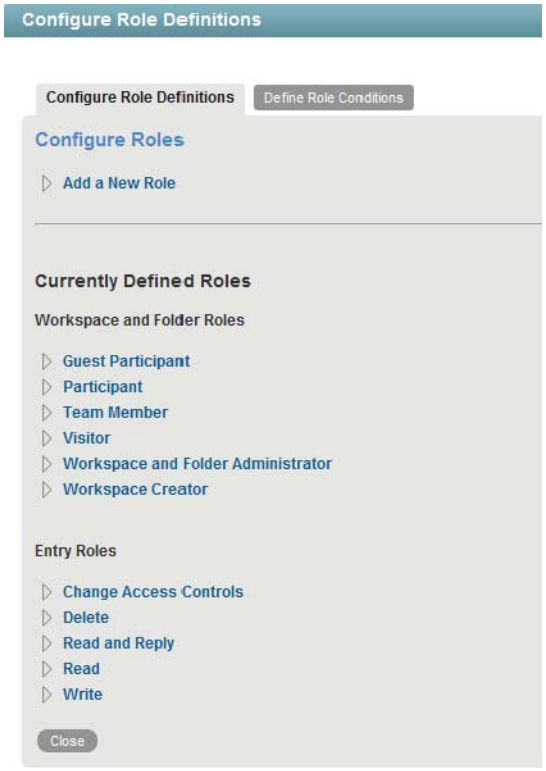
Vibe also enables you to delete roles that are no longer useful to your organization.

- Section 2.4.1, "Defining a New Role," on page 29
- Section 2.4.2, "Modifying Existing Roles," on page 31
- Section 2.4.3, "Deleting Existing Roles," on page 31
- Section 2.4.4, "Understanding the Various Rights for Roles," on page 32

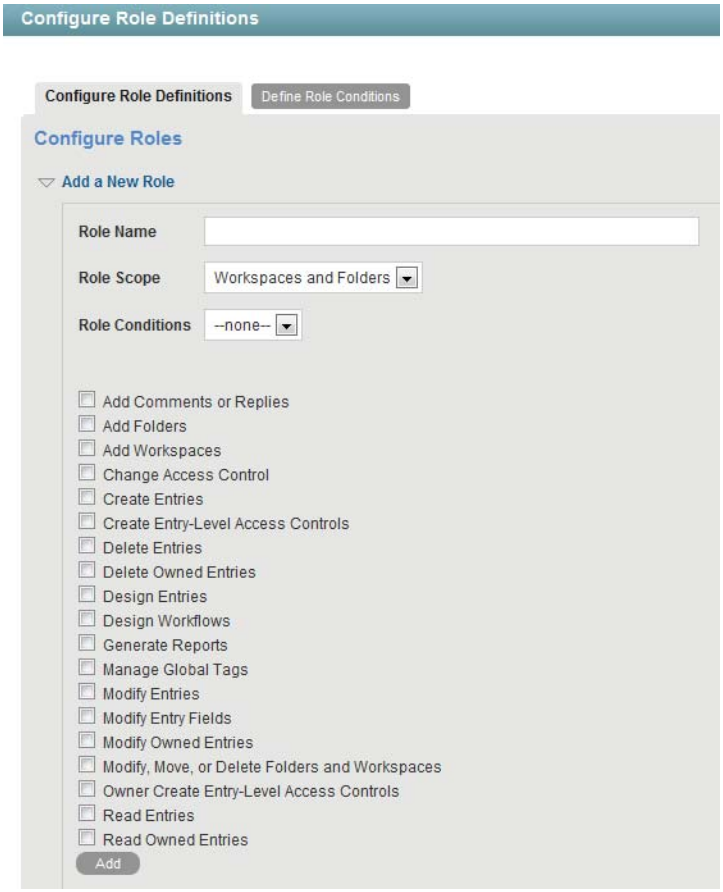
2.4.1 Defining a New Role

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Configure Role Definitions*.



4 Click *Add a New Role*.



5 In the *Role Name* field, specify a name for the new role, then select all of the rights that you want members of this role to be able to perform.

6 In the *Role Scope* drop-down list, select whether you want this new role to be available for workspaces or folders, or for entries.

7 (Optional) In the *Role Conditions* field, select the role condition that you want to associate with this role.

Role conditions enable you to restrict what information users can access when they are outside your corporate firewall. For more information, see Section 2.5, “Restricting Access Rights of Users Outside the Firewall,” on page 33.

8 Select the rights that you want to be associated with this role.

For information about each right that you can select, see Section 2.4.4, “Understanding the Various Rights for Roles,” on page 32.

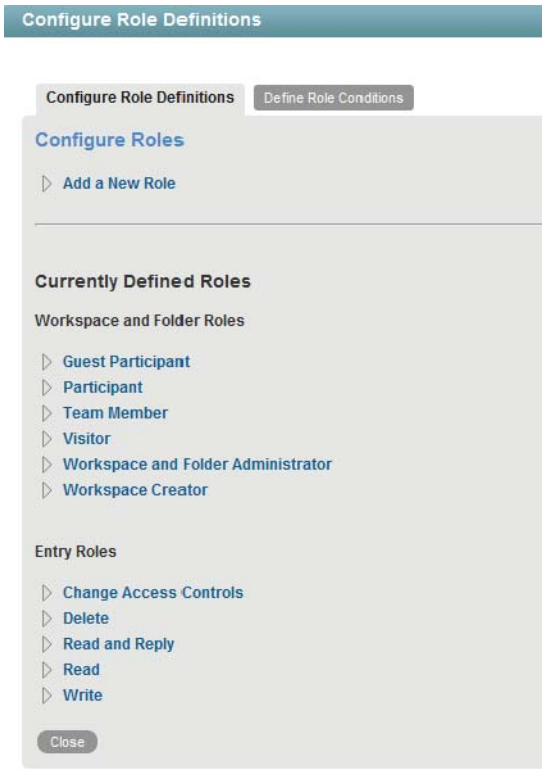
9 Click *Add*, then click *Close*.

The role is added to the list of existing roles. If you added this role to control access to entries, the role is automatically made available on the access control page. If you added this role to control access to workspaces and folders, Vibe users can now add this role to the Access Control table, as described in “Adding Roles to the Access Control Table” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

2.4.2 Modifying Existing Roles

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Configure Role Definitions*.



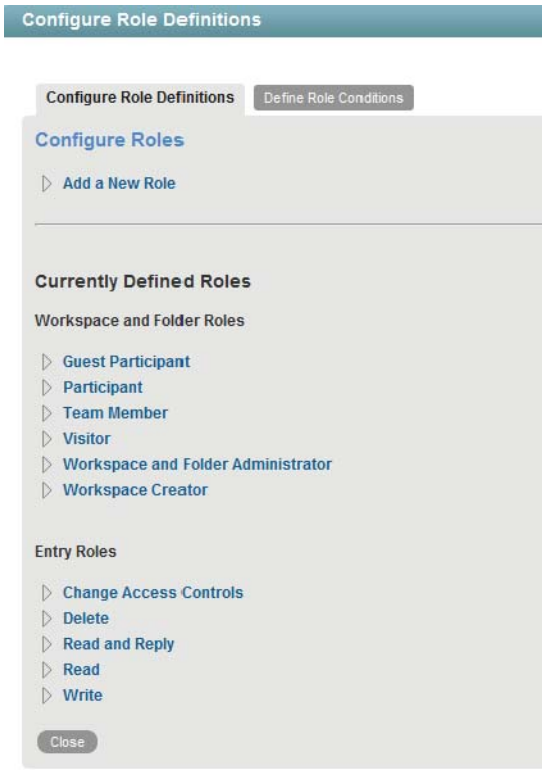
4. In the *Currently Defined Roles* section, click the role that you want to modify.
5. Select the rights that you want members of this role to be able to perform, and deselect the rights that you don't want them to be able to perform.

   For information about each right that you can select, see Section 2.4.4, "Understanding the Various Rights for Roles," on page 32.
6. Click *Apply*, then click *Close*.

2.4.3 Deleting Existing Roles

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Configure Role Definitions*.



4 In the *Currently Defined Roles* section, click the role that you want to delete.

5 Click *Delete*, then click *Close*.

2.4.4 Understanding the Various Rights for Roles

Roles are made up of various rights. Default roles have a set of default rights that are associated with them. When you modify a default role, you remove existing rights and add other rights. When you create a custom role, you create a new name for a role and then associate rights with the new role.

Some rights apply only to workspaces and folders, and some apply only to entries. If you associate a right with a role, and then assign users to that role in a workspace, then by default that role applies to all folders and entries in the workspace. For example, if you associate the Delete Entries right with a role in a workspace and assign that role to all users, then all users can delete any entry in the workspace.

Following is the list of rights you can choose from when modifying or creating a role. You cannot create new rights in Vibe.

Right	Function
Add Comments or Replies	Can add comments or replies to entries.
Add Folders	Can add folders to workspaces and folders.
Add Workspaces	Can add workspaces to existing workspaces.
Change Access Control	Can modify the access control settings of workspaces, folders, or entries.
Create Entries	Can create entries.

Right	Function
Create Entry-Level Access Controls	Can change access control settings for all entries that are contained in a workspace or folder.
Delete Entries	Can delete entries.
Delete Owned Entries	Users can delete only the entries they own in a workspace or folder.
Design Entries	Users can design their own custom entries by using the Form and View Designers tool, as described in "Designing Custom Folder Entry Forms" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
Design Workflows	Users can design their own custom workflows by using the Form and View Designers tool, as described in "Creating and Managing Workflows" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
Generate Reports	Users can generate reports. For more information about generating reports in Vibe, see "Generating Activity Reports for a Workspace", "Generating an Activity Report on a Folder", and "Generating Reports about a Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.
Manage Global Tags	Users can manage community tags, as described in "Using Tags" in the *Novell Vibe OnPrem 3.1 User Guide*.
Modify Entries	Can modify entries.
Modify Entry Fields	Users can modify only a specific field in an entry. This is useful if you have an entry that is associated with a workflow, and you want only certain users to modify certain fields in the entry.
Modify Owned Entries	Users can modify only the entries they own in a workspace or folder.
Modify, Move, or Delete Folders and Workspaces	Users can modify, move, or delete a folder or workspace.
Owner Create Entry-Level Access Controls	Users can change the access control settings only for the entries they own in a workspace or folder.
Read Entries	Can read entries.
Read Owned Entries	Users can read only the entries they own in a workspace or folder.
View Binder Title	Enables users who have access to an entry, but do not have access to the parent workspace or folder, to navigate to the entry by using the Workspace tree, as described in "Navigating the Workspace Tree" in the *Novell Vibe OnPrem 3.1 User Guide*. This right is disabled by default, and is not available to assign to any role. For information on how to enable this right and make it available, see Section 2.8, "Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace," on page 38.

2.5 Restricting Access Rights of Users Outside the Firewall

Vibe enables you to restrict what information users can access when they are outside your corporate firewall.

If your Vibe site contains sensitive data, and users access the site from non-secure locations, you might want to consider restricting users to certain workspaces and folders when they are not accessing Vibe from inside the corporate firewall.

For example, a user accessing the Vibe system from a public kiosk increases the risk of sensitive data being inappropriately exposed.

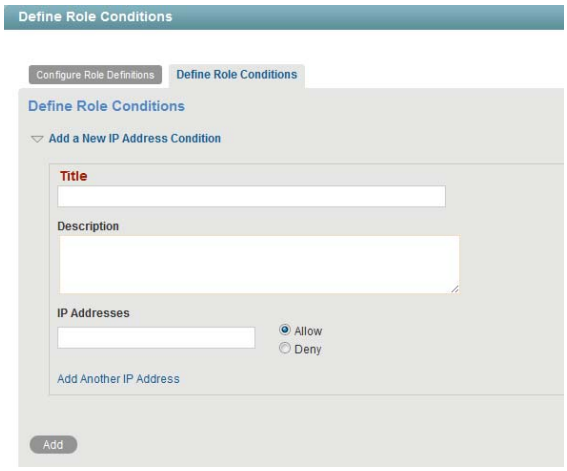
To restrict access for users who are outside the corporate firewall, you must create a condition that contains one or more IP addresses (or range of IP addresses), associate this condition with an existing role, then assign the role to users and groups in the workspaces, folders, or entries where you want to allow access.

- Section 2.5.1, “Creating a New Role Condition,” on page 34
- Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 35
- Section 2.5.3, “Assigning the Role Condition to Users and Groups,” on page 35
- Section 2.5.4, “Example,” on page 36

2.5.1 Creating a New Role Condition

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Configure Role Definitions*.
4. Click the *Define Role Conditions* tab.
5. Click *Add a New IP Address Condition*.



6. Provide the following information for the new condition:

   Title: Specify a title for the condition.

   Description: Specify a description for the role condition.

   IP Address: Specify the IP address that you want to associate with this condition.

   You can mask your IP address by using asterisks. For example, 155.5.*.*

   Allow: Select this option to allow access from the specified IP address. There must be at least one *IP Address* field with *Allow* selected.

Deny: Select this option to deny access from the specified IP address. Select this option only if you have multiple *IP Address* fields, and one of these fields has *Allow* selected.

If you are masking an IP address, such as 155.5.*.*, you can exclude an IP address within the range that you are masking. For example, in the first *IP Addresses* field you specify `155.5.*.*`, then select *Allow*. You then add a second *IP Address* field by clicking *Add Another IP Address*, then specifying an IP address that is within the range of your masked IP address. In your second *IP Address* field, you specify `155.5.4.*`, then select *Deny*. This denies access to users who are using an IP address within the range 155.5.4.*, but allows access to users using any other IP address within the range 155.5.*.*.

7. (Optional) Click *Add Another IP Address* to associate multiple IP addresses with this condition. You can also add multiple IP addresses if you want to deny access to a specific IP address that is included within a range of IP addresses that you are allowing.
8. Click *Add*.
9. Continue with Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 35.

2.5.2 Associating the Role Condition with a New or Existing Role

You must associate the role condition that you created in Section 2.5.1, “Creating a New Role Condition,” on page 34 with a new or existing role.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Configure Role Definitions*.
4. On the *Configure Role Definitions* tab, click *Add a New Role*.

   or

   Click an existing role in the *Currently Defined Roles* section.

   For more information about managing roles, see Section 2.4, “Managing Roles to Refine Access Control,” on page 29.
5. In the *Role Conditions* drop-down list, select the role condition that you want to associate to the role.
6. Click *Apply*.
7. Continue with Section 2.5.3, “Assigning the Role Condition to Users and Groups,” on page 35.

2.5.3 Assigning the Role Condition to Users and Groups

After you have completed Section 2.5.1, “Creating a New Role Condition,” on page 34 and Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 35, you need to assign the role that contains the new role condition to users and groups. You accomplish this in

one of two ways, depending on whether you associated the role condition to a new role or an existing role (as described in Section 2.5.2, "Associating the Role Condition with a New or Existing Role," on page 35):

- "Assigning the New Role to Users and Groups" on page 36
- "Assigning an Existing Role to Users and Groups" on page 36

Assigning the New Role to Users and Groups

To assign the role that contains the new role condition to users and groups:

1. Add the role to the Access Control table for the workspaces, folders, or entries where you want to grant users access rights, as described in "Controlling Access to Workspaces and Folders" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
2. Assign the roles to the users and groups who you want to be granted access rights, as described in "Controlling Access to Workspaces and Folders" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Assigning an Existing Role to Users and Groups

If you associated the role condition with an existing role, the role is automatically applied to users and groups in workspaces, folder, and entries where this role is already assigned.

2.5.4 Example

The following example shows how to restrict access to users outside the firewall by using role conditions:

1. Set up a proxy server (such as Novell Access Manager) that is external to the firewall.
2. Define a role condition that includes only a range of IP addresses that are internal to the firewall.
3. Associate this role condition to all or some existing Vibe roles.

   If you associate this role condition to all roles except the Workspace and Folder Administrator role, only users who are workspace and folder administrators are able to access workspaces and folders from outside the firewall. Users who are not workspace and folder administrators do not have access.

2.6 Enabling Users to Send Messages to All Users

By default, Novell Vibe allows only the Vibe administrator to send e-mail messages to the All Users group. If you want to change this functionality to allow anyone to send messages to the All Users group:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `mail.allowSendToAllUsers=false`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `mail.allowSendToAllUsers=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `false` to `true`, so that the line now reads `mail.allowSendToAllUsers=true`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe to enable users to send messages to the All Users group in your Vibe site.

2.7 Enabling Users to Import and Export Workspaces, Folders, and Entries

By default, only the Vibe administrator can import and export workspaces, folders, and entries, as described in Section 19.1, “Exporting/Importing Workspaces, Folders, and Entries,” on page 157. You can enable all workspace and folder owners to import and export workspaces, folders, and entries.

To configure Vibe to allow workspace and folder owners to import and export workspaces, folders, and entries:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`
2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `export.availableToBinderOwners=false`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `export.availableToBinderOwners=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `false` to `true`, so that the line now reads `export.availableToBinderOwners=true`.
8. Save and close the `ssf-ext.properties` file.

9 Close the `ssf.properties` file without saving it.

10 Stop and restart Vibe to enable all workspace and folder owners to import and export workspaces, folders, and entries.

2.8 Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace

You can enable users who have access to an entry, but do not have access to the parent workspace or folder, to navigate to the entry by using the Workspace tree, as described in "Navigating the Workspace Tree" in the *Novell Vibe OnPrem 3.1 User Guide*.

Users who do not have this right must either perform a search to locate the entry, or they must have the entry shared with them as described in "Sharing Entries" in the *Novell Vibe OnPrem 3.1 User Guide*.

For information about how users can grant other Vibe users access to an entry even when users don't have access to the parent workspace or folder, see "Exposing a Vibe Entry to a Wider Audience Than the Folder Access Controls Allow" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

To enable users to access entries via the Workspace tree when users do not have access rights to the parent folder or workspace:

1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

3 Open the `ssf.properties` file in a text editor.

4 Search for the following line:

```
accessControl.viewBinderTitle.enabled=false
```

5 Open the `ssf-ext.properties` file in a text editor.

6 Copy the `accessControl.viewBinderTitle.enabled=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.

7 Change `false` to `true`.

8 Save and close the `ssf-ext.properties` file.

9 Close the `ssf.properties` file without saving it.

10 Stop and restart Vibe.

2.9 Enabling Folder Administrators to Apply Definition Settings to Sub-Folders and Entries

You can enable folder owners to apply entry definition types to folders or entries that have already been created. This enables users to apply all definition settings of a parent folder to all subfolders. Also, this enables users to change the definition settings to make all folder entries the same. For example, a user might begin a discussion entry in a Discussion folder, then move the entry to the Tasks folder after it is decided that something needs to be done in order to resolve the discussion. After the discussion entry is added to the Tasks folder, the entry can be converted to a task entry. For more information, see "Changing the Definitions for Existing Folders and Folder Entries" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `ssf.allowFolderDefinitionFixups=false`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the appropriate line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `false` to `true`, so that the line now reads `ssf.allowFolderDefinitionFixups=true`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe.

Setting Up Initial Workspaces 3

Proper organization of workspaces is critical to building an effective Novell Vibe OnPrem site.

- Section 3.1, “Understanding Workspaces,” on page 41
- Section 3.2, “Setting Up Users’ Personal Workspaces,” on page 42
- Section 3.3, “Organizing Team Workspaces,” on page 53
- Section 3.4, “Creating Global Workspaces,” on page 54
- Section 3.5, “Using Workspace and Folder Templates,” on page 55
- Section 3.6, “Importing Workspaces,” on page 61

See also Chapter 19, “Managing Workspaces,” on page 157.

3.1 Understanding Workspaces

Your Novell Vibe site consists of seven types of workspaces:

- **Personal workspaces:** When you add users to your Vibe site, as described in “Adding Users to Your Vibe Site” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*, a personal workspace is established for each user. Users can customize their personal workspaces, as described in “Setting Up Your Personal Workspace” in “Getting Started” in the *Novell Vibe OnPrem 3.1 User Guide*.
- **Team workspaces:** Vibe users, along with you as the Vibe administrator, can create team workspaces for groups of people who work together regularly, as described in “Setting Up Your Personal Workspace” in “Getting Started” in the *Novell Vibe OnPrem 3.1 User Guide*. You, as the Vibe administrator, need to decide how you want to organize team workspaces before you let users start creating them.
- **Team Workspace Root workspaces:** Team Workspace Root workspaces are the optimal type of workspace if you want to create a library of team workspaces as sub-workspaces.

  For more information on Team Workspace Root workspaces, see “Creating and Managing a Team Workspace Root Workspace” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- **Project Management Workspaces:** Project Management workspaces include special accessories that help leaders track the progress of task completion for potentially large projects. Project Management workspaces focus on project completion.

  For more information on Project Management workspaces, see “Creating and Managing a Project Management Workspace” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- **Discussions workspaces:** The Discussions workspace can be the home page for a set of discussion forums. You can also use the Discussions workspace to house other types of folders. Discussions workspaces can be particularly useful for site administrators who are responsible for creating the overall structure of the Vibe site.

  For more information on how you can use Discussions workspaces, see “Creating and Managing a Discussions Workspace” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- **Basic workspaces:** Like other types of Vibe workspaces, basic workspaces in Vibe can be used to organize information inside of existing workspaces, creating different levels of hierarchy within a workspace.

For more information on basic workspaces, see "Creating and Managing a Basic Workspace" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

- **Global workspaces:** Global workspaces contain information that is of interest to all Vibe users. You, as the Vibe administrator, decide what type of information needs to be globally available on your Vibe site.

  For more information on Global workspaces, see Section 3.4, "Creating Global Workspaces," on page 54.

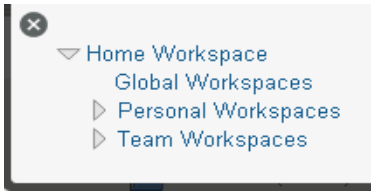
3.2 Setting Up Users' Personal Workspaces

- Section 3.2.1, "Understanding Personal Workspaces," on page 42
- Section 3.2.2, "Customizing the Default Personal Workspace View," on page 44
- Section 3.2.3, "Enabling Users to Create Landing Pages on Personal Workspaces," on page 46
- Section 3.2.4, "Customizing the Default User Profile View," on page 47
- Section 3.2.5, "Adding LDAP Elements to the User Profile View," on page 51
- Section 3.2.6, "Customizing the Default Profile Quick View," on page 52

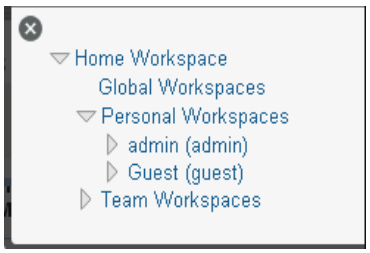
See also Section 2.2.1, "Controlling User Access to Personal Workspaces," on page 22.

3.2.1 Understanding Personal Workspaces

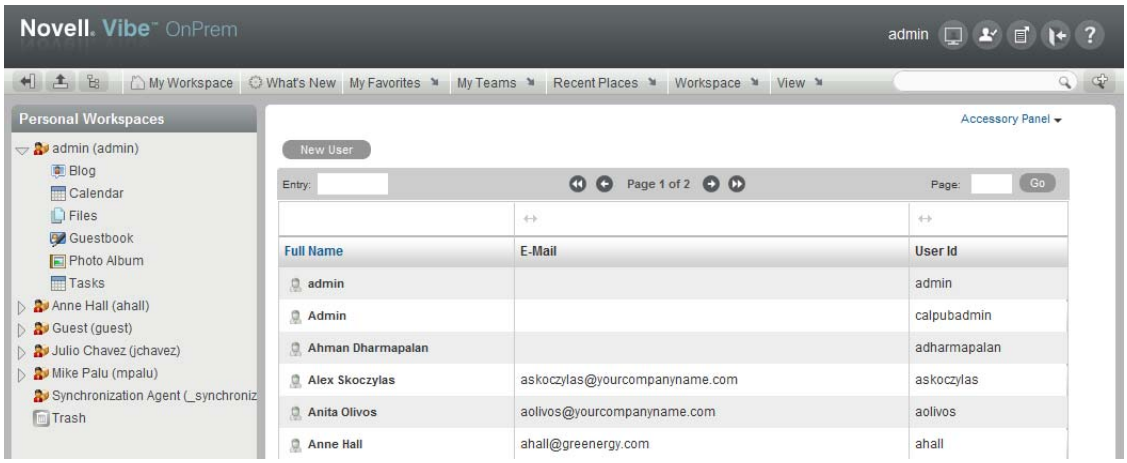
When you create your Novell Vibe site, a workspace named Personal Workspaces is automatically created.



Initially, clicking the *Workspace tree* icon and expanding *Personal Workspaces* lists only two personal workspaces, even after you have created Vibe users, as described in "Adding Users to Your Vibe Site" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.



Users' workspaces appear in the Workspace tree after the users log in for the first time. To see a list of all users in the Vibe system regardless of whether they have logged in, click *Personal Workspaces*.

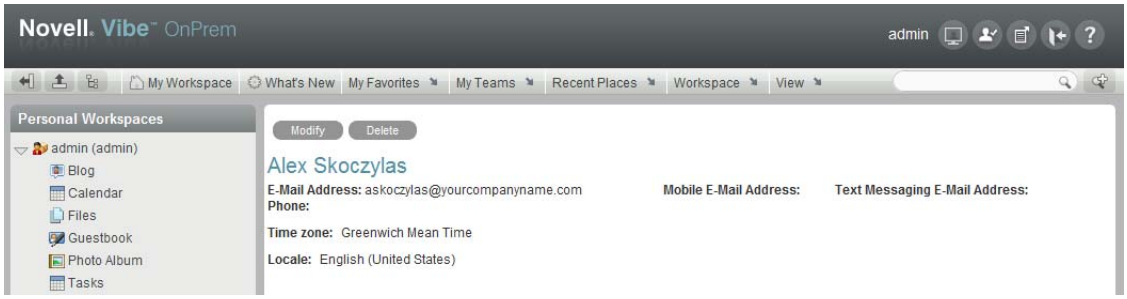


You can manually add Vibe users from this user list, as described in Section 18.3, “Listing Vibe Users,” on page 146.

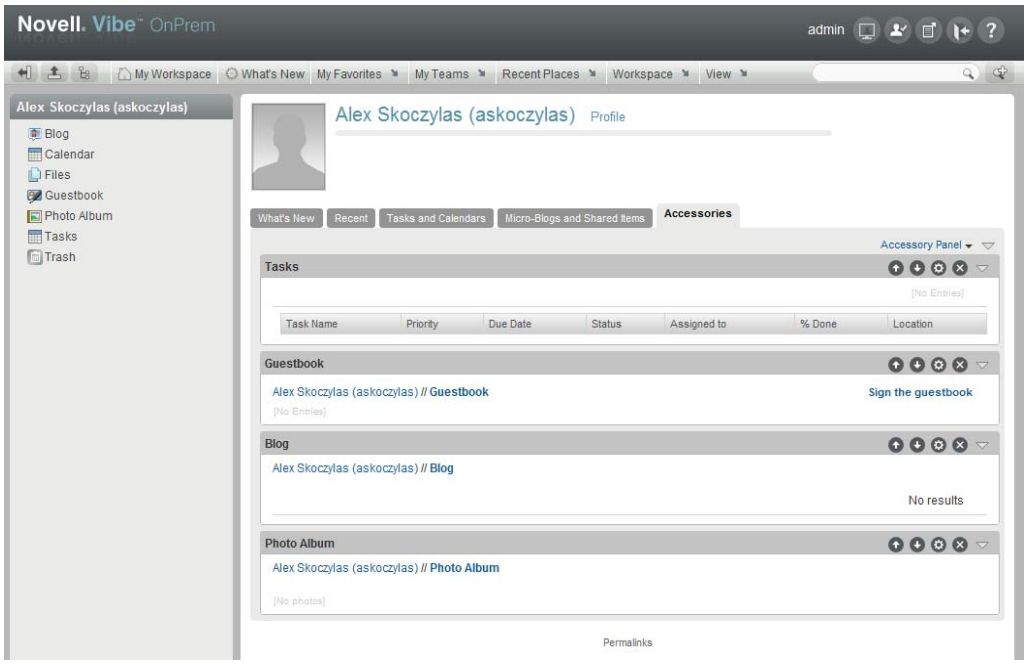
You can also create new Vibe users by using the method described in “Creating a User” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

As the Vibe administrator, you can access any user’s personal workspace by clicking it in the user list.

Before the user has logged in, the user’s personal workspace includes only very basic information.



After the user has logged in, more information displays in the personal workspace; it is ready for the user to personalize.



For information on how users can customize and populate their personal workspaces, see "Setting Up Your Personal Workspace" in the *Novell Vibe OnPrem 3.1 User Guide*.

3.2.2 Customizing the Default Personal Workspace View

As a Vibe administrator, you have the ability to customize the default view for all personal workspaces in your Vibe site.

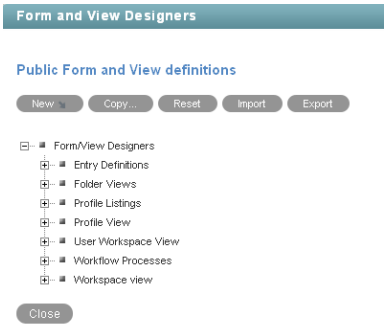
- "Customizing the Default View for Existing and Future Personal Workspaces" on page 44
- "Customizing the Default View for Future Personal Workspaces" on page 45

Customizing the Default View for Existing and Future Personal Workspaces

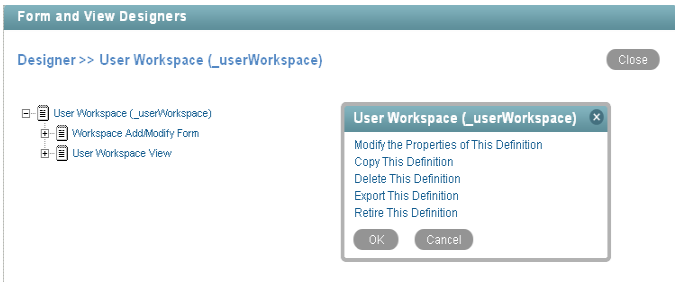
1. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.

2. Under *System*, click *Form/View Designers*.



3. Expand *User Workspace View*, then click *User Workspace*.



4 Add the form and view elements that you want your existing and future personal workspaces to contain by default.

For information on the kinds of elements that you can add and how to add them, see "Adding Elements to the Workspace Add/Modify Form" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Customizing the Default View for Future Personal Workspaces

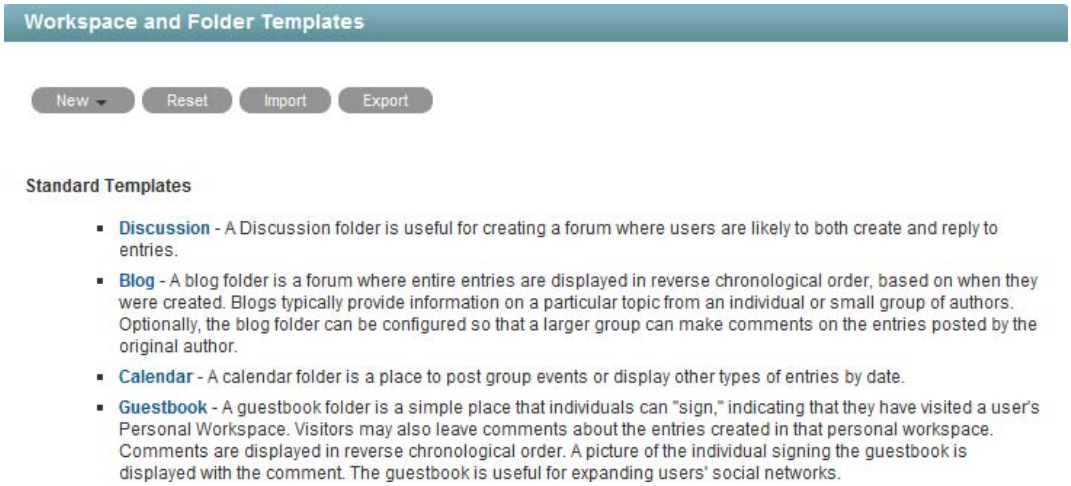
The procedure in this section affects only future personal workspaces (workspaces that have not yet been created). For information on how to change the default view for existing workspaces as well as future workspaces, see "Customizing the Default View for Existing and Future Personal Workspaces" on page 44.

1 Log in as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

The Administration page is displayed.

3 Under *Management*, click *Workspace and Folder Templates*.



4 Click *User workspace*.

5 Modify the settings.

For information on the types of modifications that you can make to the User Workspace template, see Section 21.2, "Modifying Workspace and Folder Templates," on page 179.

3.2.3 Enabling Users to Create Landing Pages on Personal Workspaces

By default, Vibe users cannot create a landing page on their personal workspaces. However, as a Vibe administrator, you can enable landing page creation on personal workspaces.

1. Log in as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Form/View Designers*.

   The Form and View Designers page is displayed.
4. Click *New* > *User Workspace View*.
5. Specify the following information:

   Caption: Specify a name for the new user workspace landing page view.

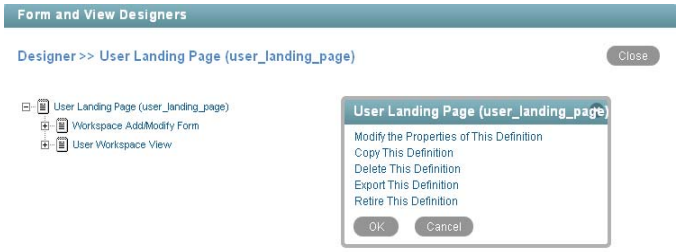
   This is the name that appears in the Vibe interface that users see when they use this view. (For example, `User Landing Page`.)

   Name: Specify the internal name for the new user workspace landing page view.

   The name that you enter in this field is not visible to users who use this view. (For example, `user_landing_page`.)

   Family: Ensure *User* is selected in the drop-down list.
6. Click *OK*.

   The Designer page is displayed.



7. Click *Workspace Add/Modify Form*.
8. Click *Add* in the Workspace Add/Modify Form window.
9. Click *Landing Page Layout* in the *Layout Options* section.
10. Specify the appropriate information, then click *OK*.
11. Click *User Workspace View*.
12. Click *Add* in the User Workspace View window.
13. Click *Landing Page Layout* in the *Standard Form Elements* section.
14. Specify the appropriate information, then click *OK*.

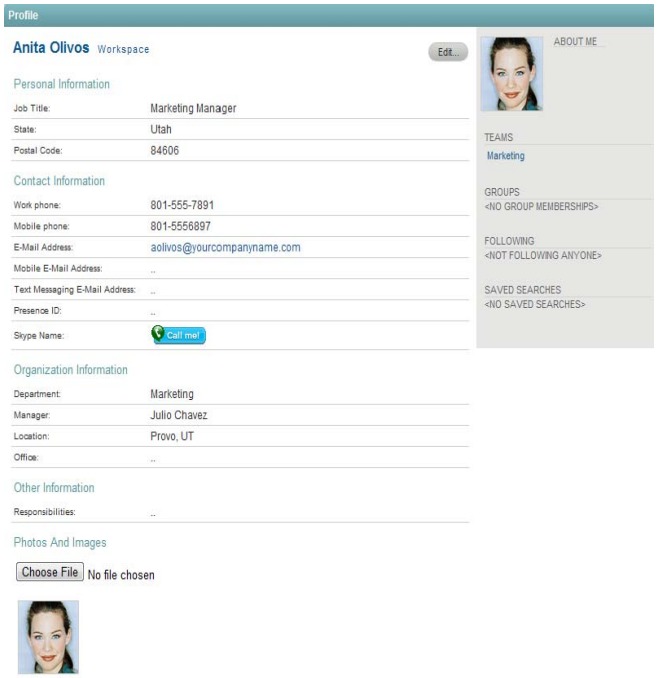
    Vibe users can now enable this landing page on their personal workspaces, as described in "Creating a Landing Page for a Personal Workspace" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

For information on how to add other elements and layout options to this user workspace landing page view, see “Creating Custom Folder Views” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

3.2.4 Customizing the Default User Profile View

The default user profile view is the view that appears in a user’s profile in the personal workspace. When you customize the default user profile view, you modify the information that is displayed in all user profiles.

The default user profile view was expanded in Vibe 3 to rival other professional knowledgebases such as LinkedIn. Users can include more information to share with their colleagues, such as education, qualifications, and competencies.



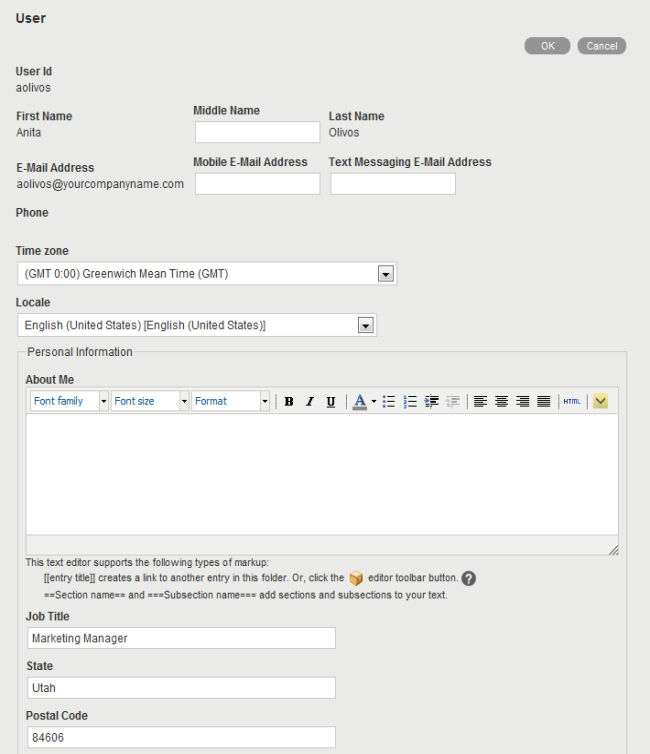
If you are updating your Vibe site from a version prior to Vibe 3 to Vibe 3 or later and you modified the user profile definition in your previous Vibe version, you do not see the new user profile when you upgrade to Vibe 3 or later. In order to see the new user profile, you need to reset your profile user definition. For information about how to reset your definitions, see “Resetting Your Definitions” in “Update” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

You can customize the default user profile view to include custom fields. If you want to customize the user profile view, then you must also customize the user profile form. The view is what users see when they view a user profile; the form is what users fill out when they edit their user profiles. You must design both the form and view of the user profile in order for the elements to be displayed in the user profile view.

- “Designing the User Profile Form” on page 48
- “Designing the User Profile View” on page 50

Designing the User Profile Form

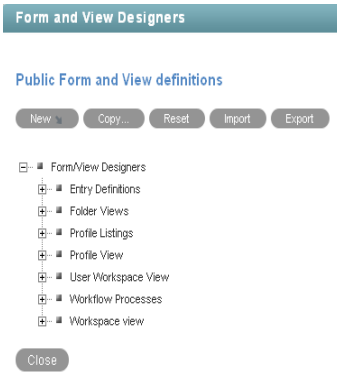
The user profile form is what a users see when they edit their user profile in Vibe. For example:



To modify the information that is displayed in the user profile form that users fill out when they edit a user profile:

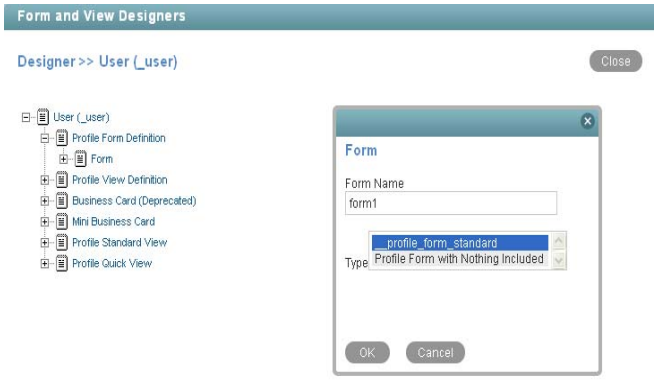
1. Log in as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Form/View Designers*.



4. Expand *Profile View*, then click *User*.
5. Expand *Profile Form Definition*, then click *Form*.

6 Click *Modify*.



7 In the *Form Name* field, provide a name for the form.

8 In the *Type* field, select *Profile Form with Nothing Included*.

This allows you to add elements anywhere inside the view. If you do not select this option, you can add elements only after the last element in the default view.

9 Click *OK*.

10 Expand *Profile Form Definition*, then click *Form*.

11 Depending on how you want to modify the profile form, continue with one of the following sections:

- “Adding Elements to the Form” on page 49
- “Modifying Elements within the Form” on page 49

Adding Elements to the Form

1 Expand *Profile Form Definition*, then click *Form*.

2 In the Form dialog box, click *Add* to add an element or layout option to the view.

You can add any of the elements and layout options that are described in “Workspace Form Elements” and “Understanding Layout Options” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

3 Continue with “Designing the User Profile View” on page 50 to create the user profile view that users will see when they view a user profile.

Modifying Elements within the Form

1 Expand *Profile Form Definition*, then expand *Form*.

2 Click the element that you want to modify.

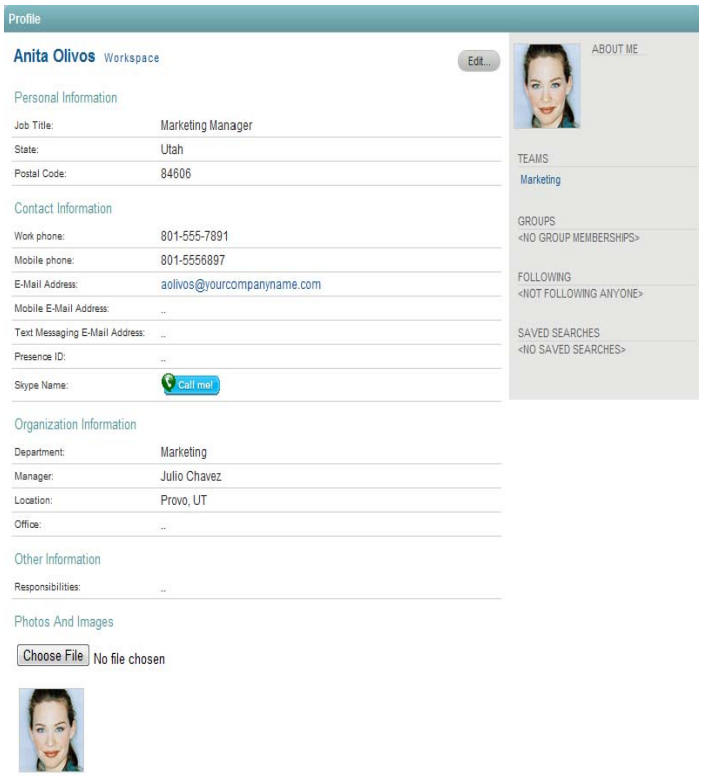
Depending on the element that you click, you can copy, delete, modify, or move the element. You can also add sub-elements.

3 In the dialog box on the right side of the page, click the action that you want to perform, then follow the on-screen instructions.

4 Continue with “Designing the User Profile View” on page 50 to create the user profile view that users will see when they view a user profile.

Designing the User Profile View

After you have designed the user profile form, as described in"Designing the User Profile Form" on page 48, you can modify the user profile view. The user profile view is what a user sees when the user views a user profile in Vibe. For example:



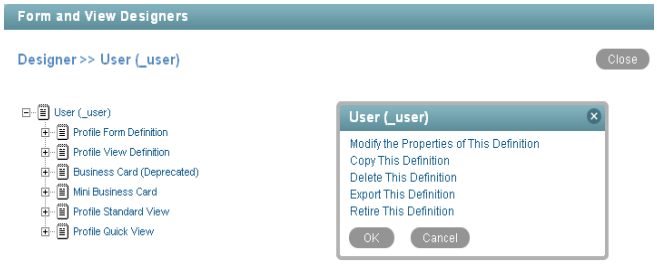
To modify the information that is displayed in the user profile view that users see when they view a user profile:

1. Log in as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Form/View Designers*.

4 Expand *Profile View*, then click *User*.

The User Designer page is displayed.



5 Expand *Profile Standard View* to view a list of all the elements and layout options that currently exist in the view.

6 Depending on how you want to modify the profile view, continue with one of the following sections:

- "Adding Elements to the View" on page 51
- "Modifying Elements within the View" on page 51

Adding Elements to the View

1 Click *Profile Standard View*.

2 In the Profile Standard View dialog box, click *Add* to add an element or layout option to the view.

You can add any of the elements and layout options that are described in "Workspace View Elements" and "Understanding Layout Options" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Modifying Elements within the View

1 Click the element that you want to modify.

You can copy, delete, modify, or move the element. You can also add sub-elements.

2 In the dialog box on the right side of the page, click the action that you want to perform, then follow the on-screen instructions.

3.2.5 Adding LDAP Elements to the User Profile View

If there is information in your LDAP source that does not have a corresponding element in Vibe, and you want that information to be displayed in the Vibe user profile view, you can create an element in the profile view as described in Section 3.2.4, "Customizing the Default User Profile View," on page 47. After you have created the element, you can synchronize it with the corresponding information from LDAP, as described in Section 18.1.2, "Synchronizing Additional LDAP Attributes," on page 143.

3.2.6 Customizing the Default Profile Quick View

The Profile Quick View is displayed when you click a user's *Presence* icon in Vibe.

Presence is displayed in the following locations in Vibe:

- In a folder entry next to a user's name
- In a user's profile
- In the home page of a user's personal workspace

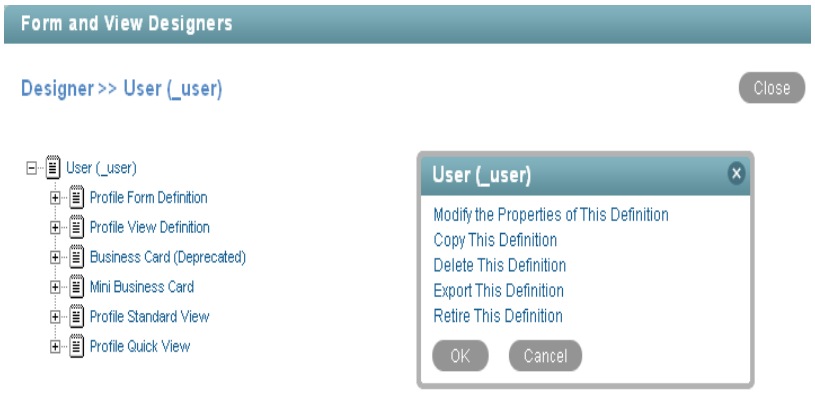
To modify the information that is displayed in the Profile Quick View:

1. Log in as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.
3. Under *System*, click *Form/View Designers*.

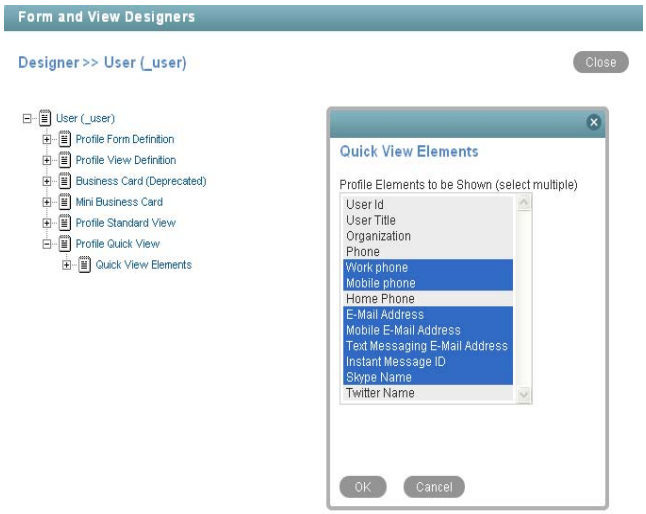
4. Expand *Profile View*, then click *User*.

   The User Designer page is displayed.



5 Expand *Profile Quick View*, then click *Quick View Elements*.

6 In the Quick View Elements window, click *Modify*.



7 Press and hold the Ctrl key to select and deselect elements that you want to include in the Profile Quick View or exclude from the Profile Quick View.

If the element you want to add is not available in the list, click *Quick View Elements*, then in the Quick View Elements window, click *Add*. Select the element from the list, then click *OK*.

8 Click *OK*.

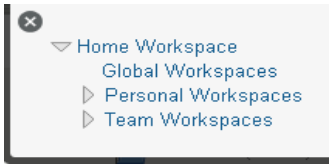
3.3 Organizing Team Workspaces

- Section 3.3.1, “Understanding Team Workspaces,” on page 54
- Section 3.3.2, “Creating a Team Workspace Root Workspace,” on page 54
- Section 3.3.3, “Creating a Team Workspace,” on page 54

See also Chapter 19, “Managing Workspaces,” on page 157.

3.3.1 Understanding Team Workspaces

When you create your Novell Vibe site, a workspace named Team Workspaces is automatically created.



As the Vibe administrator, you are responsible to determine how team workspaces should be organized. Without guidance, Vibe users will inevitably create chaos under the Team Workspaces directory.

You might want to organize team workspaces to parallel your business organization. If appropriate, you might have a level for geographical areas. You would typically want a level for departmental areas, and perhaps even for projects within departments. In addition, you must decide which Vibe users need what kind of access to which teams. Creating groups, as described in Section 5.2, “Creating Groups of Users,” on page 87, facilitates creating teams because you do not need to individually add users to teams.

In the Team Workspaces directory that is automatically created when you install Vibe, you can create other Team Workspace Root workspaces. A Team Workspace Root workspace is designed to contain multiple team workspaces, so use this type of workspace if you want to create additional team workspaces as sub-workspaces to this workspace.

3.3.2 Creating a Team Workspace Root Workspace

After you have planned the hierarchical organization of the team workspaces for your Vibe site, you can start to implement it by creating Team Workspace Root workspaces, as described in “Creating and Managing a Team Workspace Root Workspace” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

3.3.3 Creating a Team Workspace

In the Team Workspaces directory, or in the Team Workspace Root workspaces that you have created:

1. Create each team workspace, as described in “Creating a Team Workspace” in “Getting Started” in the *Novell Vibe OnPrem 3.1 User Guide*.
2. Set the access controls on the team workspace, as described in Section 2.2.2, “Controlling User Access to Team Workspaces,” on page 24.

3.4 Creating Global Workspaces

A Global workspace is intended to present very high-level information that would be of interest to all Novell Vibe users. It might include a Frequently Asked Questions (FAQ) workspace to help new Vibe users find their way around in the organization of team workspaces that you have set up. It might provide a place to post company-wide news. All Global workspaces must be created under *Home Workspace* > *Global Workspaces* on the Vibe site.

You might want to use geography to organize your company's global information, and then use departmental categories (*Engineering*, *Human Resources*, *Marketing*) to further organize the information. Or, depending on your organization, you might want to reverse the order (function followed by geography), or use some other organizational scheme.

We strongly recommend that you limit the creation of Global workspaces. First, organic team creation is the more effective use model for this product. Second, we have worked with a significant number of customers who duplicated complex organizational charts in the structure of Global workspaces, and users found them to be confusing and unusable. Instead, populate the global area with a minimal amount of information, and let users guide you in developing a useful structure and content in this area.

3.5 Using Workspace and Folder Templates

Templates in Novell Vibe are a powerful way to create consistent custom folders and workspaces. If you are not satisfied with the way default workspaces and folders behave, you can either modify the current templates, or create new templates.

- Section 3.5.1, "Understanding Templates," on page 55
- Section 3.5.2, "Understanding Default Workspace and Folder Templates," on page 56
- Section 3.5.3, "Creating Workspace and Folder Templates," on page 58

3.5.1 Understanding Templates

Workspace and Folder templates are a powerful and efficient way to manage your Vibe site. They enable you to customize the default features, default layout, and default access control settings of the workspaces and folders throughout your Vibe site.

For example, the Team Workspaces template is used when any team workspace is created. By default, the access control settings for the Team Workspaces template specify that only team members are able to view the team workspace. However, if you want to run a more relaxed Vibe site and allow all Vibe users to view any team workspace, you can simply modify the access control settings for the Team Workspaces template.

For information about the specific access control roles that you can assign to various users in Vibe, see "Understanding Access Control" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

- "Creating Templates or Modifying Existing Templates" on page 55
- "Templates vs. Form and View Designers" on page 56

Creating Templates or Modifying Existing Templates

You can modify existing templates, like the Team Workspaces template, or you can create your own custom templates. When you create a new template, all Vibe users have access to that template when they create new workspaces or folders. When you modify existing templates, users who create new workspaces and folders see only the modified template.

For more information on the default templates that are included in Vibe, see Section 3.5.2, "Understanding Default Workspace and Folder Templates," on page 56.

Templates vs. Form and View Designers

Vibe provides two methods of customizing the default features and default layout of workspaces and folders in your Vibe site.

- **Templates:** If users have not yet started using your Vibe site, use templates to create and modify custom folder and workspace views. Typically, templates are easier to work with than the Form and View Designers tool; however, changes that you make to templates affect only those workspaces and folders that are created after the template was modified.
- **Form and View Designers Tool:** If users have already started using your Vibe site, you might want to use the Form and View Designers tool to create and modify folder and workspace views. When you modify folder and workspace views by using the Form and View Designers tool, all modifications are displayed in existing workspaces and folders.

  For information on using the Form and View Designers tool to create new workspace and folder views, see "Creating Custom Workspace Views" and "Creating Custom Folder Views" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

3.5.2 Understanding Default Workspace and Folder Templates

By default, Vibe provides basic default templates for various types of workspaces and folders. If the default workspace and folder templates are not sufficient for your needs, you can either modify these templates, as described in Section 21.2, "Modifying Workspace and Folder Templates," on page 179, or create new templates, as described in Section 3.5.3, "Creating Workspace and Folder Templates," on page 58.

The following sections outline the default workspace and folder templates that are provided in Vibe:

- "Default Workspace Templates" on page 56
- "Default Folder Templates" on page 57

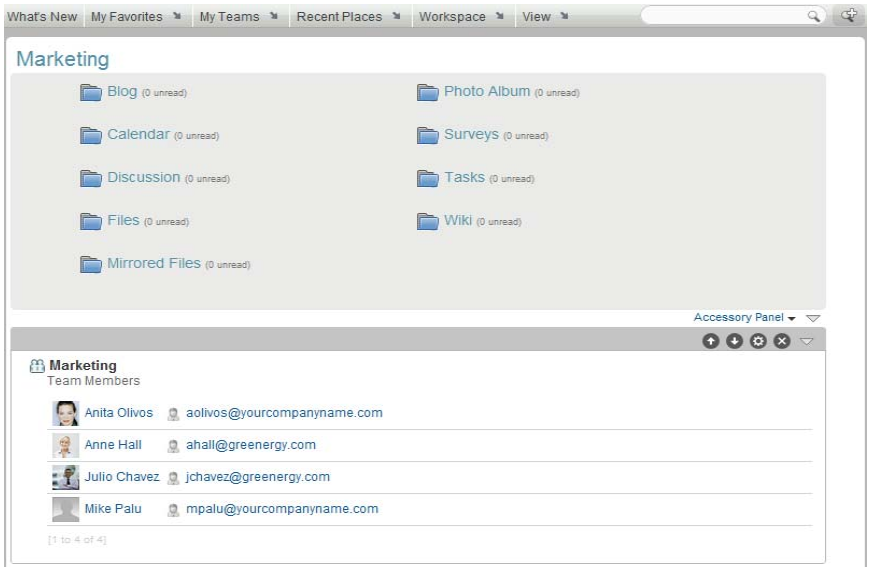
Default Workspace Templates

- Discussions Workspace
- Project Management Workspace
- Team Workspace
- Workspace (Basic)
- Landing Page
- User Workspace

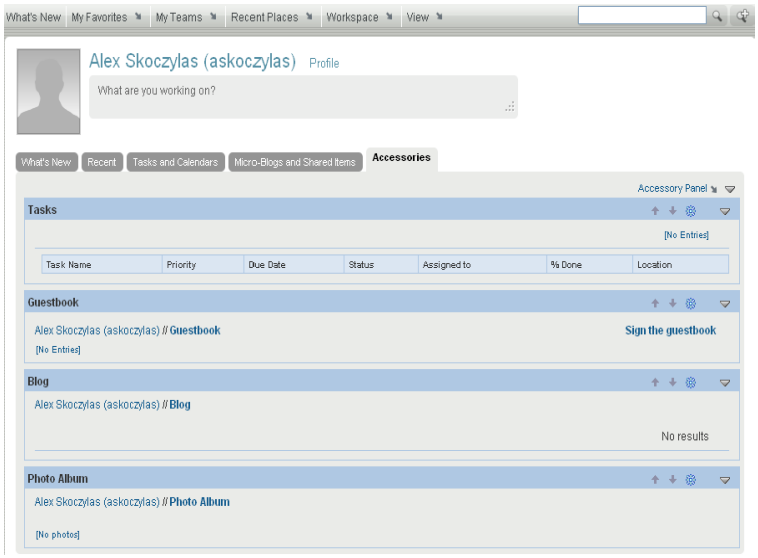
Following are some examples of default workspace templates:

- "Team Workspace" on page 57
- "User Workspace" on page 57

Team Workspace



User Workspace



Default Folder Templates

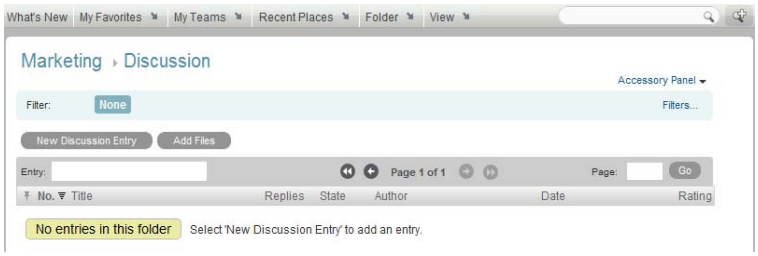
- Discussion
- Blog
- Calendar
- Guestbook
- Files
- Milestones
- Micro-Blog
- Mirrored Files

- Photo Album
- Surveys
- Tasks
- Wiki

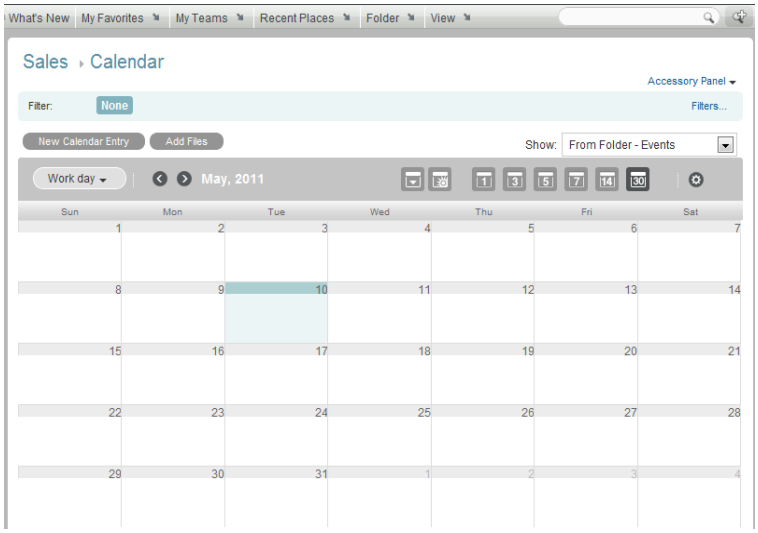
Following are some examples of default folder templates:

- “Discussion Folder” on page 58
- “Calendar Folder” on page 58

Discussion Folder



Calendar Folder



3.5.3 Creating Workspace and Folder Templates

Novell enables you to create templates based on existing workspaces and folders; or, you can create new templates. You can also modify existing templates.

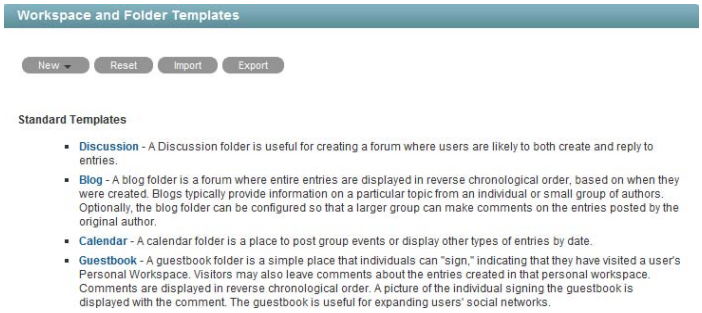
- “Creating Templates Based on Existing Workspaces and Folders” on page 59
- “Creating New Templates” on page 60
- “Modifying Existing Templates” on page 61

Creating Templates Based on Existing Workspaces and Folders

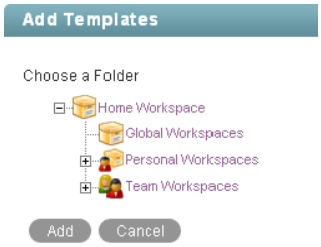
1. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.

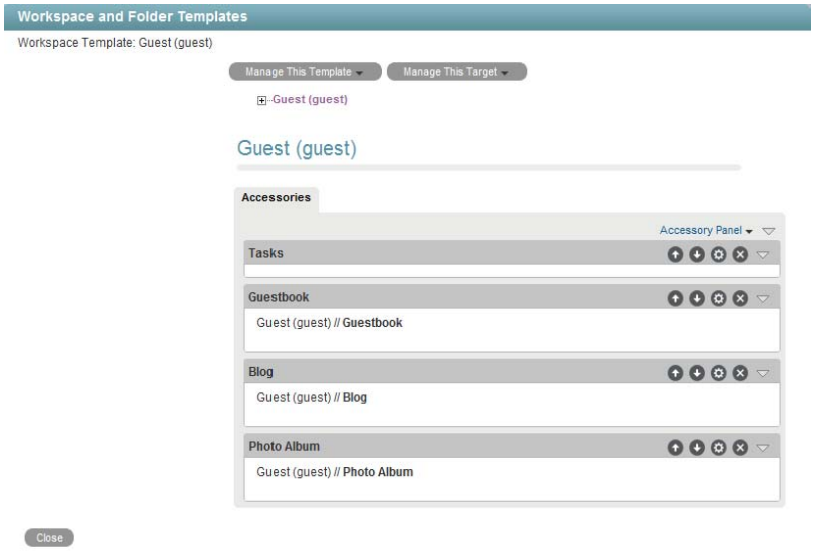
2. Under *Management*, click *Workspace and Folder Templates*.



3. Click *New > Create a New Template from an Existing Workspace or Folder*.



4. Use the Workspace tree to navigate to and select the folder or workspace whose template you want to modify.
5. Click *Add*.



6 Modify the template as desired.

For information on how to modify a template after you have created it, see Section 21.2, “Modifying Workspace and Folder Templates,” on page 179.

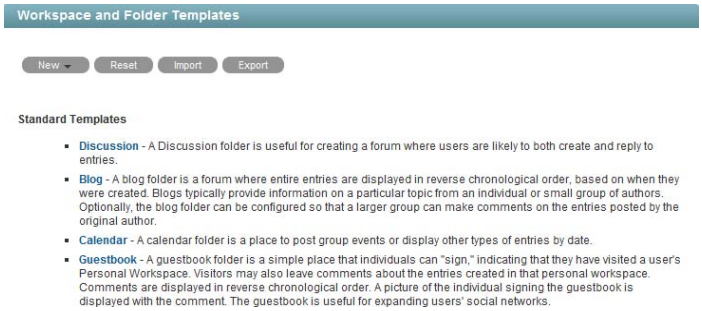
Creating New Templates

Vibe enables you to design completely new custom workspace or folder templates.

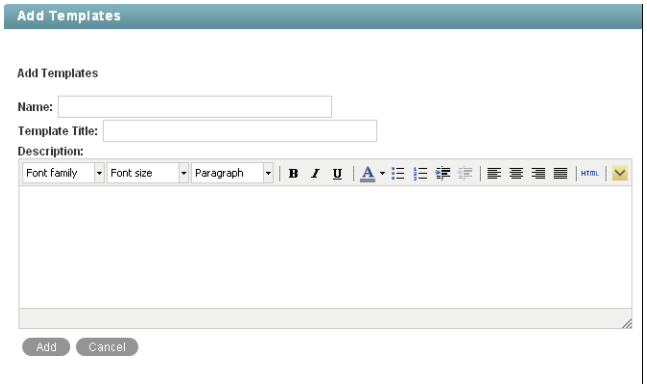
1 Click the *Administration* icon in the upper right corner of the page.

The Administration page is displayed.

2 Under *Management*, click *Workspace and Folder Templates*.



3 Click *New* > *Folder* or *Workspace*, depending on which type of template you want to create.



4 Fill in the following fields:

Name: Internal name of the template

For example, `custom_template`.

Template Title: Visible name of the template.

For example, `Custom Template`.

Description: Description of the template.

5 Click *Add* > *OK*.

The template is created.

6 Set up the template as desired.

For information on how to set up a template after you have created it, see Section 21.2, “Modifying Workspace and Folder Templates,” on page 179.

Modifying Existing Templates

Vibe enables you to modify default templates or custom templates that you have created.

For information on how to modify existing templates, see Section 21.2, “Modifying Workspace and Folder Templates,” on page 179.

3.6 Importing Workspaces

Novell Vibe data can be transferred from one Vibe site to another by exporting it and then importing it. If you have data to import into your Vibe site, see Section 19.1, “Exporting/Importing Workspaces, Folders, and Entries,” on page 157.

Setting Up Site-Wide Customizations

- Section 4.1, “Creating High-Level Landing Pages,” on page 63
- Section 4.2, “Creating a Site-Wide Brand,” on page 63
- Section 4.3, “Setting a Default Home Page,” on page 64
- Section 4.4, “Re-Branding the Login Dialog Box,” on page 68
- Section 4.5, “Enabling User ID Auto-Completion for the Login Dialog Box,” on page 69
- Section 4.6, “Customizing Vibe Styles,” on page 70
- Section 4.7, “Customizing Icons on Your Vibe Site,” on page 73
- Section 4.8, “Configuring How Items Are Displayed in the What’s New Page,” on page 75
- Section 4.9, “Sorting Names in the Navigation Panel by Last Name,” on page 77
- Section 4.10, “Changing the Number of Recent Places That Are Displayed,” on page 78
- Section 4.11, “Changing Global File Associations for Edit in Place Applications,” on page 79
- Section 4.12, “Understanding and Configuring Search Functionality,” on page 80

4.1 Creating High-Level Landing Pages

Landing pages are a good way to put a custom face on your Novell Vibe OnPrem site while at the same time providing easier access to your site’s most important information.

You might want to create landing pages at high-level workspaces, such as the Home Workspace workspace, which is the default name of the top-level workspace.

For information on how to create a landing page, see “Creating and Managing Landing Pages” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

4.2 Creating a Site-Wide Brand

You can brand your Novell Vibe site to match your corporate brand. When you add a site-wide brand to your Vibe site, the brand is displayed on every Vibe page. However, this does not include the Guest User workspace. To display the brand on the Guest User workspace, you must manually add it, as described in “Branding a Folder or Workspace” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

By default, users can create their own brands for their individual workspaces, team workspaces, and folders. When you create a site-wide brand, you can disable this functionality. For more information, see Branding Rules in Step 4.

1. Sign in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the Vibe site.

   The Administration page is displayed.
3. In the *System* section, click *Site Branding*.

The Workspace/Folder Branding dialog box is displayed.

4 Specify the following information to create your desired brand:

Use Branding Image: Select this option if you want to use the drop-down list to select an existing image, or click the *Browse* icon to browse to an image on your computer's file system.

Use Advanced Branding: Select this option, then click *Advanced* if you want to create a brand that includes advanced features in your brand, such as a YouTube video.

Background Image: Use the drop-down list to select an existing image, or click the *Browse* icon to browse to an image on your computer's file system.

The background image is displayed behind your regular branding.

Stretch Image: Stretches the image to occupy the entire branding area.

If you stretch your background image, the image overrides any background color that you have set.

Background Color: Adds a background color that occupies the entire branding area. To change the background color, click the color name to the right of this field, select the new color, then click *OK*.

If you added a background image and stretched the image, the background color is not displayed.

Text Color: Changes the text color of the workspace name in the upper right corner of the branding area. To change the text color, click the color name to the right of this field, select the new color, then click *OK*.

Branding Rules: Select from the following:

- **Display site branding only:** Displays only the site-wide branding on all Vibe pages. Vibe users cannot create their own brands for workspaces and folders.
- **Display both site and workspace branding:** Enables Vibe users to create their own brands for workspaces and folders. Both the site-wide brand and the workspace or folder brand are displayed.
- **Workspace branding overrides site branding:** Enables Vibe users to create their own brands for workspaces and folders. Workspace and folder brands override the site-wide brand.

Clear branding: Click this option to clear all your current branding selections.

5 Click *OK*.

The Vibe site now displays the brand that you created.

For more information about creating brands in Vibe, see "Branding a Folder or Workspace" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

4.3 Setting a Default Home Page

By default, all users who log in to the Novell Vibe site are first taken to the What's New page. However, you can change this default behavior to have all users taken to a different home page of your choosing. This might be a corporate landing page that provides links to important places on the Vibe site.

You can also configure Vibe so that users are taken to their personal workspaces when they first log in to the Vibe site. For information on how to configure Vibe in this way, see "Restricting the What's New Page from Being Displayed When Users First Log In" on page 76.

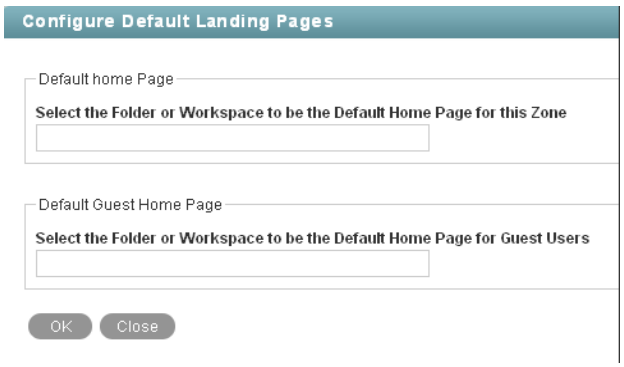
- Section 4.3.1, "Setting a Default Home Page for All Licensed Vibe Users," on page 65
- Section 4.3.2, "Setting a Default Home Page for Guest Users," on page 66
- Section 4.3.3, "Removing the Default Home Page," on page 68

4.3.1 Setting a Default Home Page for All Licensed Vibe Users

1. Log in to the Vibe site as the Vibe administrator.
2. Create a landing page on the workspace that you want to set as the new default home page for all registered users.

   For example, you might navigate to the *Global Workspaces* directory and create a landing page on this workspace.

   For information on how to create a landing page, see "Creating and Managing Landing Pages" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
3. Set the access control for the workspace to allow all users to be visitors to the workspace, if it is not set already:
   - **3a** Click *Workspace* > *Access Control* in the Action toolbar.
   - **3b** In the *Inherit role membership* section, select *no*, then click *Apply*.
   - **3c** In the *All Users* row, ensure that the box is selected in the *Visitor* column.
   - **3d** Click *Save Changes* > *Close*.
4. Click the *Administration* icon in the upper right corner of the page.
5. Under *System*, click *Configure Default Landing Pages*.



6. In the *Select the Folder or Workspace to be the Default Home Page for this Zone* field, begin typing the name of the folder or workspace that you want to set as the default home page for all licensed users, then click it when it appears in the drop-down list.
7. Click *OK*.

If you want users to be automatically taken to this page before they log in, and if you want people who do not have a user account to have access to the page, see "Making the Guest User Default Home Page the Same as the Home Page for Licensed Users" on page 66.

4.3.2 Setting a Default Home Page for Guest Users

When you allow people who do not have a user account to access the Vibe site as a guest user, as described in Section 5.4.2, “Setting Up Guest Access for the Vibe Site,” on page 91, then by default they are taken to the Guest User workspace when they access Vibe. If you want guest users to be taken to a workspace other than the Guest User workspace, you can set a default home page for guest users that is different from the Guest User workspace. The default home page can be the same default home page that you have set up for your licensed Vibe users, or it can be a different page.

- “Making the Guest User Default Home Page the Same as the Home Page for Licensed Users” on page 66
- “Setting Up a Default Home Page Specifically for Guest Users” on page 67

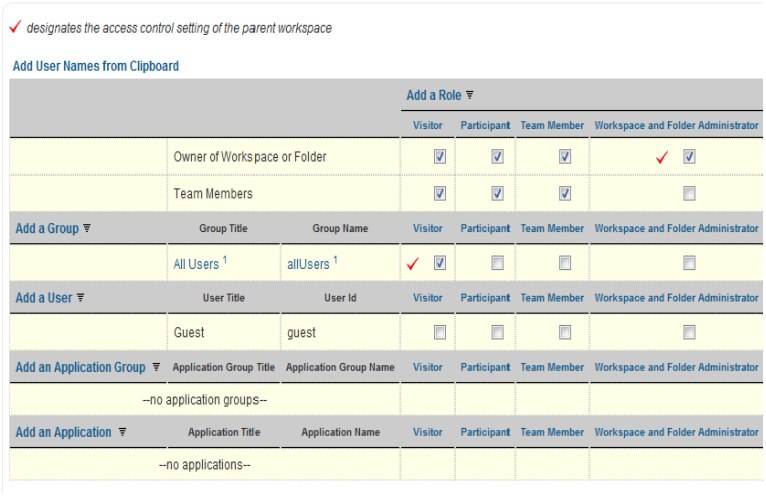
Making the Guest User Default Home Page the Same as the Home Page for Licensed Users

If you have already set up a default home page for your licensed Vibe users, as described in Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 65, you can configure Vibe to allow guest users who access the Vibe site to be taken to the same home page. If you configure Vibe in this way, everyone who accesses the Vibe site is taken directly to the default home page without logging in.

1. Follow the steps in Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 65.
2. Navigate to the workspace that you want to set as the default home page for guest users, which is the workspace that you already set as the default home page for licensed Vibe users in Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 65.
3. Click *Workspace* > *Access Control* in the Action toolbar.

   The Configure Access Control page is displayed.
4. Click *Add User,* start typing `Guest` in the *Add a User* field, then click *Guest* when it appears in the drop-down list.

   This adds *Guest* as a new row in the Access Control table.



5 In the *Guest* row, ensure that the box is selected in the *Visitor* column.

6 Click *Save Changes* > *Close*.

Setting Up a Default Home Page Specifically for Guest Users

You might want guest users who access the Vibe site to be taken to a workspace that is designated specifically for guest users.

1 Log in to the Vibe site as the Vibe administrator.

2 Create a landing page on the workspace that you want to set as the new default home page for guest users.

For information on how to create a landing page, see "Creating and Managing Landing Pages" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

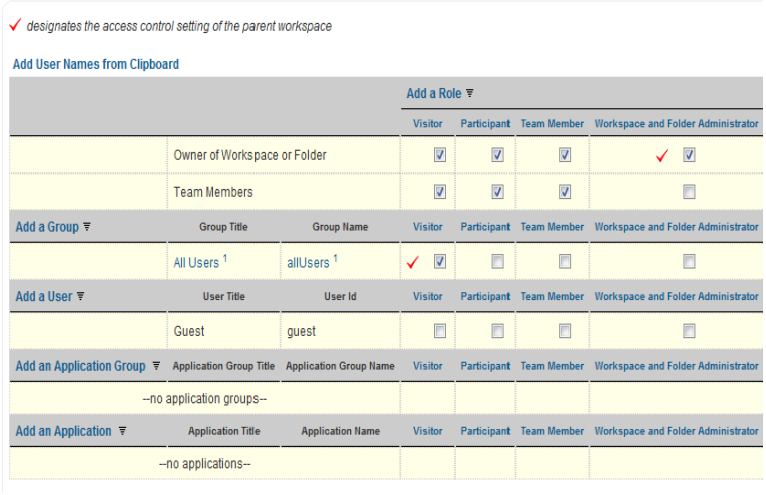
3 Set the access control for the workspace to allow guest users to be visitors to the workspace.

3a Click *Workspace* > *Access Control* in the Action toolbar.

3b In the *Inherit role membership* section, select *no*, then click *Apply*.

3c Click *Add User*, start typing `Guest` in the *Add a User* field, then click *Guest* when it appears in the drop-down list.

This adds *Guest* as a new row in the Access Control table.

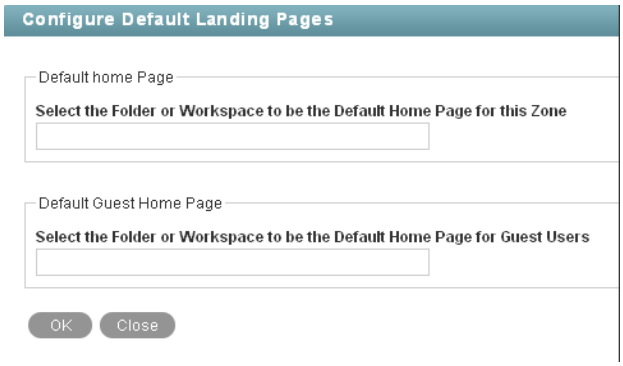


3d In the *Guest* row, ensure that the box is selected in the *Visitor* column.

3e Click *Save Changes* > *Close*.

4 Click the *Administration* icon in the upper right corner of the page.

5 Under *System*, click *Configure Default Landing Pages*.



6 In the *Select the Folder or Workspace to be the Default Home Page for Guest Users* field, begin typing the name of the folder or workspace that you want to set as the default home page for guest users, then click it when it appears in the drop-down list.

7 Click *OK*.

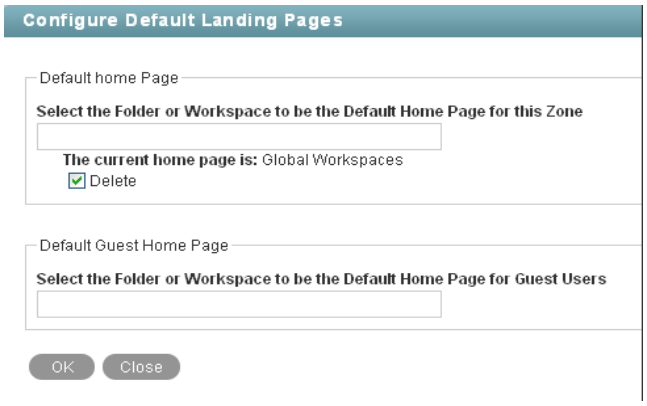
4.3.3 Removing the Default Home Page

If you remove the default home page, users are taken to their individual workspaces when they first access the Vibe site.

1 Click the *Administration* icon in the upper right corner of the page.

2 Under *System*, click *Configure Default Landing Pages*.

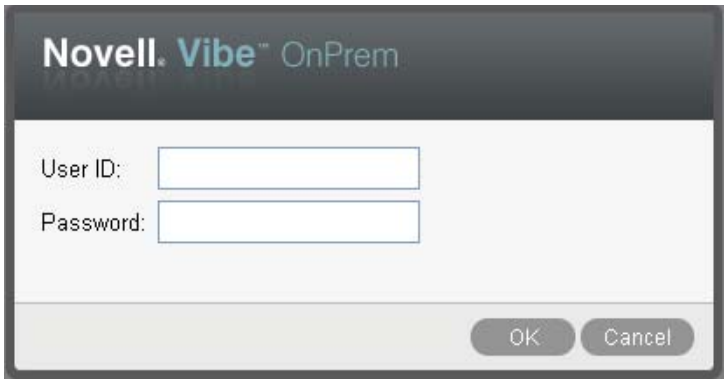
3 Beneath *The current home page is*, select *Delete*.



4 Click *OK*.

4.4 Re-Branding the Login Dialog Box

You can change the image that is used in the login dialog box that users see before they log in to the Novell Vibe site.



To re-brand the login dialog box to contain a custom image:

1 Navigate to each of the following three directories for your operating system:

Linux:
```
/opt/novell/teaming/apache-tomcat/
                              webapps/ssf/i/iccg/pics/Login

/opt/novell/teaming/apache-tomcat/
                              webapps/ssf/i/icib/pics/Login

/opt/novell/teaming/apache-tomcat/
                              webapps/ssf/i/icwg/pics/Login
```

Windows:
```
c:\Program Files\Novell\Teaming\apache-tomcat\
                              webapps\ssf\i\iccg\pics\Login

c:\Program Files\Novell\Teaming\apache-tomcat\
                              webapps\ssf\i\icib\pics\Login

c:\Program Files\Novell\Teaming\apache-tomcat\
                              webapps\ssf\i\icwg\pics\Login
```

2 Replace the `novell_graphic.png` file in each of the directories with the file that contains the image that you want to display in the login dialog box.

3 Stop and restart the Vibe server.

4.5 Enabling User ID Auto-Completion for the Login Dialog Box

You can enable auto-completion for the *User ID* field in the login dialog box for your Novell Vibe site. When you enable auto-completion, each user in your Vibe site can start typing his or her user ID and then select it from a drop-down list when it appears.

To enable auto-completion for your Vibe site:

1 Change to the following directory:

Linux:
```
/opt/novell/teaming/apache-tomcat/
                              webapps/ssf/WEB-INF/classes/config
```

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Open the `ssf-ext.properties` file in a text editor.
3. Scroll to the bottom of the `ssf-ext.properties` file, then add the following line:

   `enable.login.autocomplete=true`
4. Save and close the `ssf-ext.properties` file.
5. Stop and restart Vibe.

4.6 Customizing Vibe Styles

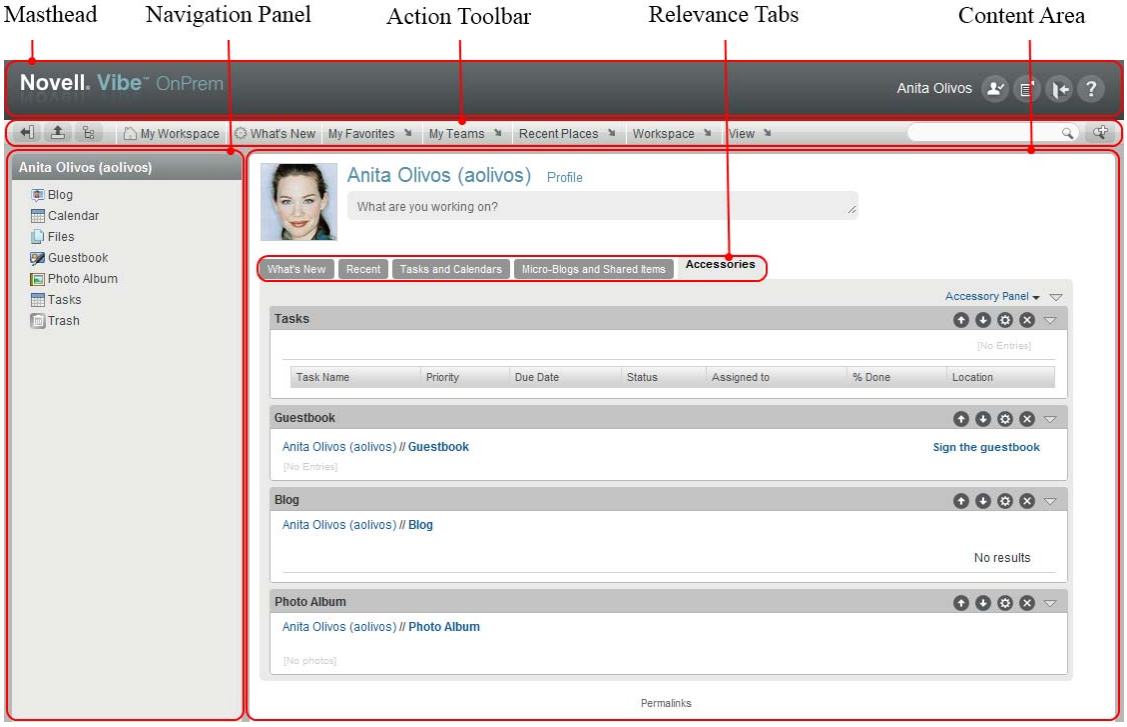
You can customize colors, background images, and fonts throughout the Vibe interface. You might want to do this if you want to change the default Vibe styles to better match your corporate theme.

You must have knowledge of CSS styling to successfully customize styles in your Vibe site. When customizing styles, you need to either add a style, change an existing style, or delete a style.

For information about how to customize icons throughout the Vibe site, see "TID 7007607: Modifying the Default Vibe OnPrem Icons" in the Novell Support Knowledgebase (http://www.novell.com/support).

IMPORTANT: As you customize styles on the Vibe server, back up the changes you are making and record where you are making them. This is because when you upgrade your Vibe system to a new version, any style changes that you have made could be overwritten. You might need your backups and detailed notes in order to re-create your customized Vibe styles after an upgrade.

Figure 4-1 *Default Vibe OnPrem Style*



Most style customizations in Vibe are accomplished through the modification of CSS style sheets. Some style settings in the Vibe interface are contained within JSP files.

Figure 4-1shows the various areas of the Vibe interface. The type of files that you need to modify in order to affect Vibe styles depends on the area of the Vibe interface that you want to customize, as shown in the following table.

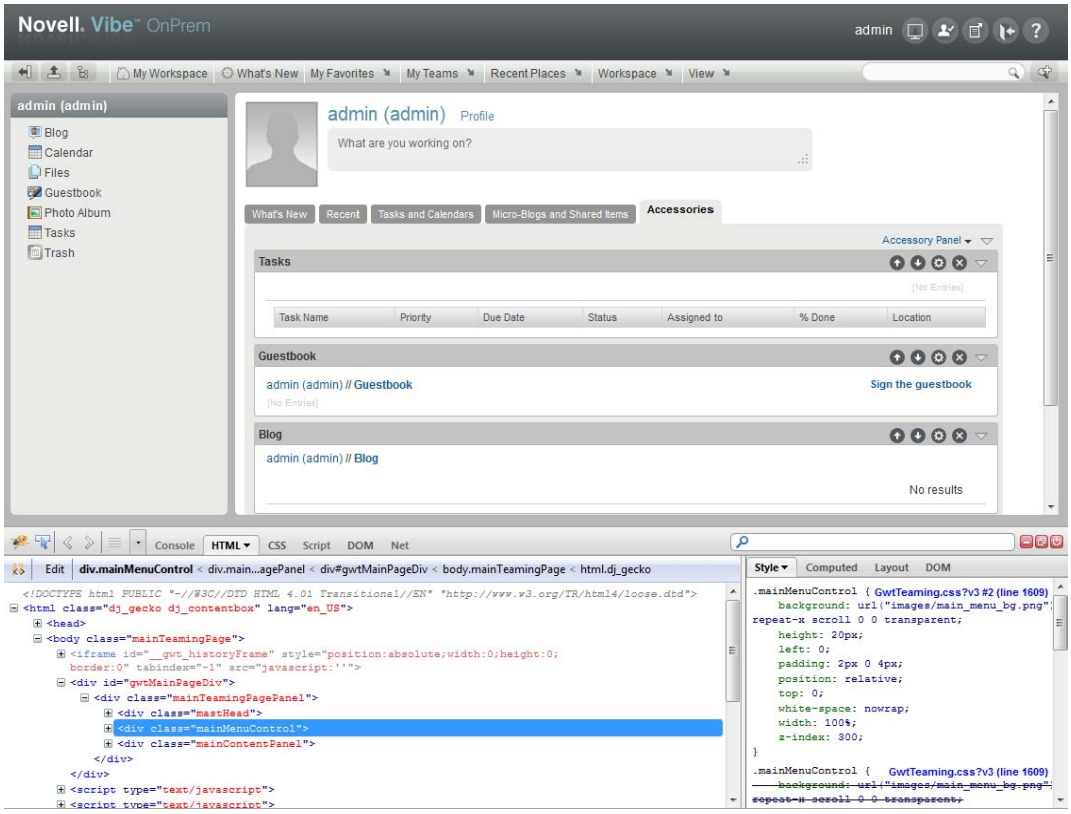
Table 4-1 *CSS Style Locations*

Area of Vibe Interface	Type of File to Modify	Location on the Vibe Server
Masthead	CSS style sheet	`apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css`
Navigation Panel	CSS style sheet	`apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css`
Action Toolbar	CSS Style Sheet	`apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css`
User Profile Page	CSS Style Sheet	`apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtProfile.css`
Content Area	JSP file	`apache-tomcat/webapps/ssf/WEB-INF/jsp/common`

To customize styles for your Vibe system:

1. Find the CSS selector name for the area of the interface for which you want to customize the style setting.

   For example, suppose you want to modify the color or font of the Action toolbar for your Vibe site. You use Firebug on Firefox to find the selector name for the Action toolbar, which is `mainMenuControl`.



2. On the Vibe server, navigate to the directory where the style that you want to modify is located.

   See Table 4-1 for the file location on the Vibe server.

   For example, Table 4-1 shows that the `mainMenuControl` selector for the Action toolbar is located in the `apache-tomcat/webapps/ssf/static/`*`version`*`/js/gwt/gwtteaming` directory, in the `GwtTeaming.css` file.

3. Open the appropriate file in an editor, then search for the selector name.

   For example, to customize the color of the Action toolbar, open the `GwtTeaming.css` file, then search for `mainMenuControl`.

   If the appropriate file is a `JSP` file, you first need to locate the appropriate `JSP` file.

4. Make your desired style modifications in one of the following ways:

   - In the CSS style sheet, modify the value of the CSS definition that you want to customize, add a new CSS definition, or delete an existing CSS definition.

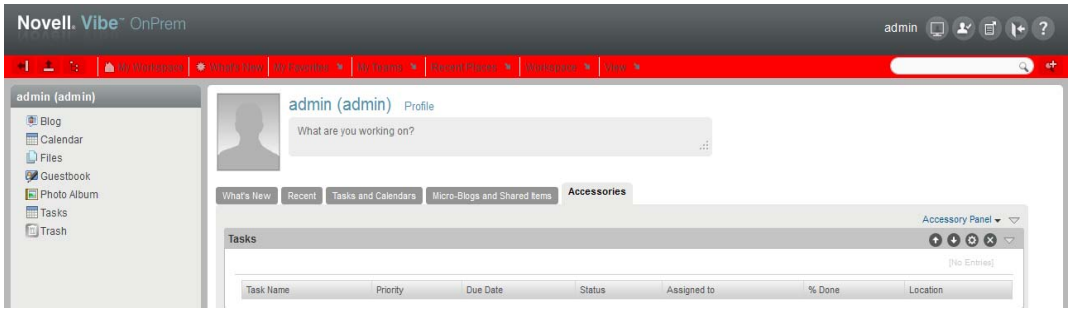
- Modify any images that are referenced in the CSS style sheet by navigating to the directory where the images reside and making changes there.

  If you modify an image that is not referenced in the CSS style sheet, your modifications are not reflected in the Vibe interface.

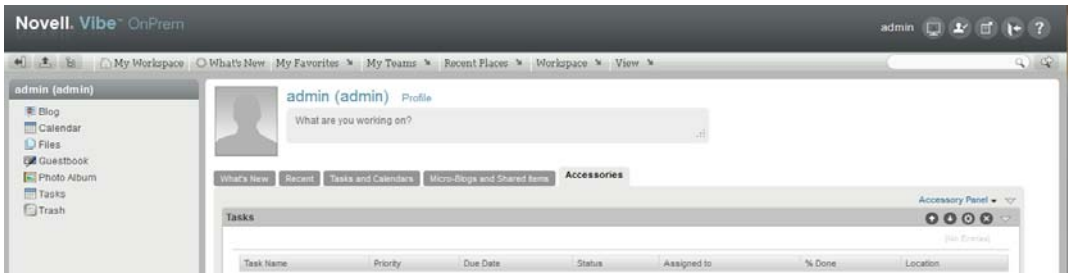
5 Save your changes on the Vibe server, then clear the browser cache and refresh the browser to see the changes.

Following are examples of color and font changes to the Action toolbar:

The Action toolbar has been changed to red.



The font of the Action toolbar has been changed.



4.7 Customizing Icons on Your Vibe Site

- Section 4.7.1, “Replacing Existing Icons,” on page 73
- Section 4.7.2, “Adding New Icons,” on page 74

4.7.1 Replacing Existing Icons

You can customize your Novell Vibe site by replacing standard icons with icons of your own choosing.

1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2 Open the `ssf.properties` file in a text editor.

3 Search for `icons` in order to move to the section that defines the Vibe icons.

Four types of icons are listed:

```
icons.workspace=
icons.folder=
icons.profileList=
icons.entry=
```

These icons are stored in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/images/icons`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\images\icons`

4 Replace standard image files with your own image files with the same filenames.

This replaces the standard Vibe icons with your own customized icons. The next time you access the Vibe site, your customized icons display instead of the standard Vibe icons.

4.7.2 Adding New Icons

You can add icons to your Vibe site for use in areas of the Vibe site that you are customizing on a significant scale.

1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2 Open the `ssf.properties` file in a text editor.

3 Search for `icons` in order to move to the section that defines the Vibe icons.

Four types of Vibe icons are listed:

```
icons.workspace=
icons.folder=
icons.profileList=
icons.entry=
```

These Vibe icons are stored in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/images/icons`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\images\icons`

4 Make a backup copy of the `ssf-ext.properties` file, located in the same directory with the `ssf.properties` file.

5 Open the `ssf-ext.properties` file in a text editor.

6 Copy the `Icons` section from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.

7 List additional image files for each icon type as needed.

8 Add the new image files to the appropriate subdirectory under the `icons` directory where the existing Vibe icons are stored.

9 Save and close the `ssf-ext.properties` file.

10 Close the `ssf.properties` file without saving it.

11 Stop and restart Vibe to make the new icons available on your Vibe site.

4.8 Configuring How Items Are Displayed in the What's New Page

Novell Vibe users can view what's new in Vibe by using the What's New page. Users can quickly see what's new in their teams, favorite places, and more. For more information on how users can view what's new in Vibe, see "Finding What's New" in the *Novell Vibe OnPrem 3.1 User Guide*.

As the Vibe administrator, you can control various aspects of the What's New page by modifying Vibe configuration settings.

- Section 4.8.1, "Understanding the Configuration Settings You Can Customize for the What's New Page," on page 75
- Section 4.8.2, "Changing the Configuration Settings for the What's New Page," on page 77

4.8.1 Understanding the Configuration Settings You Can Customize for the What's New Page

The tables in the following sections describe configuration settings for the What's New page that the Vibe administrator can customize, the system default for the setting, and the line in the `ssf-ext.properties` file that controls the setting:

- "Customizing the Number of Comments That Can Be Displayed for Each Entry on the What's New Page" on page 75
- "Customizing the Number of Words That Are Displayed for Each Item on the What's New Page" on page 76
- "Customizing How Often the What's New Page Is Updated" on page 76
- "Customizing the Number of Items That Are Returned When the What's New Page Is Updated" on page 76
- "Restricting the What's New Page from Being Displayed When Users First Log In" on page 76

Customizing the Number of Comments That Can Be Displayed for Each Entry on the What's New Page

Configuration Setting	System Default	Line in the ssf-ext.properties File
The maximum number of comments that are displayed for any given entry.	2 comments	`activity.stream.active.comments`

Customizing the Number of Words That Are Displayed for Each Item on the What's New Page

Configuration Setting	System Default	Line in the ssf-ext.properties File
The maximum number of words that are displayed for each item on the What's New page.	-1 (The first several lines of an item are displayed)	`activity.stream.display.words`

Customizing How Often the What's New Page Is Updated

Configuration Setting	System Default	Line in the ssf-ext.properties File
How often the What's New page is updated to display the most recent posts.	60 seconds	`activity.stream.interval.refresh.client`

NOTE: Adjusting this setting to update the What's New page more frequently than the system default (60 seconds) can result in inadequate system performance. However, depending on how many users access your Vibe system and your current configuration, a more frequent or less frequent update cycle might be appropriate.

Customizing the Number of Items That Are Returned When the What's New Page Is Updated

Configuration Setting	System Default	Line in the ssf-ext.properties File
The maximum number of new or modified items that are returned by the search (includes entries and comments).	1000 items	`activity.stream.maxhits`

Restricting the What's New Page from Being Displayed When Users First Log In

Configuration Setting	System Default	Line in the ssf-ext.properties File
Defines whether the What's New page is displayed when users first log in to the Vibe site. If the value of this line is `true`, the What's New page is displayed. If the value is `false`, users see their personal workspaces when they first log in to the Vibe site.	true (The What's New page is displayed when users first log in)	`activity.stream.on.login`

IMPORTANT: If you have specified a default home page for you Vibe site, as described in Section 4.3, “Setting a Default Home Page,” on page 64, users are taken to that home page when they first log in to the Vibe site, regardless of this setting.

4.8.2 Changing the Configuration Settings for the What’s New Page

To change the configuration settings of the What’s New page:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the appropriate line that represents the configuration setting that you want to customize for the What’s New page.

   See the table in Section 4.8.1, “Understanding the Configuration Settings You Can Customize for the What’s New Page,” on page 75 to find the line in the `ssf-ext.properties` file that controls the setting that you want to customize.

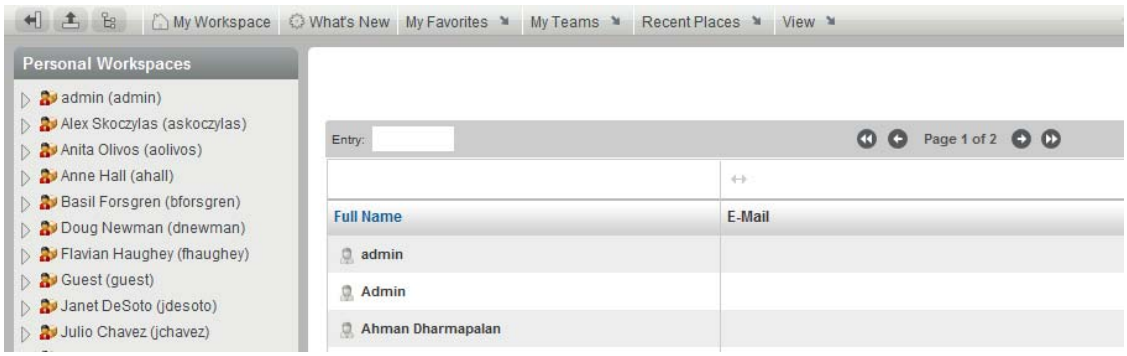
   For example, if you want to change the number of words that are displayed for each item on the What’s New page, search for the line `activity.stream.display.words=-1`, then change the value to the number of words that you want to be displayed. For example, `activity.stream.display.words=25`.
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the appropriate line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change the default value of the line to the value that you want.
8. Save and close the `ssf-ext.properties` file.
9. Stop and restart Vibe.

4.9 Sorting Names in the Navigation Panel by Last Name

By default, in the Navigation panel, in the Personal Workspaces workspace, names are sorted by first name (for example, Anne Marie Hall), rather than by last name (for example, Hall, Anne Marie). The default for other areas of the Vibe site is to sort names by last name.

You access the Personal Workspaces workspace by clicking the *Workspace tree* icon , expanding *Home Workspace*, then clicking *Personal Workspaces*.

The following figure shows names in the Navigation panel sorted by first name.



To configure the Navigation panel in the Personal Workspaces workspace to sort names by last name:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `wsTree.titleFormat=0`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the appropriate line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `0` to `1`, so that the line now reads `wsTree.titleFormat=1`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe.

4.10 Changing the Number of Recent Places That Are Displayed

You can modify how many recent places are displayed in the *Recent Places* menu in the Action toolbar. By default, a user's 20 most recently visited places are displayed. (For more information, see "Viewing and Revisiting Recent Places"in the *Novell Vibe OnPrem 3.1 User Guide*.)

To change the number of recently visited places that are displayed for each user:

1. Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `recent-places-depth=20`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `recent-places-depth=20` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `20` to the number that represents how many recent entries you want to be displayed for each user. For example, if you want only 10 recently visited entries to be displayed, the line would now read `recent-places-depth=10`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe.

4.11 Changing Global File Associations for Edit in Place Applications

When calling applications with the Edit in Place feature, Novell Vibe uses standard file associations. If your organization uses different file associations, you can reconfigure Vibe to use the preferred file associations.

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`
2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for `Edit in place` to move to the block of lines that control the Edit in Place feature.
5. Review the subsequent comment lines to become more familiar with how the Edit in Place feature works.
6. Scroll down to locate the line for the file association that you want to change.
7. Copy that line to the clipboard of your text editor.
8. Open the `ssf-ext.properties` file.

9 Scroll to the end of the `ssf-ext.properties` file, then paste the line you copied.

10 Edit the file association as needed.

11 (Optional) Copy additional lines from the `ssf.properties` file to the `ssf-ext.properties` file as needed.

12 Save and close the `ssf-ext.properties` file.

13 Close the `ssf.properties` file without saving it.

14 Stop and restart Vibe to put the modified file associations into affect for your Vibe site.

4.12 Understanding and Configuring Search Functionality

Novell Vibe contains various features that control how items are indexed and how searches are executed on the Vibe site. As the Vibe administrator, you can configure the settings for these features. The default configurations are optimal for most Vibe sites.

These features are supported only with Vibe folder entries that contain English or other Western European languages. (For a list of supported languages, see Section 4.12.5, "Supported Languages for Indexing and Searching for the Root Form of Words," on page 85.)

- Section 4.12.1, "Removing Frequently Used Words That Have No Inherent Meaning," on page 80
- Section 4.12.2, "Searching for Various Forms of the Same Word," on page 81
- Section 4.12.3, "Searching for Words That Contain Accents," on page 81
- Section 4.12.4, "Modifying Configuration Settings," on page 81
- Section 4.12.5, "Supported Languages for Indexing and Searching for the Root Form of Words," on page 85

4.12.1 Removing Frequently Used Words That Have No Inherent Meaning

Vibe removes frequently used words that have no inherent meaning when items are indexed and when users perform a search. Examples of such words are `a`, `an`, `the`, `in`, `on`, `the`, and so forth.

This includes when users perform a search with quotation marks. For example, `"sell the products"` would return all of the following: `sell their products`, `sell with products`, `sell the products`, and so forth. However, it would not return `sell products`.

You can customize the words that Vibe considers to have no inherent meaning. For more information, see "lucene.indexing.stopwords.file.path" on page 83.

This functionality is enabled by default. For information on how to modify the default settings, see Section 4.12.4, "Modifying Configuration Settings," on page 81.

4.12.2 Searching for Various Forms of the Same Word

When Vibe indexes a word, it indexes the root form of the word. Likewise, when users perform a search for a word, Vibe searches for the root form of the word and returns all matches. For example, performing a search on the word `research` returns all forms of the word, including `researching`, `researched`, and `researches`. Likewise, searching for the word `researching` returns results for `research`, `researches`, and so forth.

This functionality is enabled by default. For information on how to modify the default settings, see Section 4.12.4, "Modifying Configuration Settings," on page 81.

4.12.3 Searching for Words That Contain Accents

When Vibe indexes a word, it indexes the word without accents, regardless of whether the word originally contains accents. Likewise, when users perform a search for a word, Vibe searches for the word without accents, regardless of whether the user uses accents during the search. This means that when a user performs a search on the word `cliché`, Vibe returns results for the word `cliché` and `cliche`. Vibe also returns both forms of the word if the user performs a search on the word `cliche`.

This functionality is enabled by default. For information on how to modify the default settings, see Section 4.12.4, "Modifying Configuration Settings," on page 81.

4.12.4 Modifying Configuration Settings

The location of the configuration file on the Vibe server depends on whether you have a single Lucene Index Server that is located on the same server as Vibe, or if your Lucene Index Server is located on a remote server or you have multiple Lucene Index Servers.

For more information about the various ways that you can set up the Lucene Index Server, see "Changing Your Lucene Index Server Configuration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

To modify configuration settings for the Search feature:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Open the `ssf.properties` file in a text editor if you have a single Lucene Index Server that is located on the same server as Vibe.

   or

   Open the `lucene-server.properties` file in a text editor if your Lucene Index Server is located on a remote server or you have multiple Lucene Index Servers.

3. Scroll down to locate the line for the search functionality that you want to change.

   For information on each configuration setting that you can modify for searching on the Vibe site, see "Configuration Settings for Search Features" on page 82.

4. Copy that line to the clipboard of your text editor.

5 Depending on which file you are modifying (as described in Step 2), make a backup copy of the corresponding `ssf-ext.properties` file or `lucene-server-ext.properties` file, which are located in the same directory as the `ssf.properties` file and the `lucene-server.properties` file.

6 Open either the `ssf-ext.properties` file or the `lucene-server-ext.properties` file.

7 Scroll to the end of the `ssf-ext.properties` file or the `lucene-server-ext.properties` file, then paste the line you copied.

8 Edit the setting for the appropriate search functionality as needed.

9 Save and close the `ssf-ext.properties` file or the `lucene-server-ext.properties` file.

10 Close the `ssf.properties` file or the `lucene-server.properties` without saving.

11 Stop and restart Vibe to put the modified search customizations into affect for your Vibe site.

12 Re-index the Vibe site, as described in Section 24.4, “Rebuilding the Lucene Index,” on page 196.

Configuration Settings for Search Features

The following tables show the configuration settings that you can modify for the various search features. Each configuration setting has a `lucene.indexing` setting and a corresponding `lucene.searching` setting. Both setting must be configured in order to produce the desired functionality.

- Table 4-2, “Removing Frequently Used Words,” on page 82
- Table 4-3, “Searching for Various Forms of the Same Word,” on page 84
- Table 4-4, “Searching for Words That Contain Accents,” on page 85

Table 4-2 *Removing Frequently Used Words*

Setting	Function
`lucene.indexing.stopwords.enable`	Enables or disables the functionality that removes frequently used words that have no inherent meaning when items are added to the index. For more information, see Section 4.12.1, “Removing Frequently Used Words That Have No Inherent Meaning,” on page 80. By default, the value is `true` (enabled).
`lucene.indexing.stopwords.file.charset`	If you have provided your own file that contains frequently used words that you want to be ignored (as described in “lucene.indexing.stopwords.file.path” on page 83), you can change the default character encoding of the file that contains the new words. By default, the value is `UTF-8`.

Setting	Function
`lucene.indexing.stopwords.file.path`	Enables you to point to a file that you create that contains your own list of words that you want Vibe to ignore when items are added to the index. This file should be in a directory where it does not get overwritten or removed during an upgrade. If you are running Vibe in a clustered environment, this should be a directory that is accessible to and shared by all Vibe nodes. You must specify the full path to the file. Each line of the file should contain only one word. All words in the file must be in lowercase. By default, there is no file path specified, and Vibe defaults to a list of common words that are not normally useful when performing a search, such as a, in, this, and so forth.
`lucene.searching.stopwords.enable`	Enables or disables the functionality that removes frequently used words that have no inherent meaning when users perform a search. For more information, see Section 4.12.1, “Removing Frequently Used Words That Have No Inherent Meaning,” on page 80. By default, the value is `true` (enabled).
`lucene.searching.stopwords.file.charset`	If you have provided your own file that contains frequently used words that you want to be ignored (as described in “lucene.indexing.stopwords.file.path” on page 83), you can change the default character encoding of the file that contains the new words. By default, the value is `UTF-8`.

Setting	Function
`lucene.searching.stopwords.file.path`	Enables you to point to a file that you create that contains your own list of words that you want Vibe to ignore when performing a search. This file should be in a directory where it does not get overwritten or removed during an upgrade. If you are running Vibe in a clustered environment, this should be a directory that is accessible to and shared by all Vibe nodes. You must specify the full path to the file. Each line of the file should contain only one word. All words in the file must be in lowercase. By default, there is no file path specified, and Vibe defaults to a list of common words that are not normally useful when performing a search, such as a, in, this, and so forth. If you leave all three search features enabled (removing frequently used words, searching for various forms of the same word, and searching for words that contain accents), and you want to specify words to ignore that contain accents, you must specify both forms of the word (with and without the accents).

Table 4-3 *Searching for Various Forms of the Same Word*

Setting	Function
`lucene.indexing.stemming.enable`	Enables or disables the functionality that indexes various forms of the same word. For more information, see Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 81. By default, the value is `true` (enabled).
`lucene.indexing.stemming.stemmer.names`	Allows you to specify the language that you want Vibe to use when indexing the root form of words. For more information, see Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 81. By default, the language is `English`. For information about which languages are available, see Section 4.12.5, “Supported Languages for Indexing and Searching for the Root Form of Words,” on page 85.

Setting	Function
`lucene.searching.stemming.enable`	Enables or disables the functionality that allows users to search for various forms of the same word. For more information, see Section 4.12.2, "Searching for Various Forms of the Same Word," on page 81. By default, the value is `true` (enabled).
`lucene.searching.stemming.stemmer.names`	Allows you to specify the language that you want Vibe to use when searching for the root form of words. For more information, see Section 4.12.2, "Searching for Various Forms of the Same Word," on page 81. By default, the language is `English`. For information about which languages are available, see Section 4.12.5, "Supported Languages for Indexing and Searching for the Root Form of Words," on page 85.

Table 4-4 *Searching for Words That Contain Accents*

Setting	Function
`lucene.indexing.asciifolding.enable`	Enables or disables the functionality that indexes words with accents as well as the same word without the accents. For more information, see Section 4.12.3, "Searching for Words That Contain Accents," on page 81. By default, the value is `true` (enabled).
`lucene.searching.asciifolding.enable`	Enables or disables the functionality that allows users to search for words with accents as well as the same word without the accents. For more information, see Section 4.12.3, "Searching for Words That Contain Accents," on page 81. By default, the value is `true` (enabled).

4.12.5 Supported Languages for Indexing and Searching for the Root Form of Words

By default, when Vibe indexes a word, it indexes the root form of the word. Likewise, when users perform a search for a word, Vibe searches for the root form of the word and returns all matches. (For more information, see Section 4.12.2, "Searching for Various Forms of the Same Word," on page 81.)

The default language of the Vibe site is irrelevant in regards to indexing and searching for the root form of words; Vibe detects the language for each individual entry when it performs the indexing and search.

You can configure Vibe to use any of the following languages when indexing and searching for the root form of words (the default is English):

- Danish
- Dutch
- English
- Finnish
- French
- German
- German2 (This is a modified version of German that handles umlaut characters differently. Appends an `e` after vowels that would otherwise have an umlaut. For example, `ä` becomes `ae`, `ë` becomes `oe`, and `ü` becomes `ue`.)
- Hungarian
- Italian
- Norwegian
- Porter (This is for the English language; this option simply indexes and searches in a different way.)
- Portuguese
- Romanian
- Russian
- Spanish
- Swedish
- Turkish

Setting Up User Access to the Vibe Site

Adding existing users to your new Novell Vibe OnPrem site was part of the installation process, as described in "Adding Vibe Users from Your LDAP Directory" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

However, as time passes, you need to add new users. Depending on the needs of your Vibe site, you might want to allow people to access the site even if they do not have Vibe user accounts in the Vibe system.

- Section 5.1, "Adding New Users to Your Vibe Site," on page 87
- Section 5.2, "Creating Groups of Users," on page 87
- Section 5.3, "Restricting Groups of Users from Seeing One Another," on page 89
- Section 5.4, "Allowing Guest Access to Your Vibe Site," on page 90
- Section 5.5, "Allowing Users Limited External Access to Your Vibe Site," on page 95
- Section 5.6, "Allowing Web Crawler Access to Your Vibe Site," on page 96
- Section 5.7, "Restricting Mobile Device Access to Your Vibe Site," on page 96

5.1 Adding New Users to Your Vibe Site

You can add new users to your Vibe site in any of the following ways:

- Synchronizing from an LDAP directory, as described in Section 18.1, "Synchronizing Users and Groups from an LDAP Directory," on page 143.
- Manually adding local users, as described in Section 5.1, "Adding New Users to Your Vibe Site," on page 87.
- Importing profile files for local users, as described in Section 18.7, "Managing Local Users and Groups by Importing Profile Files," on page 151.

5.2 Creating Groups of Users

You might have chosen to synchronize groups of users from your LDAP directory to your Novell Vibe site, as described in "User Synchronization Options" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

You can use existing groups or create additional groups within Vibe to facilitate access control on your Vibe site. For background information on access control, see "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

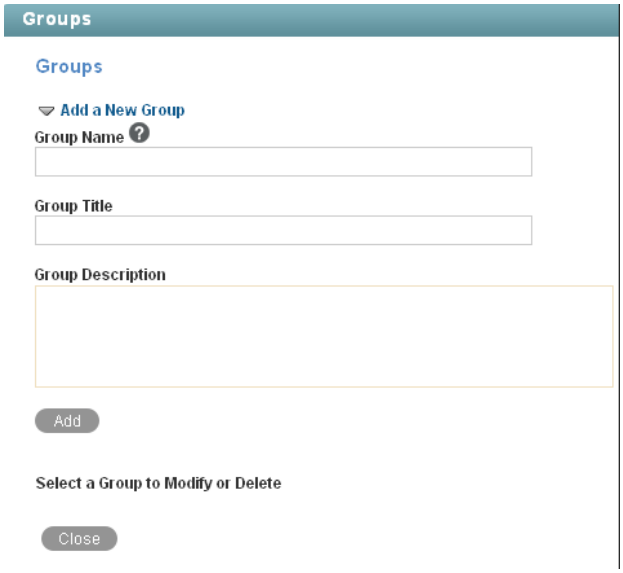
In addition to creating groups to assist with access control, you might want to create groups for any of the following reasons:

- To facilitate team creation, as described in "Creating a Team Workspace" in "Getting Started" in the *Novell Vibe OnPrem 3.1 User Guide*.

- To facilitate managing data quotas, as described in Section 20.4, “Managing User Data Quotas,” on page 167.
- To facilitate user visibility restrictions, as described in Section 5.3, “Restricting Groups of Users from Seeing One Another,” on page 89.
- To create multiple Vibe administrators, as described in Section 1.2, “Creating Additional Vibe Administrators,” on page 18.

Users are responsible for access control in their personal workspaces and any team workspaces that they create. As the Vibe site administrator, you are responsible for access control in public locations such as global workspaces. By creating groups of users who have attributes in common, you and other Vibe users can set access controls and create teams without listing users individually. Groups can be nested within groups, so create small groups first, then build larger groups from your smaller groups.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Groups* then click *Add a New Group*.



4. Fill in the fields:

   Group Name: Specify the unique name under which the group is stored in the Vibe database. The first character must be an alphabetic character (a-z, A-Z). For the rest of the name, you can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (_).

   Group Title: Specify the group name that displays to users on the Vibe site. This string can include any characters that you can type.

   Group Description: Describe what the members of this group have in common.
5. Click *Add* to create the group.
6. Click the new group in order to add users to it.

7 In the *Users* field, start typing the first or last name of a user.

   A drop-down list displays possible matches.

8 Click a user to add the user to the group.

9 Repeat Step 7 and Step 8 for each user you want to add to the group.

   After you have created one or more small groups, you can use the *Groups* field to create larger groups from smaller groups. Also, if there's a place in your Vibe site that displays users that you want to create a group for, you can collect the users on the Vibe clipboard, as described in "Using the Vibe Clipboard" in "Connecting With Your Co-Workers" in the *Novell Vibe OnPrem 3.1 User Guide*, then use *Clipboard User Names* to add the users on the Vibe clipboard to the group that you are creating.

10 When you are finished adding users to the group, click *Apply* > *Close*.

5.3 Restricting Groups of Users from Seeing One Another

If your Novell Vibe site has multiple sets of users who need to remain hidden from each other, you can use access controls to restrict users who belong to a specific group from seeing users who do not belong to the group. For example, you might want to do this if your Vibe site contains users from more than one company and you want users to see only the users who belong to the same company.

You accomplish this by setting zone-level access controls on individual users or groups of users, limiting them to seeing only those users with whom they share a common group.

When you restrict groups of users from seeing one another in your Vibe site, you see the following behaviors:

- When users search for people in the Vibe site, they do not see the users they are restricted from seeing.
- By default, users cannot see the personal workspaces of users they are restricted from seeing. However, individual users can modify the access control settings of their personal workspaces to grant access to users who are restricted from seeing them. Users can do this by granting access to other groups.

- The Vibe site might contain folders and entries that are open to a wider audience, such as in a global workspace. If a restricted user has access to one of these folders, and an entry is posted by someone the user is not allowed to see, the name of the entry creator is hidden. The name is also hidden from the restricted user wherever else it might appear, such as in the Left Navigation pane or on the Search Results page.

  For example, User B is restricted from seeing User A. when User A posts an entry in a global workspace, User B can see the entry but cannot see User B's name on the entry.

To restrict groups of users from seeing one another:

1. Create a group for each set of users that you want to keep separate. For example, create groups called Company A, Company B, and Company C.

   For information about how to create a group, see Section 5.2, "Creating Groups of Users," on page 87.

2. Populate each group with the appropriate users.

   For information about how to populate groups with users, see Section 5.2, "Creating Groups of Users," on page 87.

3. Navigate to the Administration page and add the groups to the *Can Only See Members of Groups I Am In* role.

   If you want to allow certain members of a group to retain their ability to see users that belong to groups outside of their own, you can add these specific users to the *Override "Can Only See Members of Groups I Am In"* role.

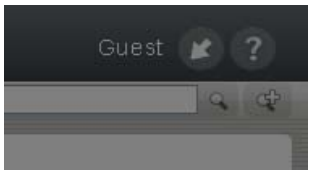
   For more information about these roles as well as other roles, see "Understanding Default Workspace and Folder Roles" on page 26.

   For information about how to add users and groups to a specific role, see Section 2.3.2, "Assigning a User to a Role," on page 28.

IMPORTANT: Do not create a group that contains users who you want to hide from each other. For example, if your Vibe site has users from Company A and Company B, you should not create a single group that contains users from both Company A and Company B. Users who belong to a common group are able to see each other, regardless of any access controls that are set on other groups. If you must create a single group of users from multiple companies, first create a sub-group for each company so you can keep users' names separate from each other.

5.4 Allowing Guest Access to Your Vibe Site

When a person arrives at the Novell Vibe site URL, the person is considered to be a Guest user on the site, as indicated by the username displayed in the upper right corner of the page:



This page is also the main Vibe login page. Users with Vibe usernames can log in to their personal workspaces, and from there they can access any other locations where they have been granted access.

NOTE: Guest access is not possible if you are using Novell Access Manager to provide single sign-on functionality. For more information about Novell Access Manager, see "Configuring Single Sign-On with Novell Access Manager" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

- Section 5.4.1, "Understanding the Guest User," on page 91
- Section 5.4.2, "Setting Up Guest Access for the Vibe Site," on page 91
- Section 5.4.3, "Configuring Any Workspace to Be the Default Home Page for Guest Users," on page 94
- Section 5.4.4, "Enabling Individual Users to Grant Guest Access throughout the Vibe Site," on page 94
- Section 5.4.5, "Monitoring Guest User Access," on page 95

5.4.1 Understanding the Guest User

As the administrator, you can choose whether you want people who do not have Vibe usernames to be able to access information on the Vibe site as the Guest user.

For example, a government organization such as a city might give Vibe user accounts only to key city knowledge workers. However, it is critical that other city workers and regular citizens also access the site to see a listing of upcoming events, read city news, report complaints, and so forth. As a Vibe administrator, you can use the Guest User workspace as a place to present information to non-registered Vibe users.

When people visit your Vibe site as the Guest user, they can have some or all of the following experiences, depending on the access controls that you set for the Guest user:

- Any user who knows the Vibe site URL can access the Guest workspace.
- The Relevance Dashboard in the Guest workspace displays only the information that the Guest user has been specifically granted access to see.
- A Guest user can find out what is accessible on the Vibe site by clicking the *Search Options* icon , selecting *Places*, then pressing the Spacebar.
- If a Guest user uses the Search feature, the only information returned is information that the Guest user has been granted access to see.
- When a Guest user adds a folder entry, the entry form requests the user's name and e-mail address. This information is displayed like a signature when the folder entry is viewed. Providing the name and e-mail address is optional.
- If you grant Participant rights to the Guest user, people who access the Vibe site as the Guest user can modify and delete entries and comments posted by other people who have accessed the Vibe site as the Guest user.

5.4.2 Setting Up Guest Access for the Vibe Site

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *System*, click *Configure Guest Access*.

4 Make sure that *Allow Guest Access* is selected, then click *Close*.

Even though this option is selected by default, the Guest workspace is initially inaccessible because the default user access control settings do not allow access.

5 Click *Close* again to close the Administration page.

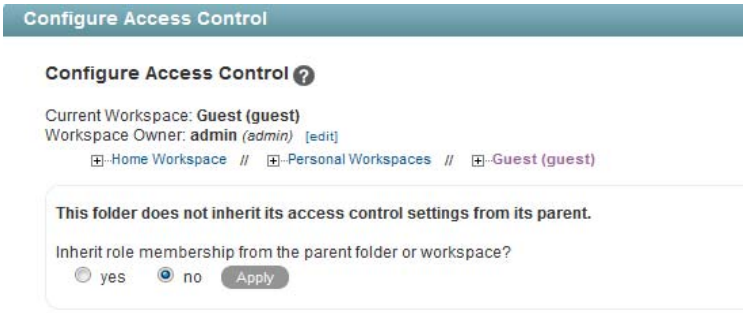
6 Click the Workspace tree icon, expand *Home Workspaces*, then click *Personal Workspaces*.

7 Begin typing `Guest` in the *Entry* field, then click it in the drop-down list.

The Guest user's personal workspace is displayed.

8 Set the user access control settings on the Guest user's workspace:

8a Click *Workspace* > *Access Control*.



8b Change the user access control settings as needed:

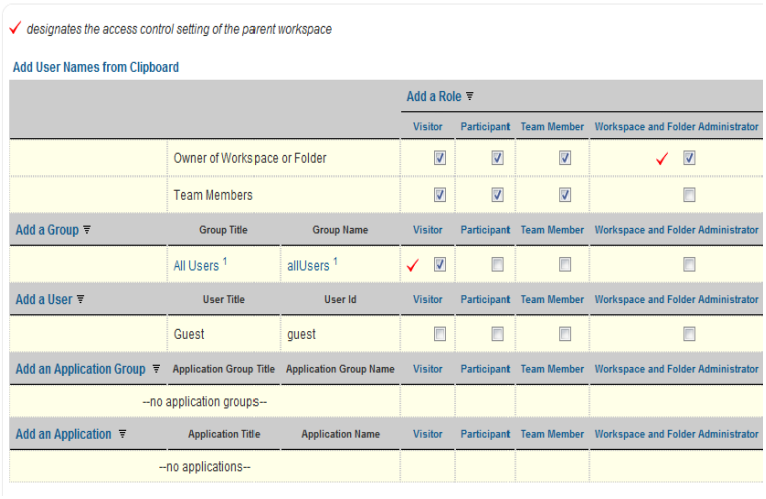
Workspace Owner: By default, the Vibe site administrator owns the Guest user's workspace. Click *Edit* to specify a new owner, select whether this change applies to folders under the Guest user's workspace, then click *OK*.

Role Membership Inheritance By default, role membership is not inherited. Keep this setting.

9 Add the roles that you want the Guest user to be able to perform in the Guest workspace:

9a Click *Add a User,* start typing `Guest` in the *Add a User* field, then click *Guest* when it appears in the drop-down list.

This adds *Guest* as a new row in the Access Control table.



9b Select one or more roles that you want the Guest user to be able to perform on the Guest User workspace. For example:

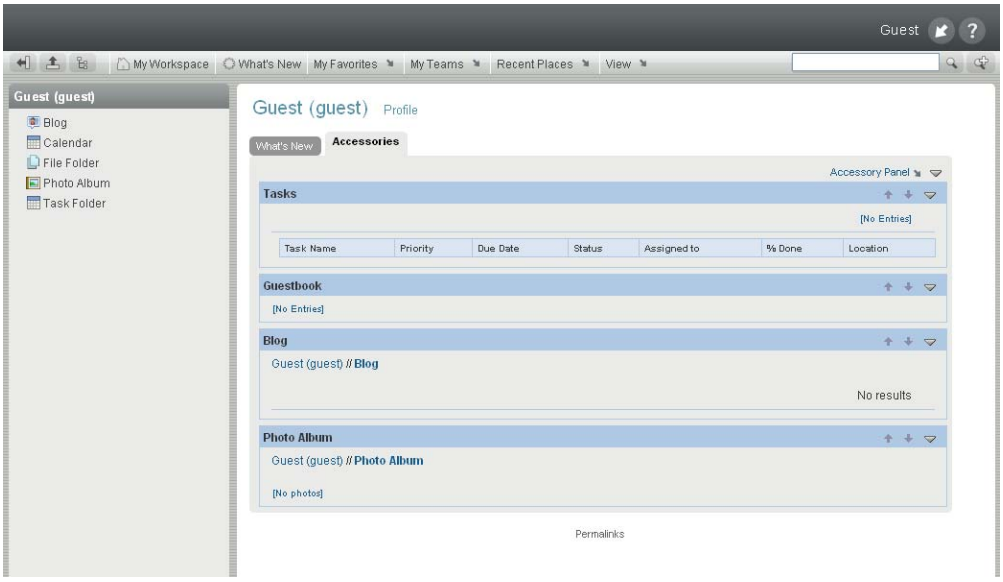
Visitor: The Guest user can read entries and add comments or replies in folders in the Guest user workspace.

Participant: In addition to Visitor activities, the Guest user can also create new entries, and modify or delete his or her own entries.

For more information about the additional access control options, see "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

9c Click *Save Changes*, then click *Close*.

Now, when people access the Vibe site who do not have usernames, they are admitted as a Guest user and see the What's New page (only items that the Guest user has access to see are visible). Guest users can also access the Guest User workspace by clicking *My Workspace*.



10 Set up the Guest user's personal workspace with whatever information you want to present to people who visit your Vibe site without logging in.

   For general suggestions on creating useful workspaces, see "Managing and Using Workspaces" in the *Novell Vibe OnPrem 3.1 User Guide*.

11 (Conditional) If you want the Guest user to be able to access content elsewhere on the Vibe site, add the Guest user to the Configure Access Control page for those workspaces or folders.

   You can also enable specific Vibe users in addition to the Vibe administrator to grant Guest access to locations in your Vibe site, as described in Section 5.4.4, "Enabling Individual Users to Grant Guest Access throughout the Vibe Site," on page 94.

12 Notify people who might be interested in accessing your Vibe site about your Vibe site URL.

13 (Conditional) If you want information on your Vibe site to be searchable on the Internet, see Section 5.6, "Allowing Web Crawler Access to Your Vibe Site," on page 96.

5.4.3 Configuring Any Workspace to Be the Default Home Page for Guest Users

If you're not satisfied with the What's New page being the default home page for guest users, you can configure the Guest User workspace or a different workspace to be the default home page, giving you complete control over what guest users see when they first access the Vibe site.

For information on how to change the default home page for guest users, see Section 4.3.2, "Setting a Default Home Page for Guest Users," on page 66.

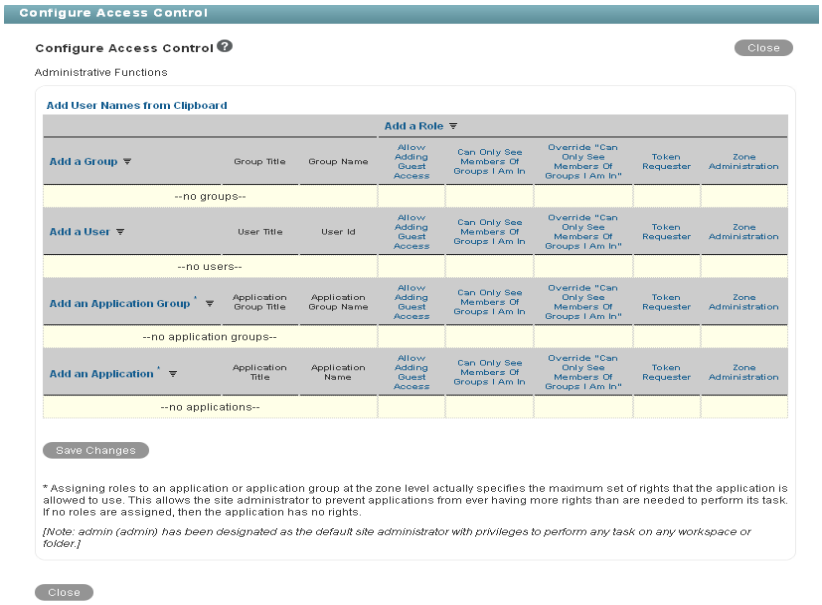
5.4.4 Enabling Individual Users to Grant Guest Access throughout the Vibe Site

If you want users in addition to the Vibe administrator to be able to grant Guest access to locations in your Vibe site:

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *System*, click *Access Control for Zone Administration*.



A basic Vibe site consists of a single zone. Novell Vibe allows you to set up multiple zones in a single Vibe site. This feature is not available in Kablink Vibe. For more information about zones, see Chapter 16, “Setting Up Zones (Virtual Vibe Sites),” on page 133.

4 Click *Add a User*, start typing the user’s name, then select the user from the drop-down list to add the user to the Access Control table.

5 Select the check box in the *Allow Adding Guest Access* column.

6 Repeat Step 4 and Step 5 for each user who you want to be able to grant Guest access to locations on your Vibe site.

7 Click *Save Changes*, then click *Close*.

8 Notify the users who are allowed to grant Guest access.

5.4.5 Monitoring Guest User Access

As the Vibe site administrator, you can create a report of all locations on the Vibe site that the Guest user can access. For instructions, see Section 26.1.3, “User Access Report,” on page 206.

5.5 Allowing Users Limited External Access to Your Vibe Site

Vibe enables you to restrict what information users can access when they are outside your corporate firewall. For more information, see Section 2.5, “Restricting Access Rights of Users Outside the Firewall,” on page 33.

5.6 Allowing Web Crawler Access to Your Vibe Site

If you allow Guest access to your Novell Vibe site, as described in Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 90, you can provide Internet search engines (such as Google) with the Vibe permalinks for workspaces and folders that you want to make publicly available on the Internet. A Vibe permalink is the complete URL that someone outside of your Vibe site and outside of your organization, such as a Web crawler (http://en.wikipedia.org/wiki/Web_crawler), could use to access a specific location on your Vibe site.

1. To determine the permalink of a workspace, click *Workspace Permalinks* at the bottom of a workspace page.

   or

   To determine the permalink of a folder, click *Folder Permalinks* at the bottom of a folder page.

5.7 Restricting Mobile Device Access to Your Vibe Site

By default, your Novell Vibe site allows mobile device access at one of the following URLs, depending on whether or not you are using a secure SSL connection:

```
http://vibe_hostname/mobile
https://vibe_hostname/mobile
```

In these URLs, *vibe_hostname* is the hostname or fully qualified domain name of the Vibe server that you have set up in DNS.

For a list of supported mobile devices, see “Supported Mobile Devices” in “Using Vibe on Your Mobile Phone” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

For instructions on using the mobile device interface to the Vibe site, see “Using Vibe on Your Mobile Phone” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

As the Vibe administrator, you can prevent mobile device access to your Vibe site if necessary.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *System*, click *Configure Mobile Access*.
4. Deselect *Enable Mobile Access*.
5. Click *Apply*, then click *Close*.

Configuring Vibe to Support WebDAV on Windows 7

WebDAV is a standard collaborative editing and file management protocol. Novell Vibe OnPrem relies on the WebDAV protocol to operate two key features:

- Edit-in-Place functionality for files by using tools such as OpenOffice and Microsoft Office, as described in "Using WebDAV to Edit Individual Files" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Map Vibe folders as a Web folder on the client computer, which allows access to Vibe files from a WebDAV-compliant file navigation tool such as Windows Explorer or Nautilus, as described in "Creating a Mapped Drive to the Vibe Folder" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

If your Vibe users are running a supported client operating system other than Windows 7, features that are supported by WebDAV already work as described in "Setting Up and Using WebDAV" in the *Novell Vibe OnPrem 3.1 Advanced User Guide* without any additional configuration.

The information in this section assumes that your environment requires the use of Microsoft Office. If your environment does not require the use of Microsoft Office, see Section 6.1.4, "Using OpenOffice as Your Document Editor for WebDAV," on page 99.

- Section 6.1, "Planning Your WebDAV Implementation," on page 97
- Section 6.2, "Editing Files with Edit-in-Place Functionality," on page 99
- Section 6.3, "Mapping a Vibe Folder as a WebDAV Folder," on page 99
- Section 6.4, "Configuring Windows 7 to Use a Self-Signed Certificate with Vibe," on page 100
- Section 6.5, "Allowing Basic Authentication over an HTTP Connection on Windows 7," on page 101

6.1 Planning Your WebDAV Implementation

- Section 6.1.1, "Understanding the Different Types of WebDAV Authentication Methods," on page 97
- Section 6.1.2, "Using WebDAV When Vibe Is Fronted by Novell Access Manager or IIS," on page 98
- Section 6.1.3, "Meeting Vibe Certificate Requirements on Windows 7," on page 98
- Section 6.1.4, "Using OpenOffice as Your Document Editor for WebDAV," on page 99

6.1.1 Understanding the Different Types of WebDAV Authentication Methods

Novell Vibe supports the following WebDAV authentication methods:

- **Basic Authentication:** Uses a one-way encryption algorithm known as asymmetric encryption.

For more information, see "Choosing Basic Authentication" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

If you plan to use Basic authentication over a non-secure connection (HTTP), you need to modify the registry on each Windows 7 client workstation, as described in Section 6.5, "Allowing Basic Authentication over an HTTP Connection on Windows 7," on page 101. The registry modification allows users to use WebDAV with Microsoft Office 2007. However, Microsoft Office 2010 is not supported.

- **Digest Authentication:** Uses a reversible two-way encryption algorithm known as symmetric encryption.

  For more information, see "Choosing Digest Authentication" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

- **Windows Authentication:** Provides Windows users with a single sign-on experience, enabling users to automatically authenticate to Vibe after they are logged in to their individual workstations. Internet Information Services (IIS) provides this capability.

  For more information, see "Choosing Windows Authentication" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

6.1.2 Using WebDAV When Vibe Is Fronted by Novell Access Manager or IIS

If your Vibe system is fronted by either Novell Access Manager or Internet Information Services (IIS), you must use the designated WebDAV authentication method:

Product Fronting Vibe	Designated Authentication Method
Novell Access Manager	If your Vibe installation is fronted by Novell Access Manager, as described in "Configuring Single Sign-On with Novell Access Manager" in the *Novell Vibe OnPrem 3.1 Installation Guide*, you must use basic authentication for your WebDAV implementation In the Vibe installation program, select *basic* on the WebDAV Authentication Method page.
Internet Information Services (IIS)	If your Vibe installation is fronted by IIS, as described in "Configuring Single Sign-On with Internet Information Services for Windows" in the *Novell Vibe OnPrem 3.1 Installation Guide*, you must use Windows authentication for your WebDAV implementation.

6.1.3 Meeting Vibe Certificate Requirements on Windows 7

If you are using WebDAV functionality (either Edit-in-Place or mapping a Vibe folder) with Vibe on Windows 7 with a secure (HTTPS) connection, you need to ensure that the Vibe server certificate requirements are met. If all of the requirements are not met, various Windows 7 services fail.

The Vibe server certificate requirements are:

- You must use a trusted server certificate that is accepted by Windows 7. This server certificate must be signed by a trusted certificate authority (CA) such as VeriSign or Equifax.

NOTE: You can use a self-signed certificate only if the certificate is imported into the Trusted Root Certification Authorities store on each Windows 7 client computer. For specific information on how to accomplish this, see Section 6.4, "Configuring Windows 7 to Use a Self-Signed Certificate with Vibe," on page 100

- The trusted server certificate must be issued to a name that exactly matches the domain name of the URL that you are using it for. This means that it must match the URL of your Vibe site.
- The date range for the trusted server certificate must be valid. You cannot use an expired server certificate.

6.1.4 Using OpenOffice as Your Document Editor for WebDAV

If your environment does not require the use of Microsoft Office, you might consider migrating users to OpenOffice 3.1 or later as their document editor. Using OpenOffice 3.1 or later provides seamless integration between the WebDAV server and Vibe, regardless of which operating system is being used.

6.2 Editing Files with Edit-in-Place Functionality

You can leverage Edit-in-Place functionality to edit files by using tools such as OpenOffice and Microsoft Office. For information on how to edit files in Vibe with Edit-in-Place functionality, see "Using WebDAV to Edit Individual Files" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

If you are using Edit-in-Place functionality over HTTP, no additional setup is required. However, if you are using Edit-in-Place functionality over HTTPS on Windows 7, ensure that you have met the Vibe server certificate requirements, as described in Section 6.1.3, "Meeting Vibe Certificate Requirements on Windows 7," on page 98.

6.3 Mapping a Vibe Folder as a WebDAV Folder

Mapping a Novell Vibe folder as a WebDAV folder on the client computer allows access to Vibe files from a WebDAV-compliant file navigation tool such as Windows Explorer or Nautilus. For information on how to map a Vibe folder, see "Creating a Mapped Drive to the Vibe Folder" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

When you map a Vibe folder as a WebDAV folder on Windows 7, consider the following:

- Successfully mapping a Vibe folder does not ensure that the Edit-in-Place feature on single files also works, as described in "Using WebDAV to Edit Individual Files" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

  For example, if you map a Vibe folder using Basic Authentication over HTTP (with the required registry change to the client computer), then attempt to edit a file in Microsoft Office 2010, it fails to open the file because Microsoft Office 2010 does not work with Basic Authentication over HTTP.
- When you map a Vibe folder and your Vibe server is configured with Windows Authentication, you expect the client computer to automatically supply your Windows login credentials to the server. However, because of a problem in Windows 7, users might be prompted to enter their credentials when accessing the Vibe server.

  To fix this problem, modify the registry on each Windows 7 client computer, as instructed in an article on the Microsoft Support Page (http://support.microsoft.com/Default.aspx?id=943280).

- When you map a Vibe folder and your Vibe server is configured with Windows Authentication, an error might occur saying that there's been a problem with Windows Shell Web services, and the process fails.

  To fix this problem, modify the registry on each Windows 7 client computer, as instructed in an article on the Microsoft Support Page (http://support.microsoft.com/Default.aspx?id=943280).
- When mapping a Vibe folder over HTTPS, you must ensure that all Vibe server certificate requirements are met, as described in Section 6.1.3, "Meeting Vibe Certificate Requirements on Windows 7," on page 98.

6.4 Configuring Windows 7 to Use a Self-Signed Certificate with Vibe

Configuring Windows 7 to use a self-signed certificate with Novell Vibe is a two-step process. The first step is accomplished by the Vibe administrator on the Vibe server, and the second step is accomplished by each Vibe user on his or her Windows 7 workstation.

- Section 6.4.1, "Administrator Configuration Responsibilities," on page 100
- Section 6.4.2, "User Configuration Responsibilities," on page 100

6.4.1 Administrator Configuration Responsibilities

1. Ensure the following prerequisites are met in order to configure Windows 7 to use a self-signed certificate with Vibe:
   - The self-signed server certificate must be issued to a name that exactly matches the domain name of the URL that you use it for. This means that it must match the URL of your Vibe site. If you are generating a self-signed certificate using the keytool, as described "Importing the Certificate Files into the Vibe Keystore" on page 248, you must enter the Vibe domain name when prompted for your first and last name.
   - The date range for the trusted server certificate must be valid. You cannot use an expired server certificate.

6.4.2 User Configuration Responsibilities

Each user on his or her Windows 7 workstation must import the self-signed certificate of the Vibe server into the *Trusted Root Certification* Authorities store.

In a controlled corporate environment where the system administrator sets up each client workstation before use, this certificate can be preinstalled on each Windows 7 workstation. This can minimize end-user error and frustration.

1. Launch the Internet Explorer browser.
2. Click *Tools* > *Internet Options* to display the Internet Options dialog box.
3. Click the *Security* tab, then select *Trusted sites*.
4. Click *Sites*.
5. In the *Add this website to the zone* field, specify the URL of the Vibe Web site, then click *Add* > *Close*.
6. Browse to your Vibe site.

7 (Conditional) If a prompt displays indicating that there is a problem with this Web site's security certificate, complete the following steps:

7a Click *Continue to this website (not recommended)*.

7b Click *Certificate Error* at the right of the address bar, then click *View certificates*.

7c Click *Install Certificate*, then click *Next* in the wizard.

7d Select *Place all certificates in the following store*.

7e Click *Browse*, browse to and select *Trusted Root Certification Authorities*, then click *OK*.

7f In the wizard, click *Next*, then click *Finish*.

7g (Conditional) If a Security Warning dialog box displays, click *Yes*.

7h Click *OK* to close the Certificate Import Wizard.

7i Click *OK* to close the Certificate window.

7j Shut down all instances of the Internet Explorer browser, then restart the browser.

7k Browse to the Vibe site. You should no longer see the certificate error message.

If you continue to see the certificate error message, the server's self-signed certificate might not match the site URL, as described in Section 6.4.1, "Administrator Configuration Responsibilities," on page 100.

6.5 Allowing Basic Authentication over an HTTP Connection on Windows 7

You can modify the Windows registry to allow Basic authentication to WebDAV over an HTTP connection. This registry change allows users to use Microsoft Office 2007 on the Windows 7 operating system, but does not allow them to use Microsoft Office 2010. Microsoft Office 2010 is not supported with Basic Authentication over an HTTP connection.

To modify the Windows registry:

1 On each Windows 7 workstation, click *Start* > *Run*, then specify `regedit` in the *Open* field.

2 Click *OK*.

3 In the Registry Editor window, navigate to the following registry entry:

```
\HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlset\services\WebClient\Parameters\BasicAuthLevel
```

4 Change the value of this registry entry to `2`.

5 Navigate to the Services interface, then restart the *WebClient* service.

Configuring E-Mail Integration

Initial e-mail configuration is performed when you install Novell Vibe OnPrem. Additional aspects of e-mail handling are configured on the Vibe site. For information about how to further configure e-mail settings beyond what is covered in this section, see Chapter 23, “Managing E-Mail Configuration,” on page 189.

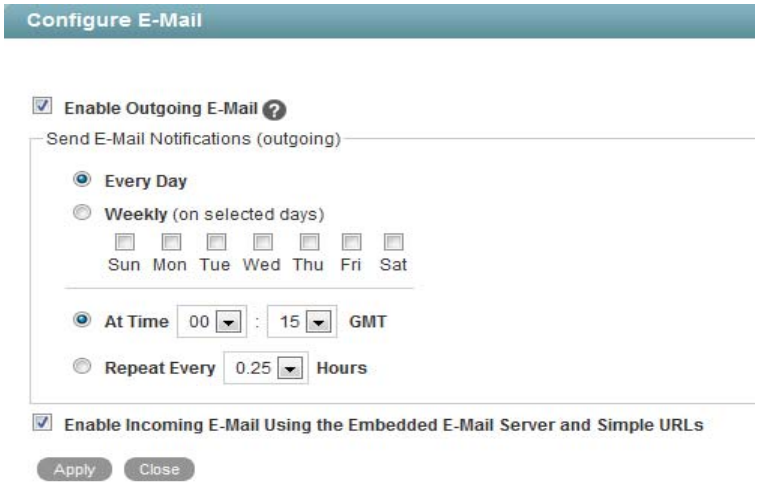
- Section 7.1, “Enabling/Disabling Outbound E-Mailing of Folder Digests,” on page 103
- Section 7.2, “Disabling/Enabling Inbound E-Mail Postings,” on page 104

7.1 Enabling/Disabling Outbound E-Mailing of Folder Digests

During installation, you configured Novell Vibe to communicate with your e-mail system, as described in “Gathering Outbound E-Mail Information” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*. As a result, Vibe users can send e-mail messages to other Vibe users and to anyone whose e-mail address they know. They can also send e-mail notifications when they create workspaces, add folder entries, and so on.

In addition to this basic e-mail functionality, you can configure your Vibe site so that users can receive folder digests of site activity that are created and sent to the users who have subscribed to the folders.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *System*, click *Configure E-Mail*.



4. Select *Enable Outgoing E-Mail*.

   By default, folder digests are compiled and sent daily at fifteen minutes after midnight.
5. Adjust the schedule as needed to meet the needs of the majority of your Vibe users.

Users can turn the digests on and off for individual folders, but they cannot change the e-mail schedule that you establish.

6 Click *Apply* to save the settings, then click *Close*.

For information about the options that users have for receiving e-mail notifications, see "Subscribing to a Folder or Entry" in "Getting Informed" in the *Novell Vibe OnPrem 3.1 User Guide*.

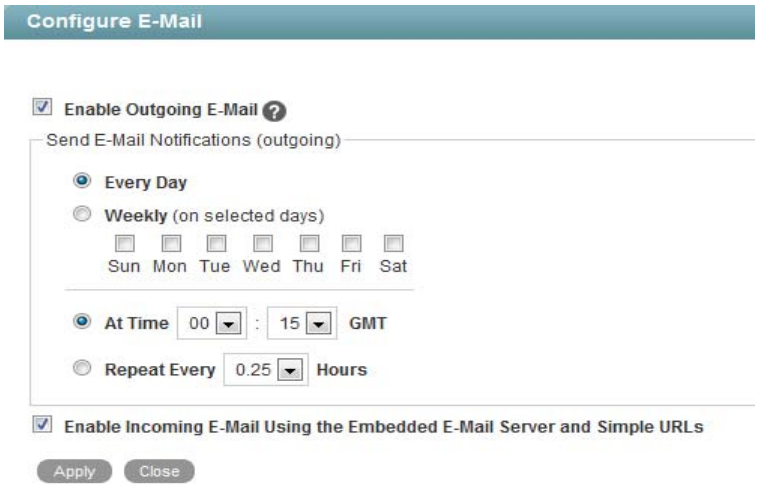
7.2 Disabling/Enabling Inbound E-Mail Postings

During installation, you configured Novell Vibe to include an internal SMTP mail host for receiving e-mail postings to folders, as described in "Enabling Inbound E-Mail" in "Basic Installation" in the*Novell Vibe OnPrem 3.1 Installation Guide*. Your selection during installation carries over into the configuration of your Vibe site. Therefore, you can disable incoming e-mail if necessary, and then enable it again on the Vibe site. Relaying is permanently disabled on the internal SMTP mail host.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon .

3 Under *System*, click *Configure E-Mail*.



4 Select or deselect *Enable Incoming E-Mail Using the Embedded E-Mail Server and Simple URLs*.

5 Click *Apply* > *Close* to save the setting.

For information about how to configure folders to receive e-mail postings, see "Enabling Folders to Receive Entries through E-Mail" in "Managing and Using Folders" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*. Failed e-mail postings are listed in the Tomcat log file. For background information about the Tomcat log file, see Section 26.2.2, "Tomcat Log File," on page 214.

Configuring Weekends and Holidays

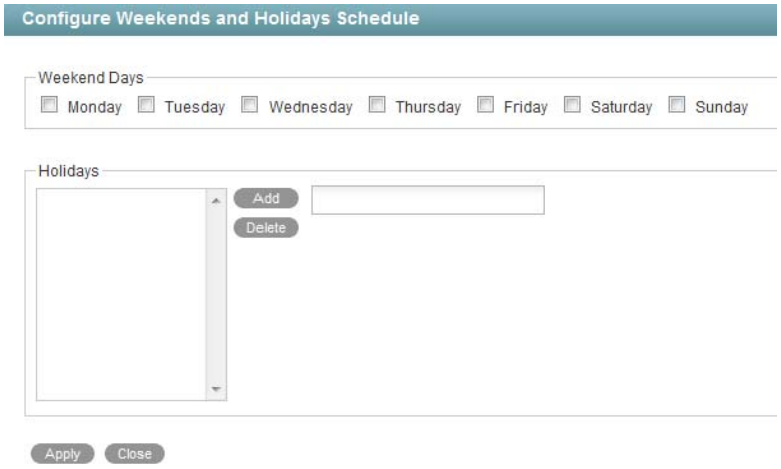
8

You can configure Novell Vibe OnPrem to recognize weekends and holidays. Currently, the weekend and holiday schedule is used only in relation to task durations. If you have designated weekends and holidays as discussed in this section, task durations exclude these days when calculating task due dates. For example, a task with a duration of 10 days translates into two full weeks (assuming a two-day weekend for each week). For more information about task durations, see "Working with Tasks Folders" in the *Novell Vibe OnPrem 3.1 User Guide*.

NOTE: Configuring a weekend and holiday schedule or changing an existing weekend and holiday schedule does not immediately affect the due dates of existing tasks. Existing tasks are affected only after the due dates are recalculated, such as when a new task (that includes a task duration) is added to the Tasks folder where the existing tasks are located.

To configure weekends and holidays for your Vibe site:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *System*, click *Configure Weekends and Holidays*.



4. In the *Weekend Days* section, select the days that you want to designate as the weekend.

   Days left unselected are considered regular workdays.
5. In the *Holidays* section, click in the field on the right, select the date that you want to make a holiday, then click *Add*.

   To remove a date as a holiday, select the date in the field on the left, then click *Delete*.
6. Click *Apply* > *Close*.

Configuring Real-Time Communication Tools

9

From the Novell Vibe OnPrem site, Vibe users can communicate with each other in various ways.

- Section 9.1, “Integrating Messenger with Vibe,” on page 107
- Section 9.2, “Integrating Conferencing with Vibe,” on page 108
- Section 9.3, “Integrating Skype with Vibe,” on page 109

9.1 Integrating Messenger with Vibe

Novell Vibe 3 and later enables you to integrate with Novell Messenger 2.2 and later. This integration displays a user’s Messenger presence information within Vibe. For information about where presence information is displayed in Vibe, see “Sending an Instant Message from within Vibe” in the *Novell Vibe OnPrem 3.1 User Guide*.

When you click a user’s presence icon, the Profile Quick View is displayed, which enables you to send an instant message to the user, view the user’s personal workspace, follow the user, and more.

To successfully integrate Novell Messenger with Novell Vibe, you must complete the following tasks:

- Section 9.1.1, “Defining an Allowed Service User in ConsoleOne,” on page 107
- Section 9.1.2, “Configuring Messenger Integrations in the Vibe Installation Program,” on page 107
- Section 9.1.3, “Configuring Presence,” on page 108

9.1.1 Defining an Allowed Service User in ConsoleOne

The Allowed Service User’s function is to log in to the Messenger system and retrieve presence information, which is then displayed in Vibe.

For information about how to create an Allowed Service User in ConsoleOne, see “Integrating Novell Vibe OnPrem with Novell Messenger” in the *Novell Messenger 2.2 Administration Guide*.

9.1.2 Configuring Messenger Integrations in the Vibe Installation Program

After you have defined an Allowed Service User in ConsoleOne, as described in “Integrating Novell Vibe OnPrem with Novell Messenger” in the *Novell Messenger 2.2 Administration Guide*, you need to run the Vibe installation program and configure Messenger.

For information about the presence configuration page in the Vibe installation program, see “Configuring Presence” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

9.1.3 Configuring Presence

You should use LDAP to sync users with a directory service such as eDirectory in order to populate the *Presence ID* field in Vibe.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *System*, click *Configure LDAP*.
4. In the *Users* section, map the identifier `presenceID` to the LDAP attribute that identifies the user. For example, `presenceID=cn`.
5. Click *Apply* > *Close*.

9.2 Integrating Conferencing with Vibe

Novell Vibe enables you to integrate with Novell Conferencing, so that Vibe users can easily set up instant Conferencing meetings with other Vibe users, as described in "Using Novell Conferencing with Novell Vibe" in "Connecting With Your Co-Workers" in the *Novell Vibe OnPrem 3.1 User Guide*.

Users who start Novell Conferencing meetings within Vibe must be licensed Novell Conferencing users. Meeting attendees do not need to be licensed Novell Conferencing users.

- Section 9.2.1, "Specifying the Conferencing Server in the Vibe Installation Program," on page 108
- Section 9.2.2, "Specifying a Conferencing ID and Password for Your Users," on page 108

9.2.1 Specifying the Conferencing Server in the Vibe Installation Program

To integrate your Vibe system with Conferencing, you need to specify the Conferencing server when you run the Vibe installation program. For specific instructions, see "Configuring Conferencing" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

9.2.2 Specifying a Conferencing ID and Password for Your Users

For users to use Conferencing with Vibe as described in "Using Novell Conferencing with Novell Vibe" in "Connecting With Your Co-Workers" in the *Novell Vibe OnPrem 3.1 User Guide*, the *Conferencing ID* and *Conferencing Password* fields must be populated in each user's profile. You can populate these fields through LDAP, or you can rely on users to populate the fields for themselves.

- "Populating Conferencing ID and Password Fields through LDAP" on page 109
- "Requiring Users to Manually Populate Conferencing ID and Password Fields" on page 109

Populating Conferencing ID and Password Fields through LDAP

If you have Conferencing username and password attributes defined in your LDAP directory, you can populate the *Conferencing ID* and *Conferencing Password* fields for all users in your Vibe system by synchronizing these fields with your LDAP directory. For more information, see Section 18.1.2, “Synchronizing Additional LDAP Attributes,” on page 143.

Requiring Users to Manually Populate Conferencing ID and Password Fields

You can require users to manually populate the *Conferencing ID* and *Conferencing Password* fields in their individual user profiles.

For information about how users can manually populate these fields, see “Specifying Your Conferencing ID and Password” in the *Novell Vibe OnPrem 3.1 User Guide*.

9.3 Integrating Skype with Vibe

Novell Vibe enables Vibe users to use Skype to contact other Vibe users directly from the Vibe interface.

This functionality is enabled on a system level by default. For more information on how Vibe users can use Skype to contact other Vibe users from inside Vibe, see “Using Skype From within Vibe” in “Connecting With Your Co-Workers” in the *Novell Vibe OnPrem 3.1 User Guide*.

Enabling Custom JSPs to Be Used on Your Vibe Site

Novell Vibe OnPrem supports the use of custom JavaServer Pages (JSP) files. As a Vibe administrator, you can work with Vibe developers to write custom JSP files that enhance the appearance and functionality of your Vibe site.

Before you can enable a JSP file to be used in your Vibe site, the file must first be created. For information on how to create a custom JSP file, see "Creating JavaServer Pages (JSPs)" in the *Novell Vibe OnPrem 3.1 Developer Guide*.

- Section 10.1, "Enabling JSP Files to Be Used on Your Vibe Site," on page 111
- Section 10.2, "Using Sample Custom JSPs to Modify the Behavior of a Landing Page," on page 111

10.1 Enabling JSP Files to Be Used on Your Vibe Site

After a JSP file has been created, you need to make it available to users in your Vibe site.

1. On the Vibe server, locate the JSP file that you want to make available to users.
2. Place the JSP file in the `/WEB-INF/jsp/custom_jsps` directory.

   Users need to reference this file by name in order to use it, so make sure that the name of the file is intuitive and easy to remember.

TIP: You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site will need to enter the relative path to the file. For example: *`new_folder`*`/custom_jsp_landing_page_entry.jsp`.

10.2 Using Sample Custom JSPs to Modify the Behavior of a Landing Page

---

NOTE: While the information in this section is still valid, users can acheive the same results (and more) with Vibe 3.1 and later by adding an Enhanced View element to the landing page. For more information, see "Enhanced View:" in "Adding Content to Your Landing Page" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Novell Vibe includes sample custom JSP files that enable you to modify the behavior of Vibe landing pages. Before you implement the sample JSP files that are described in this section, you might want to further customize them to suit your specific needs, as described in "Creating JavaServer Pages (JSPs)" in the *Novell Vibe OnPrem 3.1 Developer Guide*.

For information on how users can add these custom JSP files to their individual landing pages after the JSP files have been enabled for use, see "Adding Content to Your Landing Page" in "Creating and Managing Landing Pages" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

- Section 10.2.1, "Listing Folder Entry Titles in a Bulleted List," on page 112
- Section 10.2.2, "Displaying Entry Replies on a Landing Page," on page 112
- Section 10.2.3, "Enabling Users to Take a Survey Directly from a Landing Page," on page 113

10.2.1 Listing Folder Entry Titles in a Bulleted List

To activate the sample JSP file that enables Vibe users to list entries in a bulleted list for any given folder:

1. In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
2. Select and copy the `custom_jsp_landing_page_folder_list.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

TIP: You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: *`new_folder`*`/custom_jsp_landing_page_entry.jsp`.

10.2.2 Displaying Entry Replies on a Landing Page

You can display replies for a single entry, or for all entries that are contained in a folder.

- "Displaying Entry Replies for a Single Entry" on page 112
- "Displaying Entry Replies for All Entries in a Folder" on page 112

Displaying Entry Replies for a Single Entry

To activate the sample JSP file that allows Vibe users to display entry replies on a landing page when referencing a folder entry:

1. In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
2. Select and copy the `custom_jsp_landing_page_entry.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

TIP: You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: *`new_folder`*`/custom_jsp_landing_page_entry.jsp`.

Displaying Entry Replies for All Entries in a Folder

To activate the sample JSP file that allows Vibe users to display entry replies on a landing page when referencing a folder:

1. In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.

2 Select and copy the `custom_jsp_landing_page_folder.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

TIP: You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: *`new_folder`*`/custom_jsp_landing_page_entry.jsp`.

10.2.3 Enabling Users to Take a Survey Directly from a Landing Page

To activate the sample JSP file that enables Vibe users to participate in a survey directly from a landing page:

1 In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.

2 Select and copy the `custom_jsp_landing_page_survey_entry.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

Enabling Custom JAR Files to Be Used on Your Vibe Site

Novell Vibe OnPrem supports the use of custom Java Archive (JAR) files. JAR files are one way that you can incorporate custom functionality to Vibe workflows.

As a Vibe administrator, you can work with Vibe developers to write custom JAR files that enhance the functionality of workflows on your Vibe site.

Before you can enable a JAR file to be used in a workflow, the file must first be created. (The Vibe documentation does not describe how to create a JAR file.)

After the code has been written to accomplish a specific workflow action and then packaged into a JAR file, you need to make that JAR file available to Vibe users who are creating workflows.

When you customize workflows by using JAR files as described in this section, the JAR file can be referenced from any zone within your Vibe system. If you want customizations to be available to only one particular zone, you can instead add the customizations by adding an extension, as described in Chapter 12, “Adding Software Extensions to Your Vibe Site,” on page 117. (For more information about zones in Vibe, see Chapter 16, “Setting Up Zones (Virtual Vibe Sites),” on page 133.)

To make the custom JAR file available to Vibe users:

1. Place the JAR file in the following directory. If the directory does not yet exist, create it.

   Linux: `/opt/novell/teaming/apache-tomcat/lib/custom-ext`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\lib\custom-ext`

   Users can now reference this JAR file by adding a Custom Action element to a workflow, as described in “Adding On-Entry or On-Exit Events” in “Creating an Advanced Workflow” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Adding Software Extensions to Your Vibe Site

12

You can customize your Novell Vibe OnPrem site through the use of software extensions. Vibe administrators or Vibe developers can create custom extensions (add-ons) that enhance the power and usefulness of the Vibe software. For example, you might have an extension that enables Flash video support in Vibe.

When you customize your Vibe site through the use of software extensions, as described in this section, the customizations are available only for the zone where the software extension is deployed. If you are creating customizations for workflows, and you want to make the customizations available to multiple zones, you can instead add the customizations as JAR files, as described in Chapter 11, "Enabling Custom JAR Files to Be Used on Your Vibe Site," on page 115. (For more information about zones in Vibe, see Chapter 16, "Setting Up Zones (Virtual Vibe Sites)," on page 133.)

This section discusses how to add software extensions that have already been created.

- Section 12.1, "Creating a Software Extension," on page 117
- Section 12.2, "Deploying the Extension in Your Vibe Site," on page 117
- Section 12.3, "Viewing Your Vibe Extensions," on page 118
- Section 12.4, "Removing an Extension from Your Vibe Site," on page 118

If you want Vibe to communicate with a third-party application and display related information inside of Vibe, you can set up a remote application, as described in Chapter 13, "Using Remote Applications on Your Vibe Site," on page 119.

12.1 Creating a Software Extension

For information on how to create a custom software extension for Novell Vibe, see "Creating and Packaging Extensions for Deployment" in the *Novell Vibe OnPrem 3.1 Developer Guide*.

12.2 Deploying the Extension in Your Vibe Site

1. Log in to the Novell Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Extensions*.

4. Click *Add a new extension*.
5. In the *Choose a File* field, click *Browse*, then browse to the extension that you want to deploy.

   The extension is a `zip` file that can contain definition `xml` files, custom JSP files, Java classes, `html` files, `css` files, JavaScript, and other third-party files.
6. Click *Add*.

   The extension is now installed and is displayed in a table on the Manage Extensions page.

   You might need to configure an extension after it has been installed. For information on how to configure extensions, see the installation instructions on the Web site where you obtained the extension.

   Installation instructions are specific for each extension, and should be written by the extension creator.

12.3 Viewing Your Vibe Extensions

1. Log in to the Novell Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Extensions*.

   The Extensions page is displayed.

   The table lists all extensions that are currently available in the Vibe site.

12.4 Removing an Extension from Your Vibe Site

An extension cannot be removed from the Novell Vibe site if the extension is being referenced by a binder or entry. If an extension is being referenced somewhere in the Vibe site, you must first manually delete the files and definitions that are referencing the extension before you can remove the extension itself. When an extension is removed, it does not remove any actual data from the Vibe site.

To remove an extension from your Vibe site:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Extensions*.

   The Manage Extensions page is displayed.
4. In the table, click the (x) in the *Remove* column for the extension that you want to delete.
5. Click *OK*.

   The extension is removed from the Vibe site and can no longer be used.

Using Remote Applications on Your Vibe Site

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A remote application is a program that runs on a remote server and delivers data for use on your Novell Vibe OnPrem site (such as data from a remote database). For example, you could set up a remote application for Twitter that displays all of your Twitter entries in Vibe.

Unlike creating an extension for Vibe, creating a remote application does not modify the Vibe software in any way.

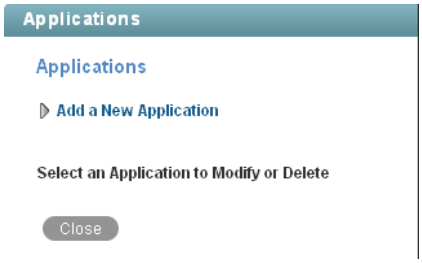
- Section 13.1, “Adding a Remote Application to Your Vibe Site,” on page 119
- Section 13.2, “Creating an Application Group,” on page 121
- Section 13.3, “Managing Access Controls for Remote Applications,” on page 122
- Section 13.4, “Implementing Remote Applications on Your Vibe Site,” on page 123

If you want to make modifications to the Vibe software itself, you can add a software extension, as described in Chapter 12, “Adding Software Extensions to Your Vibe Site,” on page 117.

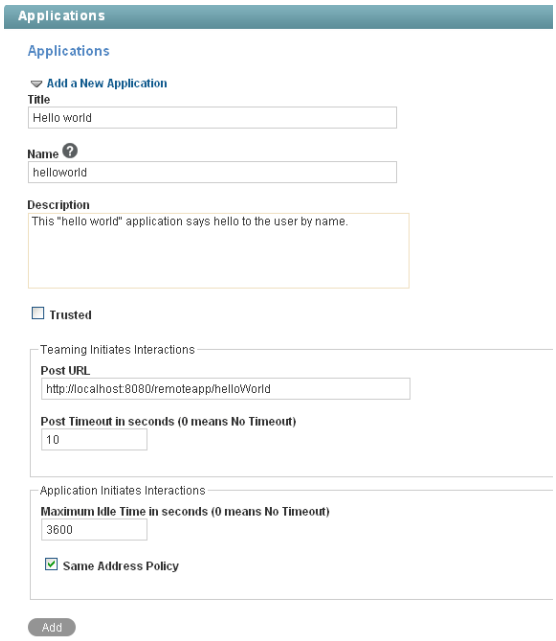
13.1 Adding a Remote Application to Your Vibe Site

After you or a developer have created a remote application, you need to make it available on your Novell Vibe site.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Manage*, click *Applications*.



4. Click *Add a New Application*.



5 Fill in the following fields:

Title: Specify a unique title for the remote application. Vibe site users who add the remote application to a form or view can select the title from the list of available remote applications.

Name: Specify a unique name for the remote application. The name is for internal use in the Vibe database. The first character must be an alphabetic character (a-z, A-Z). For the rest of the name, you can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (_).

Description: Provide a description of what the remote application does.

Trusted: Select *Trusted* if the application is extremely trustworthy (for example, if you write, maintain, and run the application on the same server that runs Vibe). If you select *Trusted*, Vibe applies access control according to the viewing user's access control settings. For complete information about access control, see "Managing Remote Applications" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Post URL: Specify the URL of the remote application. Vibe posts requests for information, along with the requesting user and a security token for use by Vibe Web services, to this URL, then waits to receive the requested HTML snippets for posting on the Vibe site.

Post Timeout: Specify the number of seconds that Vibe should wait for a response from the remote application before it assumes that the remote application is not available. The default is 60 (1 minute). If Vibe does not receive a response from the remote application, it displays the page requested by the user without any input from the remote application.

Maximum Idle Time: Specify the number of seconds that Vibe maintains idle connections through Vibe Web service with a remote application. The default is 3600 (1 hour). After the maximum idle time elapses, Vibe closes idle connections.

Same Address Policy: Select this option if interactions with the Vibe site are initiated by the remote application, and if the remote application must communicate with Vibe through the Vibe Web services machine by using the same security token for the entire communication.

6 Click *Add* to add the remote application to the list of remote applications that are available on your Vibe site, then click *Close*.

Users now see the new remote application in the list of tools within the designers and within the tool used to create accessories.

13.2 Creating an Application Group

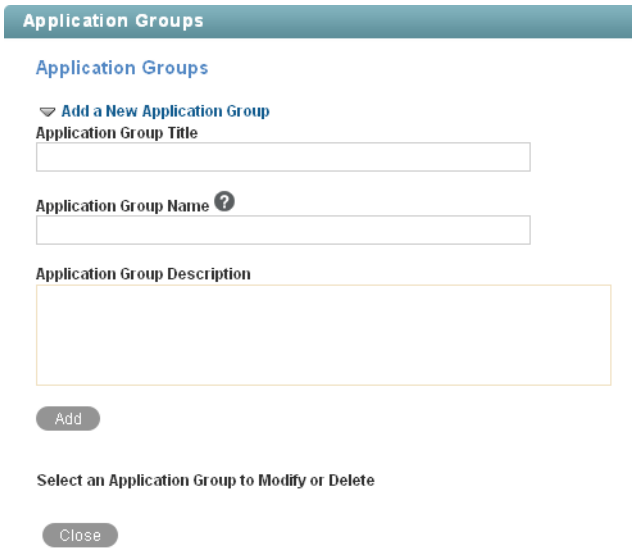
If you create a number of remote applications for your Novell Vibe site, you can create application groups for remote applications so they can all be assigned the same roles in the Access Control table. For example, you might have a group of remote applications that are allowed to perform administrative tasks and another group of remote applications that are granted only read access.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Manage*, click *Application Groups*.

4 Click *Add a New Application Group*.



5 Fill in the following fields:

Application Group Title: Specify a unique title for the remote application group. Vibe site users who need to set access controls for a remote application can select the title from the list of available remote application groups.

Application Group Name: Specify a unique name for the remote application group. The name is for internal use in the Vibe database. The first character must be an alphabetic character (a-z, A-Z). For the rest of the name, you can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (_).

Application Group Description: Provide a description of the types of remote applications that the application group includes.

6 Click *Add* to add the application group to the list of application groups that are available on your Vibe site, then select the new application group to add remote applications to it.

7 Fill in the following fields:

Applications: Start typing the title of a remote application, then select the remote application. Repeat for each application that you want to add to the application group.

Application Groups: Start typing the title of an existing application group that you want to nest in the new application group, then select the application group. Repeat for each application group that you want to nest in the application group.

8 Click *Apply* to save the application group, then click *Close*.

13.3 Managing Access Controls for Remote Applications

Because not all remote applications can be completely trusted, it is often a good idea to limit the privileges of the remote application. This section describes how you can accomplish this.

If you are running a trusted remote application, such as an application that you are maintaining on the same server as Novell Vibe, then you do not need to set access controls on it.

When an application is restricted to a specific role, the application can use Web services to perform only those tasks that are allowed for that role. For example, the Participant role can create new entries, modify entries that the user created, add comments to entries, and so on. Participants cannot perform system administration tasks and cannot modify other users' entries.

Because workspace and folder owners can change the access control for places they own, you should communicate to your users about registered applications in the system and recommended access-control settings.

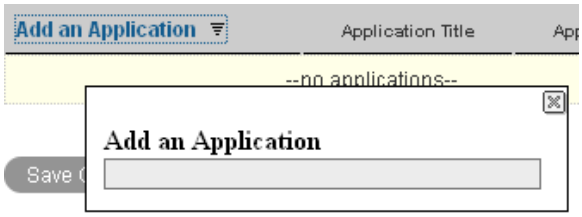
To limit the remote application to privileges assigned to a specific role:

1 Log in to the Vibe site as the Vibe administrator.

2 Access the top workspace in the hierarchy by clicking the workspace tree icon , then clicking *Home Workspace* (this is the default name for the top workspace).

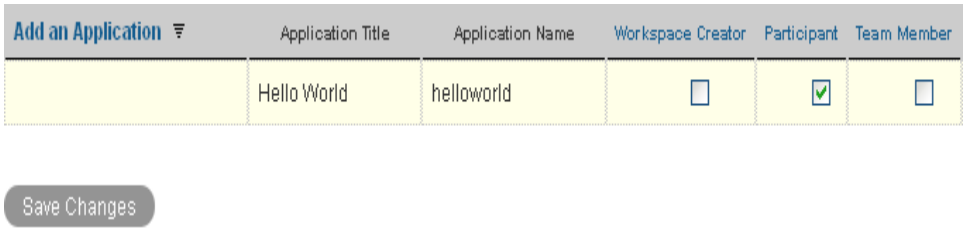
3 Click *Workspace* > *Access Control*.

4 On the Configure Access Control page, click *Add an Application*.



5 In the *Add an Application* field, use the type-to-find to specify and select the application that you want to add.

6 In the access control table, select the check box that is located in the row of the remote application that you just added, and the column of the role that you want to assign to the application.



7 Click *Save Changes* > *Close*.

The application that you added is now restricted to those operations allowed for the role that you selected. For example, if you assigned the Participant role to the remote application, then the inheritance of workspace and folder access controls means that it is very likely that most workspaces and folders inherit this setting. Assuming that all places inherited this setting, the most powerful role the remote application can assume within the installation is that of a Participant.

You can assign access-control roles to groups of applications instead of assigning roles to one application at a time if you have enabled multiple applications for your site and have grouped them together in an application group, as described in Section 13.2, “Creating an Application Group,” on page 121.

13.4 Implementing Remote Applications on Your Vibe Site

After you as the Novell Vibe administrator have added remote applications to the Vibe site, users can implement them in custom forms and views, in workspaces, and as accessories. For instructions, see “Managing Remote Applications” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Allowing Web Services to Access the Vibe Site through Novell Access Manager

If your Vibe site is fronted by Novell Access Manager and you are using applications that are based on Web Services, you need to configure Novell Access Manager to allow Web Services applications to access the Vibe site.

Examples of applications that are based on Web Services are:

- GroupWise client

  The GroupWise client must access Vibe through Web Services when the GroupWise/Vibe integration is configured, as described in "Configuring GroupWise for Use with Novell Vibe OnPrem" in the *GroupWise 8 Interoperability Guide*.

- Vibe OnPrem Connector for Data Synchronizer

  For more information about the Vibe OnPrem Connector, see the *Vibe OnPrem Connector Installation and Configuration Guide* (http://www.novell.com/documentation/datasync_connectors1/vibepremconnect1_instconfig/data/bookinfo.html)

You can also write and deploy custom Web Service applications, as described in the *Novell Vibe OnPrem 3.1 Developer Guide*.

To allow Web Services applications to access the Vibe site through Novell Access Manager:

1. Make the following resources public in Novell Access Manager:
   - `/ssr/*`
   - `/ssf/ws/*`

   For more information, see "Configuring a Protected Resource for a Novell Vibe OnPrem 3.0 Server", in the *Novell Access Manager 3.1 SP3 Access Gateway Guide* (http://www.novell.com/documentation/novellaccessmanager31/accessgatewayhelp/data/bookinfo.html).

Setting Up Mirrored Folders

A mirrored folder is a library folder within Novell Vibe OnPrem that is synchronized with a folder located on a system drive outside of Vibe. When you perform basic actions (adding subfolders and files, modifying files, deleting folders and files) by using the Vibe interface or by accessing the file on the drive, the change is reflected in the other interface. The advantage to using mirrored files is that you can apply Vibe tools to files on a drive, including tools such as text search, workflow, and discussion (in the form of comments applied to the entry in the library folder).

Initial setup of mirrored folder resource drivers is done during Novell Vibe installation, as described in "Configuring Mirrored Folder Resource Drivers" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

The Vibe Installation program enables you to set up as many as three mirrored folder resource drivers. If you need more than three, you must manually edit the `installer.xml` file, then update your Vibe installation.

After you set up the mirrored folder resource drivers by using the Installation program, you must perform additional mirrored folder configuration on the Vibe site.

- Section 15.1, "Manually Setting Up More Than Three Mirrored Folder Resource Drivers," on page 127
- Section 15.2, "Creating a Mirrored Files Folder for a Mirrored Folder Resource Driver," on page 130

15.1 Manually Setting Up More Than Three Mirrored Folder Resource Drivers

- Section 15.1.1, "Editing the installer.xml File," on page 127
- Section 15.1.2, "Updating Your Vibe Site Configuration," on page 129

15.1.1 Editing the installer.xml File

The Novell Vibe Installation program enables you to set up three mirrored folder resource drivers. However, there is no limit to the total number of mirrored folder resource drivers that you can set up after installation. A useful strategy is to set up resource drivers for root directories, then set up Mirrored File folders for root directories and subdirectories as needed, as described in Section 15.2, "Creating a Mirrored Files Folder for a Mirrored Folder Resource Driver," on page 130.

When you run the Vibe Installation program, it creates the `installer.xml` file in the directory where you run it. The `installer.xml` file stores the information you provided during installation. You can also edit it manually, then update your Vibe installation.

1. Make a backup copy of your existing `installer.xml` file.
2. Open the `installer.xml` file in a text editor.
3. Search for `mirrored`.
4. Scroll down until you reach the three existing mirrored folder resource drivers.

5 Copy the mirrored folder resource driver that is most like the one you want to create, then paste it between the `<MirroredFolder>` and `</MirroredFolder>` tags.

The Vibe Installation program displays only the first three mirrored folder resource drivers, so you might want to place new resource drivers at the top of the list in order to double-check the information when you run the Vibe Installation program to implement your changes.

6 Set the parameters as needed for the file system location that you want to mirror in your Vibe site:

Tag	Setting
`enabled=`	`true`
`type=`	`file` or `webdav`
`id=`	The unique internal name for the mirrored folder resource driver. Use only alphanumeric characters. Do not include spaces, extended characters, or double-byte characters.
`title=`	The name of the mirrored folder resource driver that displays on the Vibe site. The title can include any characters.

`rootPath=`	For the `file` mirrored folder type, the absolute path to the directory from the point of view of the Vibe server.
	
	For the `webdav` mirrored folder type, the path to the directory after the WebDAV server hostname, and optionally, the port number, as specified by the `hostUrl=` parameter. The path should start with a slash (/), because it is appended to the setting of the `hostUrl=` parameter. For example, if the full WebDAV server location is:
	
	`http://webdavserver/archive/docs`
	
	the `rootPath=` setting would be:
	
	`/archive/docs`

`readonly=`	`true` or `false`
`zoneId=`	For a multi-zone Vibe site, this is the ID of the zone where you want the mirrored folder resource driver to be available. For information about Vibe zones, see Chapter 16, “Setting Up Zones (Virtual Vibe Sites),” on page 133. For a single-zone Vibe site, leave this parameter empty.
`AllowedUsers idList=`	A list of Vibe user IDs that can access the mirrored folder resource driver and create mirrored folders. Use a semicolon (;) between user IDs.
`AllowedGroups idList=`	A list of Vibe groups that can access the mirrored folder resource driver and create mirrored folders. Use a semicolon (;) between group IDs.

7 (Conditional) If you are setting up a `webdav` mirrored folder, set the following additional parameters:

Tag	Setting

`hostUrl=`	The hostname, and optionally, the port number for the WebDAV server. For example:
	
	`http://`*`webdav_hostname`*`[:`*`port`*`]`
	`https://`*`webdav_hostname`*`[:`*`port`*`]`
	
	Do not include the directory path to the data. Use the `rootPath=` parameter to specify the path to the directory on the WebDAV server. For example, if the full WebDAV server location is:
	
	`http://`*`webdav_hostname`*`/archive/docs`
	
	the `hostUrl=` setting would be:
	
	`http://`*`webdav_hostname`*

`user=`	The username that Vibe can use to connect to the WebDAV server. The WebDAV server must support HTTP Basic authentication (http://en.wikipedia.org/wiki/Basic_access_authentication).
`password=`	The password for the username specified by the `user=` parameter.

8 Repeat Step 5 and Step 6 for each mirrored folder resource driver that you want to create.

9 Save the `installer.xml` file, then exit the text editor.

15.1.2 Updating Your Vibe Site Configuration

After you edit the `installer.xml` file, you must run the Novell Vibe Installation program to update the configuration of your Vibe site. If you need assistance with any of the following steps, refer to the appropriate platform-specific instructions in "Installing and Setting Up a Basic Vibe Site" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

1 Stop Vibe.

2 Start the Vibe Installation program.

The Vibe Installation program reads the updated `installer.xml` file. If your edits inadvertently changed the syntax of the file, the Installation program cannot start. If this happens, correct the problem in the `installer.xml` file, or return to your backup copy and try your edits again.

3 Accept the License Agreement, then click *Next*.

4 Select *Reconfigure Settings*, then click *Next*.

5 Select *Advanced*, then click *Next*.

6 Click *Next* until you reach the Mirrored Folder Resource Driver Configuration page.

The Vibe Installation program displays the first three mirrored folder resource drivers listed in the `installer.xml` file.

7 (Conditional) If you placed the new resource drivers at the top of the list, review the information that you added, and make corrections if necessary.

8 Click *Next*.

9 Click *Install* to implement the new mirrored folder resources.

10 Start Vibe.

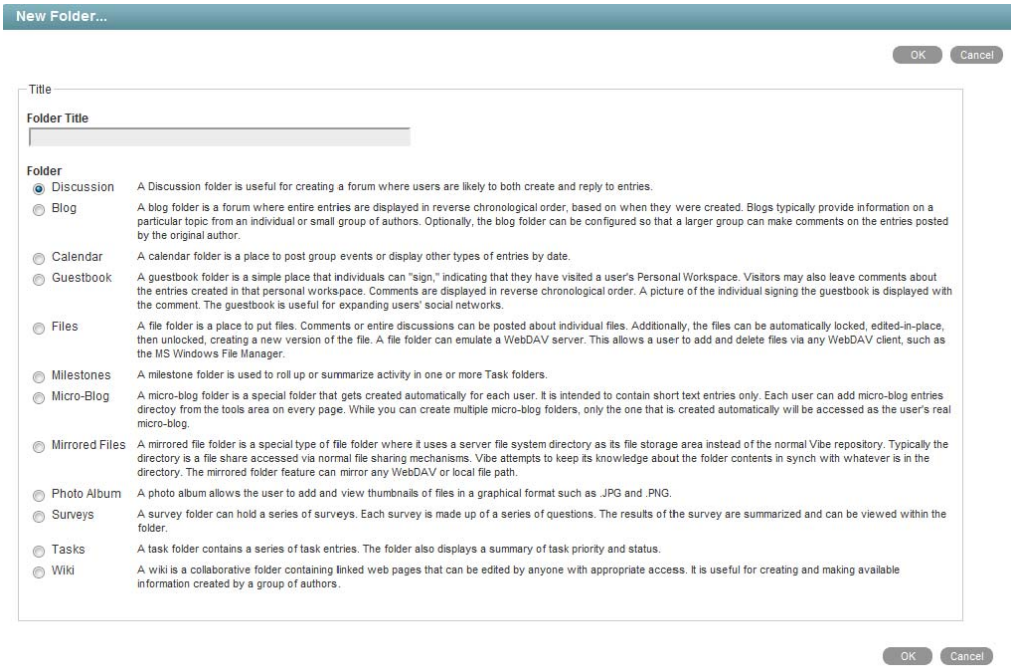
15.2 Creating a Mirrored Files Folder for a Mirrored Folder Resource Driver

After you have set up one or more mirrored folder resource drivers in the Novell Vibe Installation program, you need to create a Mirrored Files folder for each resource driver in order to make the data accessible to users on your Vibe site.

1 Navigate to the workspace where you want to create a mirrored folder.

2 Create a new File folder:

2a Click *Workspace* > *New Folder*.



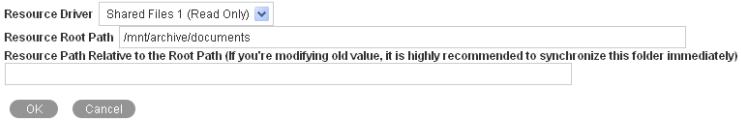
2b Specify a name for the folder that reflects the type of data that is available in the mirrored location.

2c Select *Mirrored Files*, then click *OK*.

3 Configure the new Mirrored Files folder to access the resource driver:

3a Select the new folder, then click *Folder* > *Edit Folder*.

3b Scroll down to the mirrored folder options at the bottom of the page.



3c Set the mirrored folder options as needed:

Resource Driver: Select the name of the mirrored folder resource driver, as specified in the *Title* field on the Mirrored Folder Resource Driver Configuration page in the Vibe Installation program or using the `title=` tag in the `installer.xml` file.

Resource Root Path: Displays the pathname you specified in the Vibe Installation program or the `installer.xml` file.

Resource Path Relative to the Root Path: (Optional) Add a subdirectory path to restrict the scope of the files available in the Mirrored File folder.

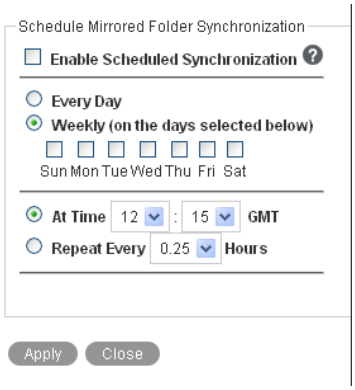
IMPORTANT: After you configure a Mirrored Files folder with a resource driver, you cannot edit any of the mirrored folder settings except for the subdirectory path. If you need to change other settings, you can delete the Mirrored File folder and create a new one with different settings.

3d Click *OK* to save the mirrored folder settings.

4 Display the Mirrored Files folder, then click *Folder* > *Manually Synchronize* to create the initial metadata for the mirrored folder.

5 Set up a synchronization schedule to keep the metadata current:

5a Click *Folder* > *Schedule Synchronization*.



6 Select *Enable Scheduled Synchronization.*

7 Set schedule options as needed.

You can choose to have mirrored folder synchronization performed every day, or you can select specific days of the week (for example, on Monday, Wednesday, and Friday). You can choose to have synchronization performed once a day at a specified time (for example, at 2:00 a.m.), or you can set a time interval, so that it is performed multiple times each day (for example, every four hours). The smallest time interval you can set is .25 hours (every 15 minutes).

8 Click *Apply* > *Close* to save the synchronization schedule options for the mirrored folder.

9 Click the new Mirrored Files folder to display the directories and files in the mirrored location.

IMPORTANT: If you set up multiple Mirrored Files folders that point to the same files, and if Vibe users have been granted write access to those files, multiple Vibe users can gain write access to the same mirrored file at the same time. File locking is associated with each Mirrored File folder entry, not with the physical source files. Make sure that all Vibe users have access to mirrored files through the same Mirrored File folder.

10 Set appropriate access controls on the Mirrored Files folder, as described in Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,” on page 21.

Setting Up Zones (Virtual Vibe Sites)

You can set up multiple virtual Novell Vibe OnPrem sites within a single physical Vibe site by setting up Vibe zones. Each Vibe zone is completely independent. Each zone has its own unique URL, and data files for each zone are stored in a separate subdirectory of the Vibe file repository, so that no searching across zones is possible.

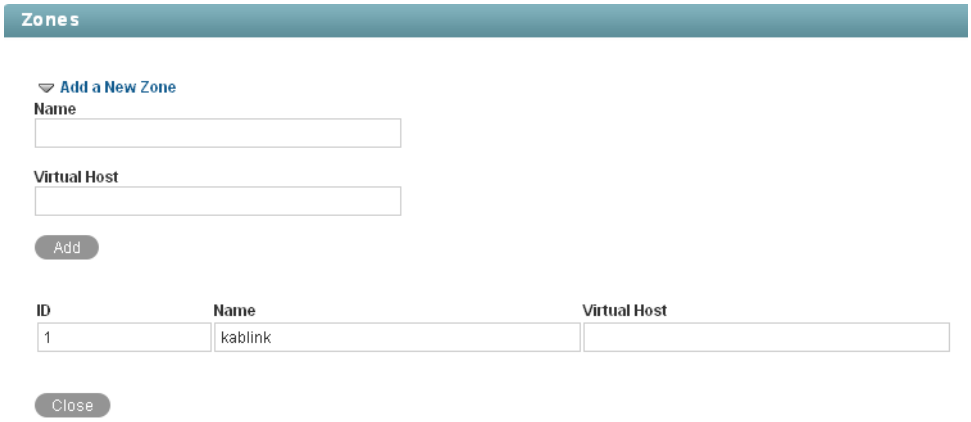
- Section 16.1, “Creating a New Vibe Zone,” on page 133
- Section 16.2, “Configuring DNS to Support the New Zone,” on page 134
- Section 16.3, “Accessing the New Zone,” on page 135
- Section 16.4, “Setting Up Access Control for the New Zone,” on page 135

16.1 Creating a New Vibe Zone

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Zones*.

The default zone name is `kablink`. It represents your initial Vibe site, from which all other zones can be managed.

4. Click *Add a New Zone*, then fill in the fields.



Name: Specify a unique name to describe the zone. The name can include alphanumeric characters, periods, and underscores. Do not include spaces, extended characters, or double-byte characters.

Virtual Host: Specify the hostname for the zone. You can use any hostname that does not conflict with an existing hostname.

5 Click *Add*, then click *Close* to create the zone.

16.2 Configuring DNS to Support the New Zone

The new zone URL has the following format:

`http://virtual_hostname[:port]`

where *virtual_hostname* is the hostname or fully qualified domain name of the Novell Vibe zone that you have set up in DNS.

All zones use the same port number as the physical Vibe site. If you have the Vibe site configured to listen on your browser default port, you do not need to include the port number in the zone URL. How you configure your Vibe site to listen on the browser default port varies by platform.

Linux: See "Setting Up Port Forwarding" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

Windows: Specify the desired port numbers when you run the Vibe Installation program, as described in "HTTP/HTTPS Ports" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

1 To perform an initial test of the Vibe zone, add the zone URL to the `hosts` file on your local workstation where you run your browser. The location of the `hosts` file and the format of the line to add vary by platform:

Linux `/etc/hosts`

```
ip_address      vibe_zone_url           hostname
172.16.5.18     www.myvibesite.com      vibe1
```

Windows `C:\Windows\system32\drivers\etc\hosts`

```
ip_address      vibe_zone_url
172.16.5.18     www.myvibesite.com
```

2 Specify the zone URL in your Web browser.

`http://www.myvibesite.com`

3 Log in to the new zone by using the default administrator username (`admin`) and password (`admin`).

From this, you can see that each zone has its own site administrator who has administrative rights only within that particular zone.

4 Immediately change the site administrator password to a secure password of your own choosing, as described in "Accessing Your Basic Vibe Site as the Site Administrator" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

5 After you can access the new zone successfully following the instructions in Step 1, have your network administrator make comparable changes to DNS so that the zone URL is recognized across your company or across the Internet as needed.

16.3 Accessing the New Zone

As with your original Novell Vibe site, the Vibe administrator username is `admin`, and the password is `admin`. For the security of the new zone, you should immediately change the zone's administrator password.

1 In your Web browser, specify one of the following URLs, depending on whether or not you are using a secure SSL connection:

```
http://zone_hostname
https://zone_hostname
```

Replace *zone_hostname* with the zone hostname or fully qualified domain name that you set up in DNS.

2 Log in using `admin` as the login name and `admin` as the password.

3 Change the default zone administrator password to a secure password:

3a Navigate to the personal workspace of the Vibe administrator.

3b Click *Profile*, then click *Edit* on the Profile page.

3c Specify a new password for the zone administrator in the *New Password* and *Confirm New Password* fields.

3d (Optional) Provide useful information in the additional fields of the zone administrator's profile.

3e Click *OK* to return to the zone administrator's profile.

IMPORTANT: The zone can only be administered by accessing the zone URL and by logging in through the zone administrator password. The zone cannot be administered from the main Vibe site, even when you are logged in as the main Vibe administrator.

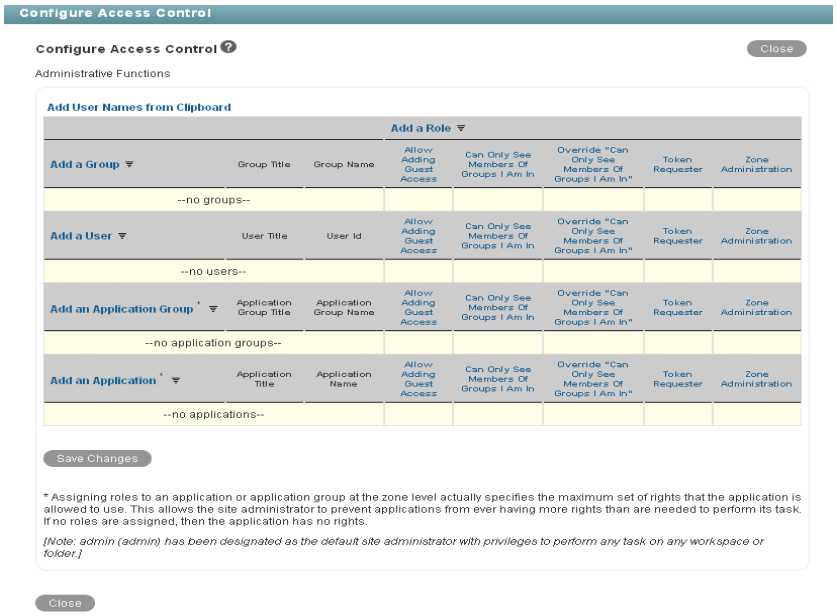
16.4 Setting Up Access Control for the New Zone

After you log in to the zone as the zone administrator, you can set access controls for the zone.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *System*, click *Access Control for Zone Administration*.



4 (Conditional) If you want to have more than one zone administrator:

4a Click *Add a User*, start typing the user's name, then select the user from the drop-down list.

4b Select the check box in the *Zone Administration* column.

4c Click *Save Changes*.

5 (Optional) Add roles, as described in Section 2.4, "Managing Roles to Refine Access Control," on page 29.

6 (Optional) Set other access controls for the zone, as described in "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Managing a Multiple-Language Vibe Site 17

- Section 17.1, “Accommodating Multiple Languages,” on page 137
- Section 17.2, “Adding a New Language,” on page 138

17.1 Accommodating Multiple Languages

- Section 17.1.1, “Understanding the Vibe Site Default Language,” on page 137
- Section 17.1.2, “Setting Up a Multilingual Workspace Name,” on page 137
- Section 17.1.3, “Changing the Default Language on the Login Page,” on page 137

17.1.1 Understanding the Vibe Site Default Language

There can be only one default language for the entire Novell Vibe OnPrem site. You select the default language when you install Vibe, as described in “Accommodating Multiple Languages” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

When you create Vibe users, you can select a locale for each user, which determines the language of each personal workspace. However, when users who speak various languages work together on a Vibe site, they can often see interface text that is not in their preferred language. Examples include:

- Standardized text such as *Home Workspace*, *Global Workspaces*, *Personal Workspaces*, and *Team Workspaces* in the Workspace tree
- Standardized group names, such as All Users
- Login page

Although you cannot change standardized group names, such as All Users, you can rename the standardized workspaces to include multiple languages. Although the Vibe login page can be displayed in only one language, you can change the page’s default language.You must be logged in as the Vibe administrator in order to perform these tasks.

17.1.2 Setting Up a Multilingual Workspace Name

1. Browse to the workspace.
2. Click *Workspace* > *Edit Workspace*.
3. In the *Title* field, add text in another language, then click *OK*.

17.1.3 Changing the Default Language on the Login Page

The language of the Vibe login page is decided by the Guest user account. Because of this, you can display only one language for your entire Vibe site in the login page.

To change the language of the Guest user account, and therefore change the language that is displayed on the Vibe login page:

1. Navigate to the Guest workspace.
2. Click *Profile*, then on the Profile page click *Edit*.

   The User page is launched.
3. In the *Locale* drop-down list, select the language that you want to be displayed on your login page.

   Users who log in as Guest view the Vibe site in the language that you select.
4. Click *OK*.

17.2 Adding a New Language

- Section 17.2.1, “Current Language Availability,” on page 138
- Section 17.2.2, “Text to Translate,” on page 139
- Section 17.2.3, “New Language Implementation,” on page 140

17.2.1 Current Language Availability

Novell Vibe is currently translated into 15 languages. Each language is identified by a language code in the Vibe software. Directory names and filenames include the language codes to identify the languages of directories and files.

- Chinese-Simplified (zh_TW)
- Chinese Traditional (zh_CN)
- Danish (da)
- Dutch (nl)
- English (en)
- French (fr)
- German (de)
- Hungarian (hu_HU)
- Italian (it)
- Japanese (ja)
- Polish (pl)
- Portuguese (pt_BR)
- Russian (ru_RU)
- Spanish (es)
- Swedish (sv)

Kablink Vibe is an open source project where additional languages can be contributed by interested members of the open source community.

17.2.2 Text to Translate

- "Software Interface Text and Pop-Up Text" on page 139
- "Help Topics" on page 139

Software Interface Text and Pop-Up Text

The files that contain the text strings in the Vibe interface (`messages_`*`language_code`*`.properties`) and in mouse-over pop-ups (`help-messages_`*`language_code`*`.properties`) are located in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/messages`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\messages`

1. Identify the file in the language that you want to translate from.
2. Identify the language code for the language that you want to translate into.

   Lists of standard language codes (http://en.wikipedia.org/wiki/Language_code) are available on the Internet.
3. Create a copy of the file that you want to translate, and name it with the appropriate language code.
4. Edit the file to translate in a text editor.

   Useful information for translators is provided at the top of each file (in English).
5. Locate the following line:

   `Teaming.Lang=`
6. Replace the existing language code with the language code for the language that you want to translate into.

   The lines in the file have the following format:

   `tag=string`
7. In each line, replace the text after the equal sign (=) with your translation for the string.
8. Save your translated file along with the other translated files.
9. Configure Vibe to recognize the new language, as described in Section 17.2.3, "New Language Implementation," on page 140.

Help Topics

The language directories for the files that contain help topics are located in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/help_doc`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\help_doc`

1. Create a new directory for the language you want to translate into, and name it for its language code.

2. Copy the contents of an existing language directory that you want to translate from, then paste it into the new directory.

   Each language directory contains a set of `.html` files and two subdirectories (`css and images`). You need to translate all the `.html` files. You do not need to translate anything in the two subdirectories.

3. Open each `.html` file in a text editor.

4. Specify your language code in the following lines:

   ```
   <html xml:lang="language_code" lang="language_code">
   <meta http-equiv="Content-Language" content="language_code" />
   ```

5. Carefully translate the text between the HTML tags, being careful to leave the HTML tags undisturbed.

6. Save each `.html` file, then display it in a Web browser to ensure that the HTML tags are still working correctly.

7. If you have not already done so, configure Vibe to recognize the new language, as described in New Language Implementation.

17.2.3 New Language Implementation

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes/config`

2. Make a backup copy of the `ssf-ext.properties` file, located in the same directory with the `ssf.properties` file.

3. Open the `ssf.properties` file in a text editor.

4. Locate the following line:

   ```
   i18n.locale.support=en,da,de,es,fr,hu_HU,it,ja,nl,pl,pt_BR,ru_RU,sv,
                                                                zh_CN,zh_TW
   ```

5. Copy that line to the clipboard of your text editor.

6. Open the `ssf-ext.properties` file.

7. Scroll to the end of the `ssf-ext.properties` file, then paste the line you copied.

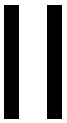
8. Type a comma (,) at the end of the line, followed by your language code.

9. Save and close the `ssf-ext.properties` file.

10. Close the `ssf.properties` file without saving it.

11. Stop and restart Vibe.

Site Maintenance



- Chapter 18, “Managing Users,” on page 143
- Chapter 19, “Managing Workspaces,” on page 157
- Chapter 20, “Managing Disk Space Usage with Data Quotas,” on page 163
- Chapter 21, “Managing Workspace and Folder Templates,” on page 179
- Chapter 22, “Creating and Managing Workflows,” on page 187
- Chapter 23, “Managing E-Mail Configuration,” on page 189
- Chapter 24, “Managing the Lucene Index,” on page 195
- Chapter 25, “Backing Up Vibe Data,” on page 201
- Chapter 26, “Monitoring the Vibe Site,” on page 203
- Chapter 27, “Reconfiguring the Vibe Site,” on page 217

Managing Users

18

As time passes on your Novell Vibe OnPrem site, users come and go, resulting in the need for periodic maintenance activities.

- Section 18.1, “Synchronizing Users and Groups from an LDAP Directory,” on page 143
- Section 18.2, “Creating a New Local User,” on page 145
- Section 18.3, “Listing Vibe Users,” on page 146
- Section 18.4, “Renaming a Vibe User,” on page 148
- Section 18.5, “Deleting a Vibe User,” on page 149
- Section 18.6, “Disabling Vibe User Accounts,” on page 150
- Section 18.7, “Managing Local Users and Groups by Importing Profile Files,” on page 151
- Section 18.8, “Preventing Users from Creating User Accounts,” on page 152
- Section 18.9, “Enabling Users to Bypass the XSS Security Filter,” on page 153

18.1 Synchronizing Users and Groups from an LDAP Directory

- Section 18.1.1, “Adjusting LDAP Synchronization of Users and Groups,” on page 143
- Section 18.1.2, “Synchronizing Additional LDAP Attributes,” on page 143

18.1.1 Adjusting LDAP Synchronization of Users and Groups

Novell Vibe pulls user information from your LDAP directory service on the schedule that you set in the *Configure LDAP Synchronization* page on the Administration page. The LDAP synchronization schedule was initially set up during installation, as described in “User Synchronization Options” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*. Therefore, to add new users to your Vibe site, you add the users to your LDAP directory, in a context from which Vibe synchronizes information.

As time passes, deletion of obsolete users and groups from your Vibe site becomes a larger concern. Periodically review the LDAP synchronization options described in “LDAP Synchronization Options” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide* to ensure that obsolete users and groups are being managed properly.

NOTE: If you change user information on the Vibe site, the changes are not transferred back to your directory service.

18.1.2 Synchronizing Additional LDAP Attributes

By default, Vibe synchronizes the following attributes from the LDAP directory:

- First name
- Last name

- Phone number
- E-mail address
- Description

This information displays on each user's personal user profile.

To synchronize additional LDAP attributes, complete the following sections:

- "Identifying or Creating a Vibe Field for the LDAP Attribute" on page 144
- "Copying the Data Name of the Vibe Field" on page 144
- "Mapping the Vibe Field to the LDAP Attribute" on page 145

Identifying or Creating a Vibe Field for the LDAP Attribute

Before you can synchronize Vibe user profiles with additional attributes from your LDAP directory, you first need to ensure that there is a corresponding Vibe field for the LDAP attribute that you want to synchronize.

To view the existing fields in the user profile:

1. Navigate to a user profile and see if there is an existing field that corresponds to the LDAP attribute that you want to synchronize.
2. If the appropriate field already exists, continue with "Copying the Data Name of the Vibe Field" on page 144.

   If the appropriate field doesn't already exist, you must create it, as described in Section 3.2.4, "Customizing the Default User Profile View," on page 47.

Copying the Data Name of the Vibe Field

Each field in Vibe has an internal data name, which is added when the field is created. When you create a field by using the Form and View Designers tool, Vibe requires that you enter a data name. This name is how Vibe identifies the field.

To map an LDAP attribute to a Vibe field, you must find the data name for the field.

The following procedure shows how to find the data name for a particular field in the user profile:

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *System* section, click *Form/View Designers*.
3. Expand *Profile View*, then click *User*.
4. Expand *Profile Form Definition*, expand *Form*, then locate the Vibe field that you want to synchronize with an LDAP attribute.
5. Click the name of the field, then click *Modify* in the dialog box on the right side of the page.
6. Copy the text in the *Data Name* field, then continue with "Mapping the Vibe Field to the LDAP Attribute" on page 145.

Mapping the Vibe Field to the LDAP Attribute

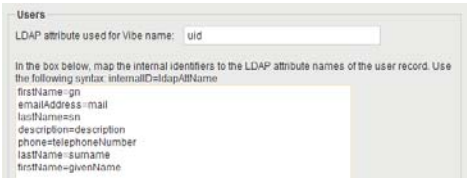
After you have copied the data name of the Vibe field that you want to synchronize with an LDAP attribute as described in "Copying the Data Name of the Vibe Field" on page 144, you can map the Vibe field to the LDAP attribute that you want to synchronize.

1. Click the *Administration* icon in the upper right corner of the page.

   The Administration page is displayed.

2. In the *System* section, click *Configure LDAP*.

   The map box in the *Users* section lists the LDAP attributes that are currently being synchronized.

   The items in the list have the following format:

   `vibe_field_name=ldap_attribute_name`

3. Add a new line to the list, specifying the Vibe field name to the left of the equal sign (=) and the LDAP attribute name to the right of the equal sign.

   The `vibe_field_name` is the data name that you copied in "Copying the Data Name of the Vibe Field" on page 144, and `ldap_attribute_name` is the name of the LDAP attribute in your LDAP directory.

4. Repeat Step 3 for each LDAP attribute that you want to add to the user profile.

5. Select *Run Immediately*, then click *Apply*.

   The status box shows the LDAP attribute information being added to Vibe users.

18.2 Creating a New Local User

You can manually create users on the Vibe site, rather than synchronizing user information from an LDAP directory. Users created in this way are local users, and are not added to your LDAP directory.

You can create local users in either of the following ways:

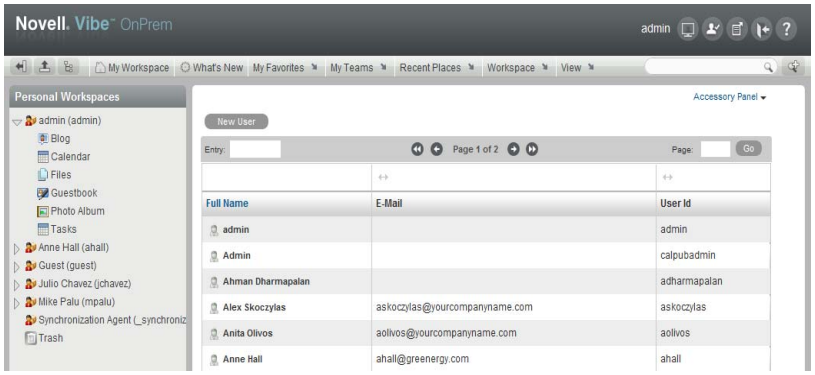
- Section 18.2.1, "Creating a New User from the Administration Page," on page 145
- Section 18.2.2, "Creating a New User from the User List," on page 146

18.2.1 Creating a New User from the Administration Page

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. In the *Add Account* tab, provide the user's information, then click *OK*.

18.2.2 Creating a New User from the User List

1 Click the Workspace tree icon in the Action toolbar, then click *Personal Workspaces*.

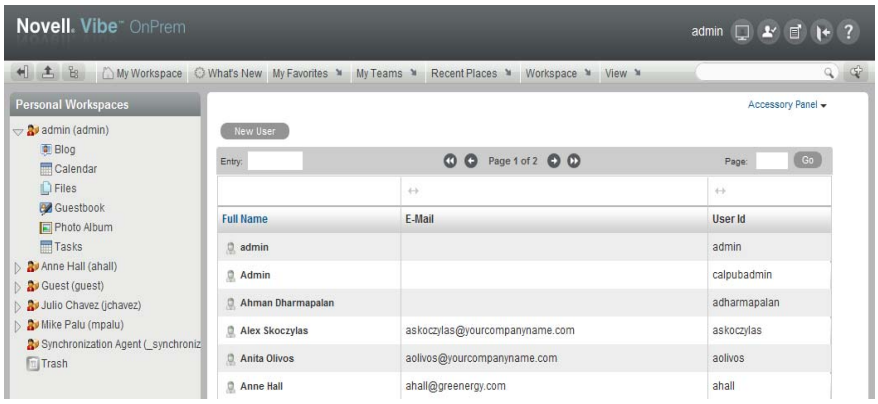


2 Click *Add User*, provide the user's information, then click *OK*.

18.3 Listing Vibe Users

On the Novell Vibe site, you can view a comprehensive list of all the Vibe users.

1 In the Workspace tree, expand *Home Workspace*, then click *Personal Workspaces*.
All of the users are displayed in the main viewing window.



You can use this page in the following ways:

- Section 18.3.1, "Navigating the User List," on page 146
- Section 18.3.2, "Navigating to a User's Individual Workspace," on page 147
- Section 18.3.3, "Adding Local Users," on page 147
- Section 18.3.4, "Modifying the Title, Description, and Branding," on page 147

18.3.1 Navigating the User List

You can navigate the user list by using the tools in the Entry Listing toolbar.

For information on the navigation tools provided in this toolbar, see "Listing Folder Entries and Pages" in the *Novell Vibe OnPrem 3.1 User Guide*.

18.3.2 Navigating to a User's Individual Workspace

You can use the user list to navigate to a user's individual workspace.

1. In the user list, in the *Full Name* column, click the name of the user whose workspace you want to navigate to.

   If you have deleted a user workspace but have not yet purged the workspace, the user workspace is still displayed in the user list, but you are unable to navigate to the workspace.

   If you want the user workspace to be removed from the user list, you must purge the workspace, as described in "Making Disk Space Available by Purging Deleted Items" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

   If you want to restore the workspace, see "Restoring Deleted Items" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

18.3.3 Adding Local Users

A local user is a Vibe user who is not added to your LDAP directory. You can use the User List page to add new local users to your Vibe site.

If you want to add users through your LDAP directory service, see Section 5.1, "Adding New Users to Your Vibe Site," on page 87.

1. In the user list, click *New User*.

   The User page is displayed.
2. Provide the user's information in the User page, then click *OK*.

18.3.4 Modifying the Title, Description, and Branding

By default, the workspace that contains all of the personal workspaces is named *Personal Workspaces*. The brand for this workspace is inherited from the parent workspace, and there is no workspace description. However, Vibe enables you to modify the name, description, and brand of the workspace.

- "Modifying the Title and Description" on page 147
- "Modifying the Brand" on page 147

Modifying the Title and Description

1. Navigate to the Personal Workspaces workspace.
2. Click *Workspace* > *Edit Workspace* in the Action toolbar.

   Use this page to change the title and description of the workspace.

Modifying the Brand

1. Navigate to the Personal Workspaces workspace.

2 Click *Workspace* > *Brand Workspace* in the Action toolbar.

Use the Workspace/Folder branding dialog box to modify the workspace brand. For more information about how to brand a workspace, see "Branding a Folder or Workspace" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

18.4 Renaming a Vibe User

Novell Vibe users are identified by name (first, middle, last) and by user ID. User names are used to identify personal workspaces. User IDs are used for logging in. You can change users' names, but not their user IDs. How you change users' name depends on how you created the user.

- Section 18.4.1, "Renaming a Vibe User from LDAP," on page 148
- Section 18.4.2, "Renaming a Local Vibe User," on page 148

18.4.1 Renaming a Vibe User from LDAP

If you are synchronizing user information from an LDAP directory, as described in "Adding Vibe Users from Your LDAP Directory" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*, you change a user's first, middle, or last name by updating it in the LDAP directory. The updated information then synchronizes to the Vibe site according to the schedule you have established for LDAP synchronization. If you change a user's first, middle, or last name by updating information on the Vibe site, the change is not synchronized back to the LDAP directory, so the two sources of user information can be out of sync.

NOTE: After you have set up a user in Vibe, you must not change the user's user ID in the LDAP directory. If you do, the association between the original LDAP user ID and new LDAP user ID is lost from the perspective of the Vibe site. A new Vibe account and workspace is created for the new user ID when LDAP synchronization takes place. Although it is possible to move folders from the user's old workspace to the new workspace, any entries created with the old user ID cannot be associated with the new user ID, so this approach is not recommended.

18.4.2 Renaming a Local Vibe User

If you manually create Vibe users on the Vibe site, rather than synchronizing user information from an LDAP directory, you can change users' names (first, middle, last) on the Vibe site.

When a user logs in to the Vibe site for the first time, the user's personal workspace is created. Before a user logs in, he or she does not have a personal workspace. Vibe enables site administrators to manually rename both types of users.

- "Renaming Users Who Have Logged In to Vibe" on page 149
- "Renaming Users Who Have Not Logged In to Vibe" on page 149

NOTE: Vibe does not allow you to change a user ID after the user account has been created.

Renaming Users Who Have Logged In to Vibe

To rename a user who has previously logged in to the Vibe site and therefore has a personal workspace:

1. Navigate to the user's personal workspace.
2. Click *Profile*, then click *Edit* on the Profile page.

   The User page is displayed.
3. Modify the *First Name*, *Middle Name*, and *Last Name* fields as desired.
4. Click *OK*.

Renaming Users Who Have Not Logged In to Vibe

To rename a user who has not previously logged in to the Vibe site and therefore does not have a personal workspace:

1. Search for a user you want to rename, as described in "Searching for Specific People, Places, or Tagged Items" in the *Novell Vibe OnPrem 3.1 User Guide*.

   The user's profile page is displayed.

2. Click *Modify*.

   The User page is displayed.
3. Modify the *First Name*, *Middle Name*, and *Last Name* fields as desired.
4. Click *OK*.

18.5 Deleting a Vibe User

When users no longer need access to your Novell Vibe site, you should delete their Vibe user accounts. How you delete a user depends on how you originally created the user.

When you delete a user, the entries and information that the deleted user contributed are preserved.

- Section 18.5.1, "Deleting a Local User," on page 149
- Section 18.5.2, "Deleting a User through LDAP," on page 150

18.5.1 Deleting a Local User

If you manually create Vibe users on the Vibe site, rather than synchronizing user information from an LDAP directory, you can delete users as described in this section.

IMPORTANT: You should not delete users that are being synchronized with an LDAP directory by following the steps in this section. If you do, the user accounts are deleted along with all the data within the personal workspace, but the user accounts are re-created the next time users log in or the next time the LDAP sync occurrs. For information on how to properly delete users who are being synchronized with an LDAP directory, see Section 18.5.2, "Deleting a User through LDAP," on page 150.

- "Deleting Individual User Accounts" on page 150
- "Deleting Multiple User Accounts" on page 150

Deleting Individual User Accounts

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. Click the *Disable/Delete Accounts* tab.
4. Click *Disable Individual Accounts*.
5. In the *User* field, begin typing the name of the user whose account you want to delete, then click the name when it appears in the drop-down list.
6. (Optional) Repeat Step 5 to add other accounts to be deleted.
7. Click *Delete Selected Accounts*, then click *Close*.

Deleting Multiple User Accounts

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. Click the *Disable/Delete Accounts* tab.
4. Click *Select From All Accounts*.
5. Select the accounts that you want to delete.
6. Click *Delete Selected Accounts*, then click *Close*.

18.5.2 Deleting a User through LDAP

If you add Vibe users by synchronizing with an LDAP directory, as described in "Adding Vibe Users from Your LDAP Directory" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*, Vibe users are automatically deleted when you delete the corresponding User object in the LDAP directory. You can configure LDAP synchronization to automatically delete Vibe users' workspaces and content as well. For more information, see "LDAP Synchronization Options" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

18.6 Disabling Vibe User Accounts

You might want to disable user accounts instead of deleting them.

This section describes how to disable local user accounts as well as accounts that are being synchronized with an LDAP directory. You can disable individual accounts, or simultaneously disable multiple accounts.

- Section 18.6.1, “Disabling Individual User Accounts,” on page 151
- Section 18.6.2, “Disabling Multiple User Accounts,” on page 151

18.6.1 Disabling Individual User Accounts

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. Click the *Disable/Delete Accounts* tab.
4. Click *Disable Individual Accounts*.
5. In the *User* field, begin typing the name of the user whose account you want to disable, then click the name when it appears in the drop-down list.
6. (Optional) Repeat Step 5 to add other accounts to be disabled.
7. Click *Disable Selected Accounts*, then click *Close*.

18.6.2 Disabling Multiple User Accounts

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. Click the *Disable/Delete Accounts* tab.
4. Click *Select From All Accounts*.
5. Select the accounts that you want to disable.
6. Click *Disable Selected Accounts*, then click *Close*.

18.7 Managing Local Users and Groups by Importing Profile Files

You can manage local users and groups by importing profile files that contain user or group information in XML format. This is a good way to simultaneously perform multiple actions when you are not using LDAP.

You can perform the following actions:

- Create or modify users
- Delete users
- Create or modify groups

To manage local users and groups by importing profile files:

1. Click the *Administration* icon in the upper right corner of the page.
2. In the *Management* section, click *User Accounts*.
3. Click the *Import Profiles* tab.

4 Click *Choose File*, then navigate to and select the file that contains user or group profile information in XML format.

   Ensure that the format of your file matches the format that is shown in the provided sample file. To view the provided sample file, click *View a Sample File* in the *Import Files* tab.

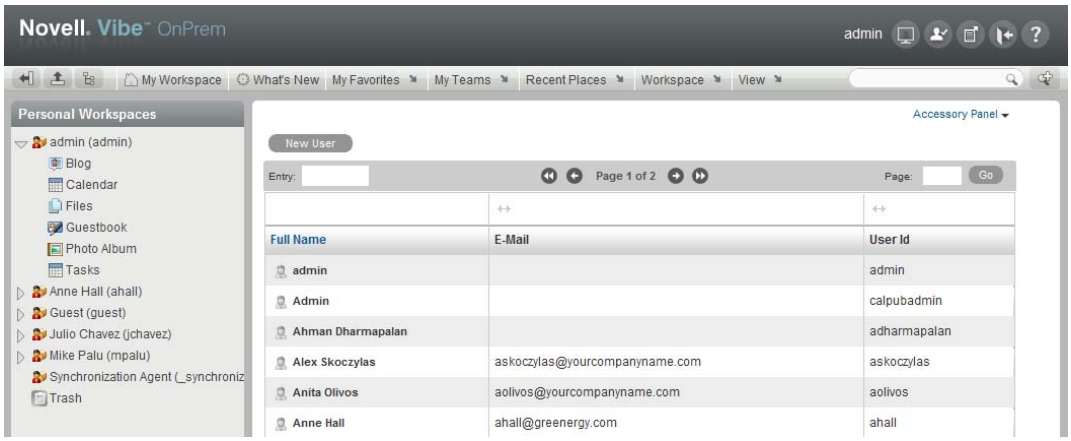
5 Click *OK*.

18.8 Preventing Users from Creating User Accounts

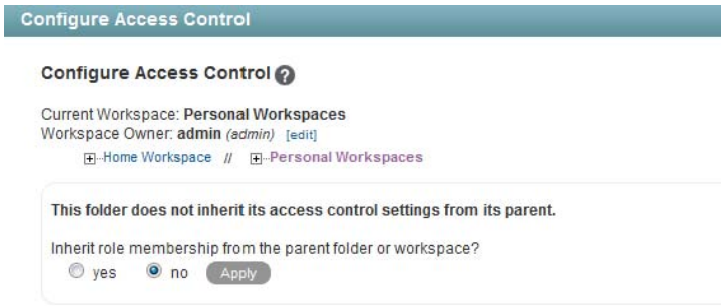
In some contexts, you do not want Novell Vibe users to be able to set up Vibe user accounts. You want Vibe account creation to be reserved for the Vibe administrator.

The Novell Vibe product name prior to version 3 is Novell Teaming. By default, Novell Teaming 2.0 enabled all users to create additional user accounts. If you updated your Teaming site from 2.0 to Novell Vibe 3 or later, or from Novell Teaming 2.0 to 2.1 to Novell Vibe 3 or later, this functionality continues, and you might want to prevent users from creating user accounts. Starting with Teaming 2.1, users by default are not allowed to create user accounts, so this section does not apply to new Teaming 2.1 or Vibe sites.

1 Click the *Workspace tree* icon , expand *Home Workspace*, then click *Personal Workspaces* to list your existing Vibe users.

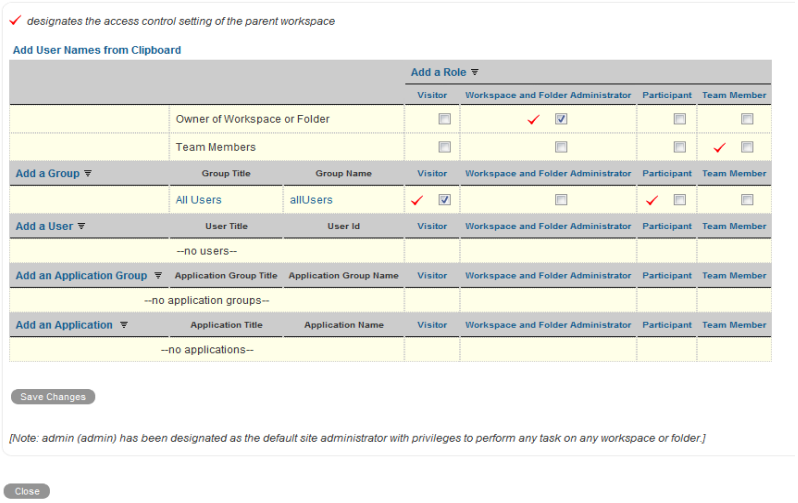


2 Click *Workspace* > *Access Control* in the Action toolbar.



3 Select *no*, then click *Apply* so that the workspace no longer inherits its access control settings from the parent workspace.

This activates the access control table.



4 For the All Users group, deselect the check box in the *Participant* column.

   This removes the *Add User* option from the list of Vibe users under *Personal Workspaces* for regular Vibe users. It is still available for the Vibe administrator.

5 Ensure that the check box in the *Visitor* column is selected.

   This enables users to view all Vibe users in this folder.

6 Click *Save Changes*, then click *Close*.

18.9 Enabling Users to Bypass the XSS Security Filter

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Novell Vibe contains a built-in security filter that protects against XSS vulnerabilities. This security filter is enabled by default.

The XSS security filter protects the Vibe site from XSS in two key areas:

- Text and HTML fields in entries and folders
- Uploaded HTML files

Specific users might need to add some of the content described in "Understanding What Content Is Not Permitted" on page 257. If you trust these users, you can enable them to bypass the XSS security filter by adding JavaScript and other restricted content.

IMPORTANT: We do not recommend that you turn off the XSS security filter for the entire site. For more information about keeping your Vibe site secure from XSS, see Section 38.3.10, "Securing the Vibe Site against XSS," on page 257.

Enabling a group to bypass the XSS filter is more efficient than enabling individual users because it requires you to modify the configuration file only once, when you initially authorize the group. After the initial setup, you can easily modify group membership.

- Section 18.9.1, “Enabling Groups to Bypass the XSS Security Filter,” on page 154
- Section 18.9.2, “Enabling Individual Users to Bypass the XSS Security Filter,” on page 154

18.9.1 Enabling Groups to Bypass the XSS Security Filter

The most efficient way to enable users to bypass the XSS security filter is to set up a group in Vibe, add users to this group who you trust, then authorize this group to bypass the XSS security filter. Only group members have the authority to bypass the XSS security filter.

1. Create a group in Vibe and add only users who you trust to this group.

   Members of this group will be allowed to bypass the XSS security filter.

   For information on how to create a group and add users to the group, see Section 5.2, “Creating Groups of Users,” on page 87.

2. On the Vibe server, change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

3. Open the `zone-ext.cfg.xml` file in a text editor.
4. Add the following information to the `xml` file, inside the `<zoneConfiguration>` tags:

```
<zone name="kablink">
 <xssConfiguration>
  <trustedGroups>
   <group name="trusted"/>
  </trustedGroups>
 </xssConfiguration>
</zone>
```

   The `group name` value should contain the group ID for the group you want to be able to upload HTML files to the Vibe site.

5. Stop and restart Vibe.

18.9.2 Enabling Individual Users to Bypass the XSS Security Filter

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2 Open the `zone-ext.cfg.xml` file in a text editor.

3 Add the following information to the `xml` file, inside the `<zoneConfiguration>` tags:

```
<zone name="kablink">
 <xssConfiguration>
  <trustedUsers>
   <user name="jchavez"/>
  </trustedUsers>
 </xssConfiguration>
</zone>
```

The `user name` value should contain the user ID for the user you want to be able to upload HTML files to the Vibe site.

To enable multiple users to add HTML content to the Vibe site, create a group and enable the group to add content, as described in "Enabling Groups to Bypass the XSS Security Filter" on page 154. Or, you can enable multiple users on an individual basis by using multiple `<user name>` elements. For example:

```
<user name="jchavez"/>
<user name="ahall"/>
<user name="cjones"/>
```

4 Stop and restart Vibe.

Managing Workspaces 19

As an administrator for Novell Vibe OnPrem, you can perform management functions on all Vibe workspaces. For information on how to perform general workspace management functions, such as creating a workspace, deleting a workspace, moving a workspace, and so forth, see "General Workspace Management" in the *Novell Vibe OnPrem 3.1 User Guide*.

You can perform additional workspace management tasks as the Vibe administrator:

- Section 19.1, "Exporting/Importing Workspaces, Folders, and Entries," on page 157
- Section 19.2, "Managing Workspace Disk Space Usage," on page 161

19.1 Exporting/Importing Workspaces, Folders, and Entries

You can transfer data from one Novell Vibe site to another by exporting it from the source Vibe site and importing it into the destination Vibe site. When you export data, it remains in the source Vibe site and a copy of the exported data is imported into the destination Vibe site.

By default, only the Vibe administrator can export and import workspaces, folders, and entries. For information on how to make this functionality available to all workspace and folder owners, see Section 2.7, "Enabling Users to Import and Export Workspaces, Folders, and Entries," on page 37.

- Section 19.1.1, "Understanding the Export and Import Process," on page 157
- Section 19.1.2, "Exporting Workspaces," on page 159
- Section 19.1.3, "Importing Workspaces," on page 160
- Section 19.1.4, "Exporting Folders," on page 160
- Section 19.1.5, "Importing Folders," on page 160
- Section 19.1.6, "Exporting Folder Entries," on page 161
- Section 19.1.7, "Importing Folder Entries," on page 161

If you want to simply move or copy data within a single Vibe site, see "Copying a Workspace" and "Moving a Workspace", "Copying a Folder" and "Moving a Folder", or "Copying a Folder Entry" and "Moving a Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.

19.1.1 Understanding the Export and Import Process

The export process creates a `.zip` file named `export.zip` that you can save to any convenient location on disk. The `.zip` file contains all the workspaces, folders, folder entries, and attachments that you elected to export.

When you export and import a workspace, folder, or folder entry, not all types of data are preserved.

- "Data That Is Preserved" on page 158
- "Data That Is Not Preserved" on page 158

Data That Is Preserved

- Hierarchical structure of the workspace
- All folders in the workspace (unless they are specifically excluded)
- All content in exported folders
- Landing pages for workspaces or folders

  For more information on landing pages, see "Creating and Managing Landing Pages" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Entry definitions associated with any folder content

  Entry definitions are custom entry forms that have been created in your folder or workspace. For more information on entry definitions, see "Designing Custom Folder Entry Forms" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Workflows associated with any workspace content

  NOTE: If your workflow contains an On Entry condition that starts a parallel workflow thread, as described in "Adding On-Entry or On-Exit Events" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*, the parallel workflow is automatically restarted when the workflow is imported.

  For more information on workflows, see "Creating and Managing Workflows" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Custom forms associated with any workspace content

  For more information on custom forms, see "Designing Custom Folder Entry Forms" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Wiki links

  For more information on wiki links, see "Linking to a Folder or Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.

Data That Is Not Preserved

The following types of data are not included in the export and import processes:

- Access control information

  When you import a workspace or folder, that workspace or folder assumes the access control settings of the higher-level workspace or folder where it is being imported. For more information on access control, see Chapter 2, "Planning and Controlling User Access to Workspaces and Folders," on page 21.
- Accessories

  For more information on accessories, see "Managing Accessories" in the *Novell Vibe OnPrem 3.1 User Guide*.
- Custom JSP files

  Custom JSP files must be exported as part of an extension. (For more information on extensions, see Chapter 12, "Adding Software Extensions to Your Vibe Site," on page 117.) However, if you have a workspace that leverages custom JSP files, the workspace still retains the settings that point to the custom JSP files. Therefore, if you export a workspace or folder that is referencing custom JSP files, and the Vibe site where you import the workspace has the same custom JSP files, the imported workspace or folder points to the correct custom JSP files.

- Permalinks
- Activity data, such as who visited the place, edit history, and workflow history

  For more information about activity data, see "Generating Activity Reports for a Workspace", "Generating an Activity Report on a Folder", and "Generating Reports about a Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.
- Entry ratings

  For more information on entry ratings, see "Rating a Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.
- Entry definitions that are not associated with folder content

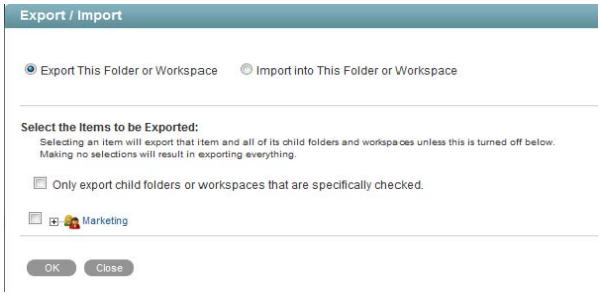
  Entry definitions are custom entry forms that have been created in your folder or workspace. For more information on entry definitions, see "Designing Custom Folder Entry Forms" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- Workflows that are not associated with workspace content

  For more information on workflows, see "Creating and Managing Workflows" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.
- E-mail notification settings
- Default folder columns
- Global filters

19.1.2 Exporting Workspaces

1. Log in to the Vibe site as the Vibe administrator.
2. Navigate to the workspace that you want to export.
3. Click *Workspace* > *Import/Export Workspace*.

   The Export/Import page is displayed.



4. Select *Export This Folder or Workspace*.
5. To export all contents of the folder or workspace, click *OK*.

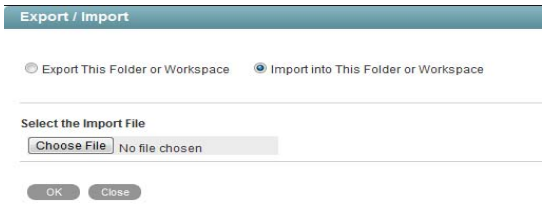
   or

   To export only individual workspaces and folders, select *Only export child folders or workspaces that are specifically checked*, then expand the workspace tree and select the workspaces and folders that you want to export. Then click *OK*.

19.1.3 Importing Workspaces

1. Log in to the Vibe site as the Vibe administrator.
2. Navigate to the workspace where you want the imported workspace to reside.
3. Click *Workspace* > *Import/Export Workspace*.

   The Export/Import page is displayed.
4. Select *Import into This Folder or Workspace*.

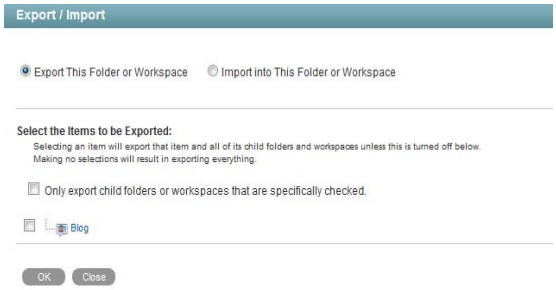


5. Browse to and select the workspace that you want to import, then click *OK*.

19.1.4 Exporting Folders

1. Log in to the Vibe site as the Vibe administrator.
2. Navigate to the folder that you want to export.
3. Click *Folder* > *Import/Export Folder*.

   The Export/Import page is displayed.



4. Select *Export This Folder or Workspace*.
5. To export all contents of the folder or workspace, click *OK*.

   or

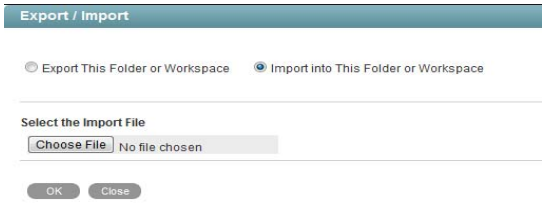
   To export only individual workspaces and folders, select *Only export child folders or workspaces that are specifically checked*, then expand the workspace tree and select the workspaces and folders that you want to export. Then click *OK*.

19.1.5 Importing Folders

1. Log in to the Vibe site as the Vibe administrator.
2. Navigate to the folder where you want the imported folder to reside.
3. Click *Folder* > *Import/Export Folder*.

The Export/Import page is displayed.

4 Select *Import into This Folder or Workspace*.



5 Browse to and select the folder that you want to import, then click *OK*.

19.1.6 Exporting Folder Entries

1 Log in to the Vibe site as the Vibe administrator.

2 Navigate to and select the folder entry that you want to export.

3 In the entry footer, click *Export this entry*.

You can now download the entry to your computer's file system.

19.1.7 Importing Folder Entries

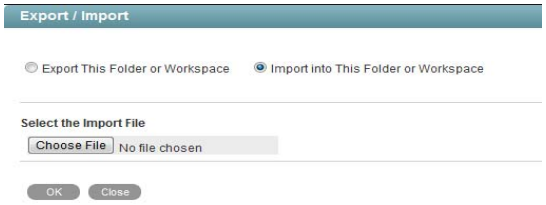
1 Log in to the Vibe site as the Vibe administrator.

2 Navigate to the folder where you want the imported folder entry to reside.

3 Click *Folder* > *Import/Export Folder*.

The Export/Import page is displayed.

4 Select *Import into This Folder or Workspace*.



5 Browse to and select the folder entry that you want to import, then click *OK*.

19.2 Managing Workspace Disk Space Usage

Disk space usage is managed on both a folder and workspace basis as well as an individual user or group basis.

You can enforce one or both of these types of data quotas. See Chapter 20, "Managing Disk Space Usage with Data Quotas," on page 163.

Managing Disk Space Usage with Data Quotas

20

As time passes, your Novell Vibe site occupies more and more disk space as users post folder entries, attach files, create new versions of files, and so on. As the Vibe administrator, you can impose limits on the amount of data that is uploaded into the Vibe site. Only files and attachments count toward the data quota. Workspaces, folders, and entries that do not contain files and attachments do not count toward the data quota.

You can limit the amount of files and attachments for individual users and groups as well as individual workspaces and folders.

- Section 20.1, “Understanding the Types of Data Quotas,” on page 163
- Section 20.2, “Understanding Data Quota Behavior and Exclusions,” on page 164
- Section 20.3, “Managing Workspace and Folder Data Quotas,” on page 165
- Section 20.4, “Managing User Data Quotas,” on page 167
- Section 20.5, “General Data Quota Management,” on page 176
- Section 20.6, “Increasing the File Upload Size Limit,” on page 177

20.1 Understanding the Types of Data Quotas

You as the Novell Vibe OnPrem administrator can enable two kinds of data quotas:

- User data quotas
- Workspace and folder data quotas

You can enable one of these quotas, or both of them.

- Section 20.1.1, “Understanding User Data Quotas,” on page 163
- Section 20.1.2, “Understanding Workspace and Folder Data Quotas,” on page 163

20.1.1 Understanding User Data Quotas

User data quotas limit the amount of data individual users can add to the Vibe site. Any files and attachments that a user adds to the Vibe site counts toward his or her data quota, regardless of the folders or workspaces where the user adds them.

20.1.2 Understanding Workspace and Folder Data Quotas

Workspace and folder quotas limit the amount of data that can be stored in individual workspaces and folders.

Sub-workspaces and sub-folders that have a data quota are subject to their own data quota as well as any data quotas that exist on parent folders and workspaces. For example, consider a workspace that has a data quota of 50 MB. The workspace contains two sub-workspaces: Workspace A and Workspace B. Users cannot upload data that is in excess of 50 MB into either of these sub-

workspaces. Furthermore, users cannot upload data into both of these sub-workspaces that is in excess of 50 MB (for example, users cannot upload data that is in excess of 30 MB into both sub-workspace, because the amount of combined data for both sub-workspaces is greater than 50 MB).

20.2 Understanding Data Quota Behavior and Exclusions

- Section 20.2.1, “Understanding Default Data Quota Behavior,” on page 164
- Section 20.2.2, “Understanding Data Quota Exclusions,” on page 164

20.2.1 Understanding Default Data Quota Behavior

The following sections describe the default behavior for how user data quotas work after they have been enabled. (For information on how to enable data quotas for your Vibe site, see Section 20.3.1, “Enabling Workspace and Folder Data Quotas,” on page 165 and Section 20.4.2, “Setting User Data Quotas,” on page 169.)

- “Exceeding the Data Quota” on page 164
- “Exceeding the High-Water Mark” on page 164

Exceeding the Data Quota

By default, Vibe users are strictly held to the data quota that you set. If a user who is approaching his or her data quota tries to upload a file to the Vibe site and that file exceeds the user’s data quota, Vibe rejects the upload attempt and the entry is lost. This is also true with data quotas that are set on workspaces and folders.

For user data quotas (not for workspace and folder data quotas), you can allow users to post a final entry to the Vibe site even if the entry exceeds the user data quota. This approach is less strict and does not guarantee that users won’t exceed the data quota; however, it is more forgiving because it allows users to post one final upload to the Vibe site and does not erase the entry and attached file that they are trying to upload.

For information on how to configure your Vibe data quotas to be less strict by allowing users one final upload to the Vibe site, see Section 20.5.1, “Configuring Data Quotas to Be Less Strict,” on page 176.

Exceeding the High-Water Mark

When users exceed the data quota high-water mark, they are notified that they are approaching the data quota. Vibe informs them how many kilobytes of disk space are still available.

For more information on selecting an appropriate high-water mark, see “Selecting an Appropriate High-Water Mark” on page 168.

20.2.2 Understanding Data Quota Exclusions

Files stored in mirrored folders do not count against a data quotas because they are not uploaded into the Vibe site.

20.3 Managing Workspace and Folder Data Quotas

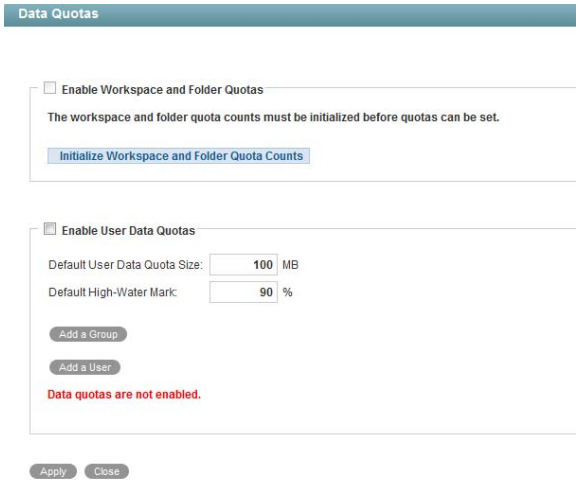
Before you can set data quotas on workspaces and folders, you must first enable them.

- Section 20.3.1, “Enabling Workspace and Folder Data Quotas,” on page 165
- Section 20.3.2, “Setting Quotas on Workspaces and Folders,” on page 166
- Section 20.3.3, “Validating Workspace and Folder Quotas,” on page 166

20.3.1 Enabling Workspace and Folder Data Quotas

You can enable data quotas so that only you as the Vibe administrator can manage workspace and folder quotas, or you can enable data quotas so that all users can manage the data quotas for their own workspaces and folders.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Data Quotas*.



4. Click *Initialize Workspace and Folder Quota Counts*.

   This sets up the workspace and folder data quota for your Vibe site. This operation can take a significant amount of time (10 to 20 minutes).
5. Select *Enable Workspace and Folder Quotas*.
6. (Optional) If you want to allow users to manage the data quotas for their own workspaces and folders, select *Allow Workspace and Folder Owners To Set Quotas*.
7. Click *Apply* > *Close*.
8. Set data quotas on workspaces and folders as described in Section 20.3.2, “Setting Quotas on Workspaces and Folders,” on page 166.

20.3.2 Setting Quotas on Workspaces and Folders

Before you can set data quotas on workspaces and folders, you need to enable them, as described in Section 20.3.1, “Enabling Workspace and Folder Data Quotas,” on page 165.

You can set quotas on individual workspaces and folders, or you can set quotas on all workspaces and folders of a certain type. For example, you can configure all Photo Album folders in your Vibe site to have a data quota of 10 MB.

- “Setting Quotas on Individual Workspaces and Folders” on page 166
- “Setting Quotas on All Workspaces and Folders of a Certain Type” on page 166

Setting Quotas on Individual Workspaces and Folders

1. Navigate to the workspace and folder where you want to set the quota.
2. Click *Workspace* > *Manage Workspace Quota* if you are setting the quota for a workspace.

   or

   Click *Folder* > *Manage Folder Quota* if you are setting the quota for a folder.
3. In the *Change the Quota* field, specify the new data quota, then click *OK*.

Setting Quotas on All Workspaces and Folders of a Certain Type

When you set data quotas on all workspaces or folders of a certain type, the quota applies only to workspaces or folders that are created after you set the quota. Workspaces and folders that were created before the quota was set do not automatically have a data quota assigned to them.

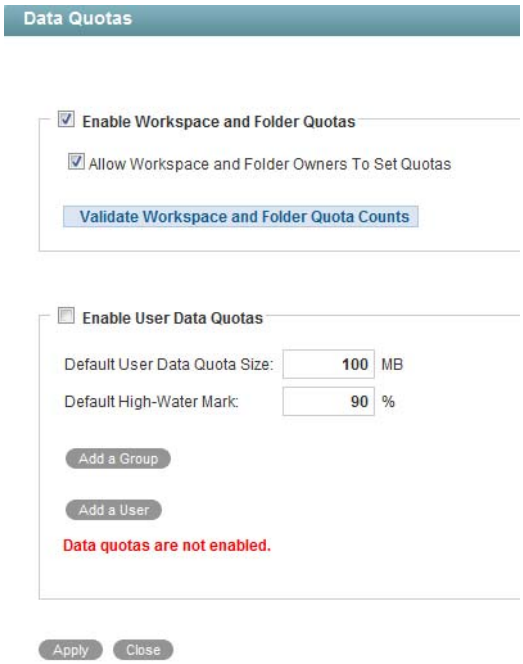
To set a data quota on all workspaces and folders of a certain type, you need to modify the template for the workspace or folder where you want to set the data quota. For information on how to modify the template for workspaces and folders, see Section 21.2, “Modifying Workspace and Folder Templates,” on page 179.

20.3.3 Validating Workspace and Folder Quotas

Quota counts for workspaces and folders can become marginally inaccurate over time if multiple users are frequently adding and deleting files in a workspace or folder where a data quota has been set.

You can repair any data quota inaccuracies by validating the data quota:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Data Quotas*.



4 Click *Validate Workspace and Folder Quota Counts*.

5 Click *Apply* > *Close*.

20.4 Managing User Data Quotas

Each user's data quota establishes how much disk space the user's attached files and file versions can occupy in the Vibe site. Workspaces, folders, and entries that do not contain files or attachments do not count toward a user's data quota.

By default, users are not limited in the disk space that their attached files and file versions occupy in the Vibe site. As the Vibe administrator, you can decide when limiting users' disk space usage becomes appropriate.

- Section 20.4.1, "Planning User Data Quotas," on page 167
- Section 20.4.2, "Setting User Data Quotas," on page 169
- Section 20.4.3, "Modifying User Data Quotas," on page 171
- Section 20.4.4, "Removing User Data Quotas," on page 173
- Section 20.4.5, "Managing Your Personal Data Quota," on page 175
- Section 20.4.6, "Monitoring User Data Quotas," on page 175

20.4.1 Planning User Data Quotas

- "Understanding User Data Quota Priority" on page 168
- "Selecting the Default User Data Quota for All Users" on page 168
- "Selecting an Appropriate High-Water Mark" on page 168

- "Determining Data Quotas for Specific Users" on page 169
- "Determining Data Quotas for Specific Groups" on page 169

Understanding User Data Quota Priority

Because users can have multiple data quotas assigned to them, either individually, through group membership, or through the site-wide default, Vibe prioritizes the existing data quotas and uses only one for each individual Vibe user. If users have multiple data quotas that pertain to them, the priority level is as follows:

1. **User Quota:** A quota that is set for an individual user overrides the site-wide default quota and any other quotas that are associated with any groups where the user is a member.
2. **Group Quota:** A quota that is set for an individual group overrides the site-wide default quota. This pertains to all users who are members of that group.

   When a user is a member of multiple groups that have data quotas associated with them, the user is given the highest data quota. For example, if a Vibe user is a member of Group A, Group B, and Group C, and the data quotas for each of these groups is 10, 20, and 30, the Vibe user's data quota is 30.
3. **Site-Wide Default:** The site-wide default quota is used for all Vibe users who have not been assigned individual quotas, and who are not associated with any groups where a quota has been set.

Selecting the Default User Data Quota for All Users

When you enable the data quota feature, the initial default data quota is 100 MB. This means that each Vibe user can upload 100 MB of files and attachments to the Vibe site. There is one default data quota for each Vibe zone.

When you select the default data quota for your Vibe site, consider the size of your Vibe site, the number of Vibe users, the amount of available disk space, and so on. You can override the default data quota on a per-user and per-group basis, as described in Section 20.4.2, "Setting User Data Quotas," on page 169.

As described in "Exceeding the Data Quota" on page 164, when a user adds enough files and attachments to exceed the data quota, the user can no longer attach files or create versions until existing files have been deleted and purged to free up storage space.

For information about purging deleted files to make storage space available, see Section 20.5.2, "Purging Deleted Files," on page 176.

For information about the user experience when nearing or exceeding a data quota, see "Adding Files and Attachments to the Vibe Site When You Are Over Your Quota" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

For information about which data quota is used when users have multiple data quotas that pertain to them, see "Understanding User Data Quota Priority" on page 168.

Selecting an Appropriate High-Water Mark

The high-water mark is the percentage of the data quota when users are notified that they are approaching their data quotas. The default high-water mark is 90% of a user's data quota.

This high-water mark also applies to data quotas that are set on workspaces and folders.

Determining Data Quotas for Specific Users

If there is a user in your Vibe site who needs either a higher or lower data quota than the site-wide default, you can assign that user an individual user data quota.

When you set data quotas for specific users, remember that individual user data quotas override the default user data quota, as well as quotas that are assigned to any groups where the user is a member, as described in “Understanding User Data Quota Priority” on page 168.

Determining Data Quotas for Specific Groups

When you set data quotas for specific groups, remember that group data quotas override the default site-wide data quota, but do not override individual user quotas, as described in “Understanding User Data Quota Priority” on page 168.

20.4.2 Setting User Data Quotas

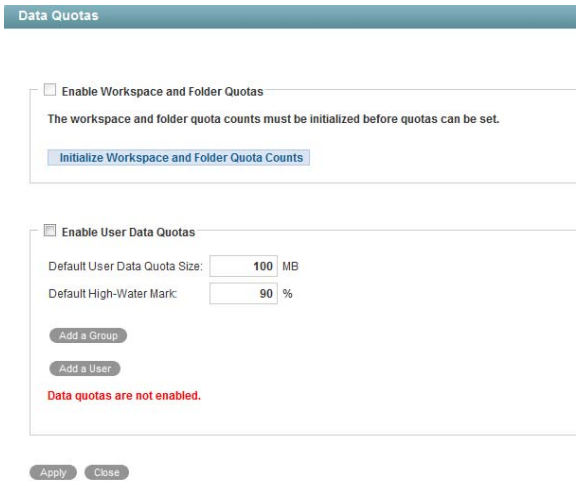
You can set data quotas for the entire Vibe site, for individual groups, and for individual users.

- “Setting a Default Data Quota” on page 169
- “Setting Data Quotas for Individual Groups” on page 170
- “Setting Data Quotas for Individual Users” on page 170

Setting a Default Data Quota

When you set a default data quota, the quota applies to all Vibe users who have not been assigned individual quotas, and who are not associated with any groups where a quota has been set.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Data Quotas*.



4. Select *Enable User Data Quotas*.

5 Set the *Default Data Quota Size* and *Default High-Water Mark* options as determined in Section 20.4.1, “Planning User Data Quotas,” on page 167.

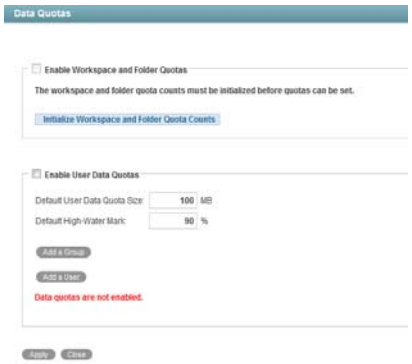
6 Click *OK*, then click *Apply* > *Close* to save the user data quota settings.

Setting Data Quotas for Individual Groups

1 Log in to the Vibe site as the Vibe administrator.

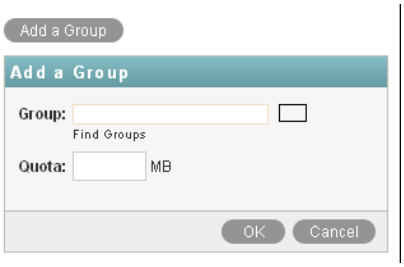
2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Management*, click *Data Quotas*.



4 Select *Enable Data Quotas*.

5 Click *Add a Group*.



6 In the *Group* field, start typing the name of the group for which you want to set a quota, then click the group name when it appears in the drop-down list.

7 (Optional) Repeat Step 6 to add additional groups for which you want to assign the same data quota.

8 In the *Quota* field, specify the disk space limit for the group.

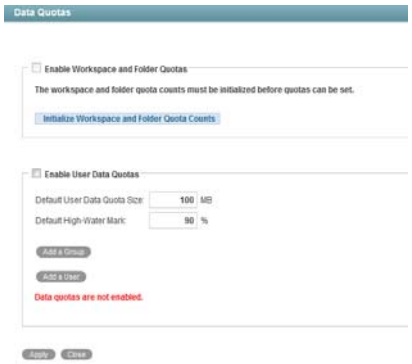
9 Click *OK*, then click *Apply* > *Close* to save the user data quota settings.

Setting Data Quotas for Individual Users

1 Log in to the Vibe site as the Vibe administrator.

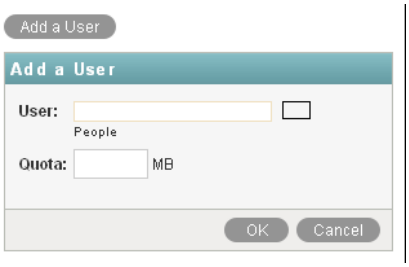
2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Management*, click *Data Quotas*.



4 Select *Enable Data Quotas*.

5 Click *Add a User*.



6 In the *User* field, start typing the name of the user for which you want to set a quota, then click the user's name when it appears in the drop-down list.

7 (Optional) Repeat Step 6 to add additional users for which you want to assign the same data quota.

8 In the *Quota* field, specify the disk space limit for the user.

9 Click *OK* to save the user data quota settings.

20.4.3 Modifying User Data Quotas

Vibe enables you to modify data quotas that you have previously set. You can modify data quotas for your entire Vibe site, or modify data quotas for individual groups and users.

- "Modifying User Data Quotas for the Entire Vibe Site" on page 171
- "Modifying User Data Quotas for Individual Groups and Users" on page 172

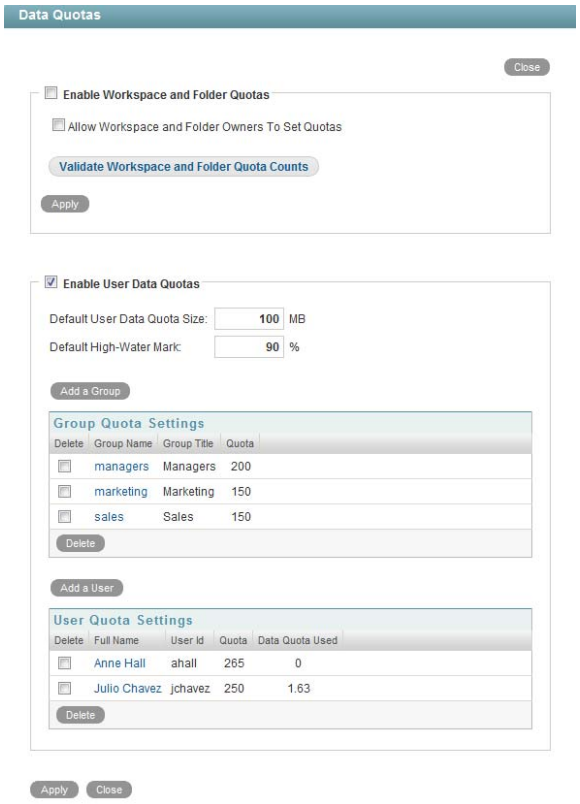
Modifying User Data Quotas for the Entire Vibe Site

Vibe enables you to easily modify the site-wide default data quota.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Management*, click *Data Quotas*.



4 In the *Default Data Quota Size* field, delete the existing quota and specify the new quota.

   You can also modify the default high-water mark in the *Default High-Water Mark* field. For more information about the high-water mark, see "Selecting an Appropriate High-Water Mark" on page 168.

5 Click *Apply* > *Close* to save the user data quota settings.

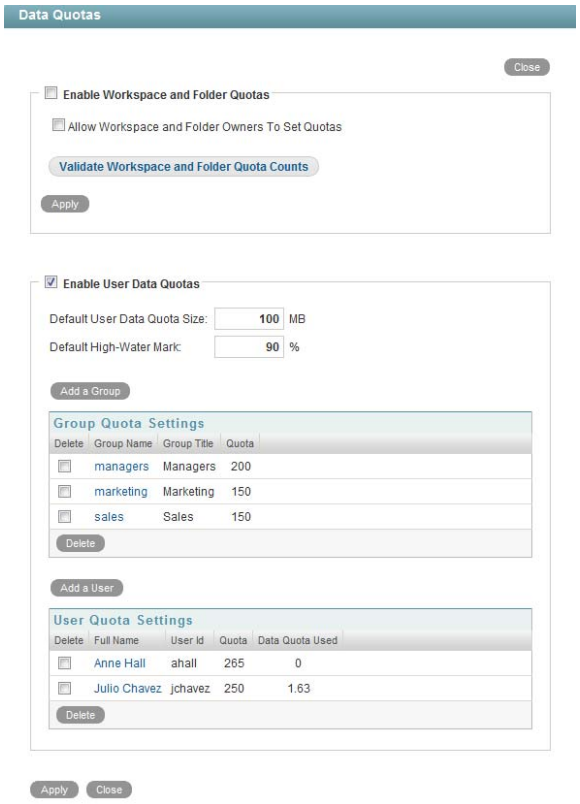
Modifying User Data Quotas for Individual Groups and Users

Vibe enables you to easily modify individual group and user data quota settings that you have previously set.

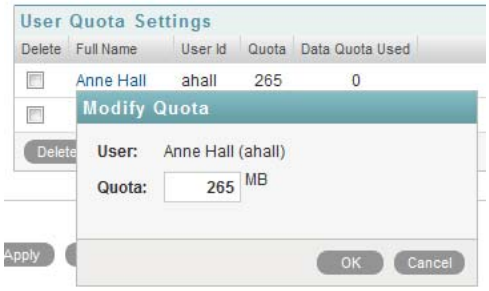
1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Management*, click *Data Quotas*.



4 In the *Group Quota Settings* table or *User Quota Settings* table, click the group name or user name that represents the group or user whose quota you want to modify.



5 In the *Quota* field, delete the existing quota and specify a new quota.

6 Click *OK*, then click *Apply* > *Close* to save the user data quota settings.

20.4.4 Removing User Data Quotas

Vibe enables you to disable data quotas that you have previously set. You can disable data quotas for your entire Vibe site, or remove data quotas from individual groups and users.

- "Disabling User Data Quotas for the Entire Vibe Site" on page 174
- "Removing User Data Quotas from Individual Groups and Users" on page 174

Disabling User Data Quotas for the Entire Vibe Site

If you decide that you no longer need to impose limits on the amount of data that users are permitted to upload into the Vibe site, you can disable the data quota feature. Disabling the data quota feature enables all Vibe users to upload as much data to the Vibe site as they want.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Data Quotas*.

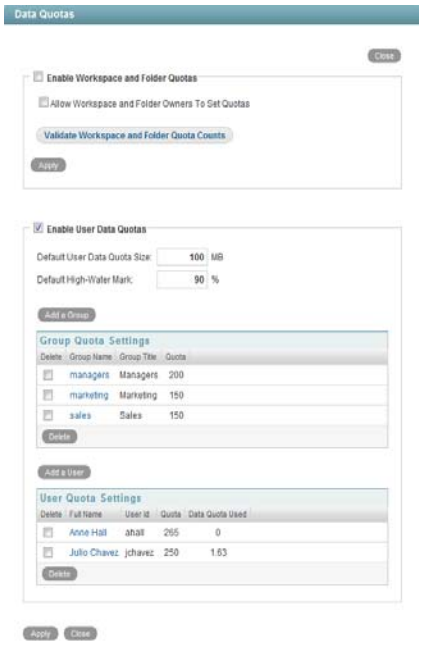
   The Manage Data Quotas page is displayed.
4. Deselect *Enable Data Quotas*, then click *Apply*.

Data quotas are no longer enabled for your Vibe site.

Removing User Data Quotas from Individual Groups and Users

You can remove data quotas that you have previously set for individual groups and users. Users are held to the site-wide data quota default setting if they do not have an individual quota defined for them and they are not members of any groups where a group quota has been assigned.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Data Quotas*.



4 In the *Group Quota Settings* table or *User Quota Settings* table, select the check box next to the group or user whose quota you want to remove.

5 Click *Delete*, then click *Apply* > *Close* to save the user data quota settings.

20.4.5 Managing Your Personal Data Quota

NOTE: As a Vibe administrator, you are also held to a data quota. If you want to assign yourself a larger quota than the site-wide default, you can add an individual quota for yourself, as described in "Setting Data Quotas for Individual Users" on page 170.

All Vibe users need to manage their personal data quotas. When you have a limited allocation of disk space, you need to be aware of the amount of disk space that you have available, know how to make more disk space available as you approach your quota, and know what counts against your quota and what doesn't.

For information on how to accomplish these and other important tasks as you manage your data quota, see "Managing Your Data Quota" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

20.4.6 Monitoring User Data Quotas

You can monitor which users in the Vibe site have exceeded or are close to exceeding their data quotas by generating the following reports:

- Section 26.1.5, "Data Quota Exceeded Report," on page 209
- Section 26.1.6, "Data Quota Highwater Exceeded Report," on page 210

20.5 General Data Quota Management

This section describes tasks that are common to both types of data quotas: workspace and folder data quotas and user data quotas.

- Section 20.5.1, “Configuring Data Quotas to Be Less Strict,” on page 176
- Section 20.5.2, “Purging Deleted Files,” on page 176

20.5.1 Configuring Data Quotas to Be Less Strict

This section applies only to user data quotas. You cannot configure workspace and folder quotas to be less strict, as described in this section.

As a Vibe administrator, you can decide how strictly you want to enforce user data quota adherence. You can maintain the default behavior, or you can be less strict by allowing users to post a final entry that exceeds the data quota.

For more information about the default behavior for a data quota, see Section 20.2.1, “Understanding Default Data Quota Behavior,” on page 164.

To configure Vibe to allow users to post a final entry that exceeds the data quota:

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows:

2. Make a backup copy of the `ssf-ext.properties` file.
3. Open the `ssf-ext.properties` file in a text editor.
4. Add the following line to the `ssf-ext.properties` file:

   ```
   data.quota.strict.conformance=false
   ```

5. Save and close the `ssf-ext.properties` file.
6. Stop and restart Vibe.

20.5.2 Purging Deleted Files

When users delete files or file versions, the disk space occupied by the deleted files and versions counts against the data quotas until users purge the files and versions, as described in “Making Disk Space Available by Purging Deleted Items” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

As a Vibe administrator, you can purge files and versions anywhere on the Vibe site in order to recover disk space.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Workspace tree* icon , then click *Home Workspace*.

   All global workspaces, team workspaces, and personal workspaces are located under the Home Workspace.
3. Click *Trash* in the Left Navigation pane to display a list of all deleted files and versions.

By default, the list is ordered alphabetically by title.

4. (Optional) Click a column heading to sort the list by when items were deleted, who deleted the items, or where the items were deleted on the Vibe site.
5. Select items to purge, then click *Purge*.

   After items have been purged, they cannot be recovered except from the archive store, as described in Section 25.4, “Manually Restoring Individual Entries,” on page 202.

20.6 Increasing the File Upload Size Limit

The default size limit for uploading files into your Novell Vibe site is 2 GB. You can change this limit by editing the `applicationContext.xml` file.

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/context`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\context`

2. Open the `applicationContext.xml` file in a text editor.
3. Search for `FileUpload`.

   This brings you to a comment line followed by a JavaBean definition.
4. Copy the comment line and the complete JavaBean definition to the clipboard of your text editor.
5. Open the `applicationContext-ext.properties` file, which is located in the same directory as the `applicationContext.xml` file.
6. Scroll to the end of the `applicationContext-ext.xml` file, then paste the block of lines you copied.
7. Edit the `maxUploadSize` value as needed for your Vibe site.

   You must specify the size in bytes.
8. Save and close the `applicationContext-ext.xml` file.
9. Close the `applicationContext.xml` file without saving it.
10. Stop and restart Vibe to put the new upload size limit into effect for your Vibe site.

Managing Workspace and Folder Templates

21

Workspace and Folder templates are a powerful and efficient way to manage your Novell Vibe OnPrem site. They enable you to customize the default features, default layout, and default access control settings of the workspaces and folders throughout your Vibe site.

For example, the Team Workspaces template is used when any team workspace is created. By default, the access control settings for the Team Workspaces template specify that only team members are able to view the team workspace. However, if you want to run a more relaxed Vibe site and allow all Vibe users to view any team workspace, you can simply modify the access control settings on the Team Workspaces template.

Changes that you make to templates affect only those workspaces and folders that are created after the template was modified.

For more information about templates, see Section 3.5.1, “Understanding Templates,” on page 55.

- Section 21.1, “Creating Workspace and Folder Templates,” on page 179
- Section 21.2, “Modifying Workspace and Folder Templates,” on page 179
- Section 21.3, “Exporting Templates,” on page 183
- Section 21.4, “Importing Templates,” on page 184
- Section 21.5, “Reverting All Templates to the Factory Default,” on page 185

21.1 Creating Workspace and Folder Templates

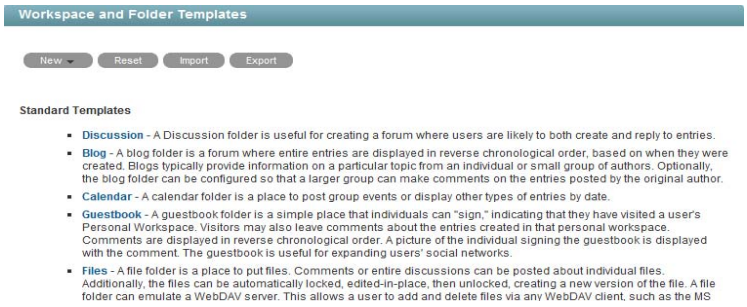
For information on how to create new workspace and folder templates, see Section 3.5.3, “Creating Workspace and Folder Templates,” on page 58.

21.2 Modifying Workspace and Folder Templates

Novell Vibe enables you to modify default templates as well as custom templates that you have already created.

For information on how to create custom templates, see Section 3.5.3, “Creating Workspace and Folder Templates,” on page 58.

1. Click the *Administration* icon in the upper right corner of the page.
2. Under *Management*, click *Workspace and Folder Teamplates*.



3 Click the workspace or folder template that you want to modify.

From this page you can do any of the following:

- Section 21.2.1, “Deleting the Template,” on page 180
- Section 21.2.2, “Exporting the Template,” on page 180
- Section 21.2.3, “Renaming the Template,” on page 181
- Section 21.2.4, “Adding an Existing Workspace Template,” on page 181
- Section 21.2.5, “Adding an Existing Folder Template,” on page 181
- Section 21.2.6, “Removing a Folder Template or Workspace Template from the Template,” on page 182
- Section 21.2.7, “Adding Access Controls to the Template,” on page 182
- Section 21.2.8, “Adding a Data Quota to the Template,” on page 182
- Section 21.2.9, “Changing the Default View for the Template,” on page 182
- Section 21.2.10, “Changing the Title, Description, Brand, and Icon for the Template,” on page 183
- Section 21.2.11, “Modifying the Accessory Panel for the Template,” on page 183

21.2.1 Deleting the Template

Deleting a template deletes the template and all sub-templates.

1 Click *Manage This Template*.
2 Click *Delete This Template* > *OK*.

21.2.2 Exporting the Template

1 Click *Manage This Template*.
2 Click *Export This Template* > *OK*.

For information on how to export multiple templates simultaneously, see Section 21.3.2, “Exporting Multiple Templates,” on page 183.

21.2.3 Renaming the Template

You can change the information that is displayed on the Add New Workspace page (or Add New Folder page), when users select which type of workspace they want to add.

1. Click *Manage This Template*.
2. Click *Modify This Template*.
3. Specify the following information:

   Name: This is the internal database name.

   Template Title: This name appears in the Add New Workspace page (or Add New Folder page) when users select which type of workspace they want to add.

   Description: This description appears in the Add New Workspace page (or Add New Folder page) when users select which type of workspace they want to add.
4. Click *Modify*.

21.2.4 Adding an Existing Workspace Template

You can add a workspace template to the template that you are currently modifying. The workspace template that you add becomes a sub-workspace to the main workspace. All template sub-workspaces and sub-folders that you add are preserved when the template is used in your Vibe site.

1. Click *Manage This Template*.
2. Click *Add Workspace Template*.
3. In the Currently Defined Templates section, select the workspace template that you want to add.
4. Click *Add*.

   A cloned copy of the workspace template is added as a sub-folder to the main workspace.

21.2.5 Adding an Existing Folder Template

You can add a folder template to the template that you are currently modifying. The folder template that you add becomes a sub-folder to the main workspace or folder. All template sub-workspaces and sub-folders that you add are preserved when the template is used in your Vibe site.

You can add a folder template to the template that you are currently modifying.

1. Click *Manage This Template*.
2. Click *Add Folder Template*.
3. In the Currently Defined Templates section, select the folder template that you want to add.
4. Click *Add*.

   A cloned copy of the folder template is added as a sub-folder to the main folder or workspace.

21.2.6 Removing a Folder Template or Workspace Template from the Template

You can also remove folder or workspace templates that you previously added to the template that you are modifying (as described in Section 21.2.4, “Adding an Existing Workspace Template,” on page 181 and Section 21.2.5, “Adding an Existing Folder Template,” on page 181.) Or you can remove folder or workspace templates that exist by default in the template that you are modifying. For example, you can remove the Files folder template from the User Workspace template.

1. Expand the workspace tree on the Workspace and Folder Templates page.
2. Select the workspace or folder template that you want to remove.
3. Click *Manage This Template*.
4. Click *Delete This Template* > *OK*.

21.2.7 Adding Access Controls to the Template

1. Click *Manage This Target*.
2. Click *Access Control*.

   The Configure Access Control page is displayed.

   For information on how to use this page, see Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,” on page 21.
3. After you have made your access control modifications, click *Close*.

An example of adding access controls to a template is described in “Restricting Access to Personal Workspaces throughout the Vibe Site” on page 23.

21.2.8 Adding a Data Quota to the Template

1. Click *Manage This Target*.
2. Click *Manage Folder Quota* or *Manage Workspace Quota*, depending on if you are adding a quota to a folder or a workspace template.

   The Manage Quota page is displayed.

   For information on data quotas for workspaces and folders, see Section 20.3, “Managing Workspace and Folder Data Quotas,” on page 165.
3. After you have set a data quota for the workspace or folder template, click *OK*.

21.2.9 Changing the Default View for the Template

1. Click *Manage This Target*.
2. Click *Configure*.

   The Configure Default Settings page is displayed.
3. In the *Default View* section, select the default view that you want the template to have.
4. Click *Apply* > *Close*.

21.2.10 Changing the Title, Description, Brand, and Icon for the Template

You can change the attributes of the template that are displayed in the workspace after the workspace is created.

1. Click *Manage This Target*.
2. Click *Modify*.
3. Change the title, description, brand, and icon as desired, then click *OK*.

21.2.11 Modifying the Accessory Panel for the Template

Vibe enables you to modify the Accessory Panel in a template.

If the Accessory Panel already contains accessories, you can modify them; or, you can create new accessories. For information on how to modify and create accessories, see "Managing Accessories" in the *Novell Vibe OnPrem 3.1 User Guide*.

21.3 Exporting Templates

You might want to export templates for the following reasons:

- To import the template into another system.

  For information on how to import a template, see Section 21.4, "Importing Templates," on page 184.
- To back up the template.

  This can be useful if you want to edit a template, so you can restore the original if your edits don't go according to plan.

Novell Vibe enables you to export individual templates, or export multiple templates simultaneously.

- Section 21.3.1, "Exporting a Single Template," on page 183
- Section 21.3.2, "Exporting Multiple Templates," on page 183

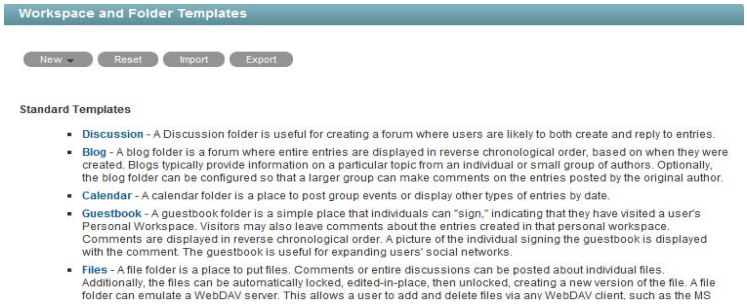
21.3.1 Exporting a Single Template

1. Click the *Administration* icon in the upper right corner of the page.
2. Under Management, click *Workspace and Folder Templates*.
3. Click the workspace or folder template that you want to modify.
4. Click *Manage This Template*.
5. Click *Export This Template*.
6. Click *OK*.

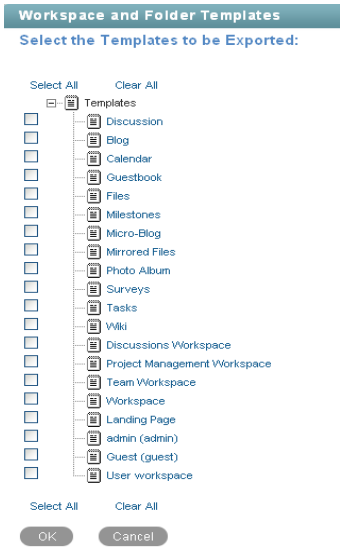
21.3.2 Exporting Multiple Templates

1. Click the *Administration* icon in the upper right corner of the page.

2 Under Management, click *Workspace and Folder Templates*.



3 Click *Export*.



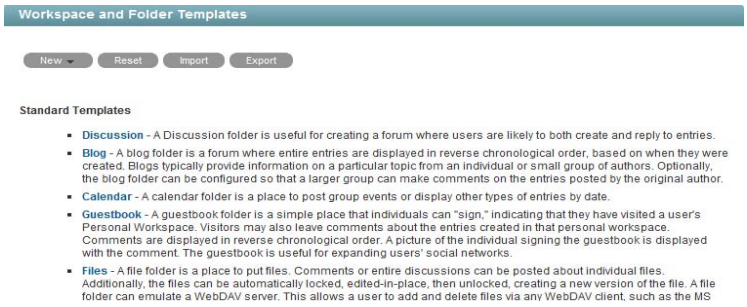
4 In the *Select the Templates to be Exported* section, select the template or templates that you want to export, then click *OK*.

21.4 Importing Templates

You can import a template after you have exported it. For information on how to export a template, see Section 21.3, “Exporting Templates,” on page 183.

1 Click the *Administration* icon .

2 Under Management, click *Workspace and Folder Templates*.



3 Click *Import*.

The *Import Templates* page is displayed.

4 Browse for and select the templates that you want to import, then click *OK*.

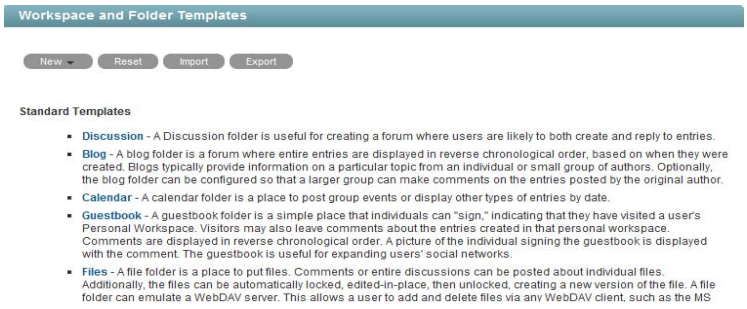
The imported templates are displayed in the Manage Workspace and Folder Templates page.

21.5 Reverting All Templates to the Factory Default

When you revert all templates to the factory default, you lose any modifications that you have made to existing templates, as well as any custom templates that you might have created.

1 Click the *Administration* icon .

2 Under Management, click *Workspace and Folder Templates*.



3 Click *Reset*, then click *OK*.

Creating and Managing Workflows 22

Workflows can improve efficiency in your organization by automating common business processes.

As an administrator for Novell Vibe OnPrem, you have the ability to create workflows and make them available to all Vibe users. You can also import existing workflows and then tailor them to your specific organization.

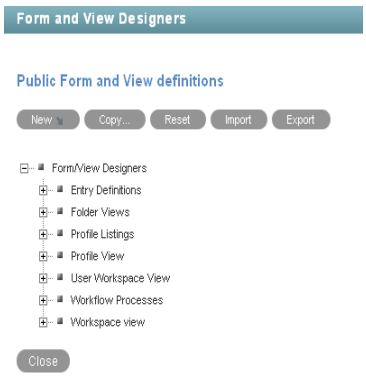
Examples of workflows include approving documents, ordering supplies, hiring new employees, requesting paid time off, and getting expense reimbursements.

- Section 22.1, “Creating Global Workflows,” on page 187
- Section 22.2, “Downloading Existing Custom Forms and Workflows,” on page 187

22.1 Creating Global Workflows

You can create workflows that are accessible to all Novell Vibe users.

1. Click the *Administration* icon in the upper right corner of the page.
2. Under *System*, click *Form/View Designers*.



3. Follow the steps for creating and managing a workflow, as described in “Creating and Managing Workflows” in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

   Remember that when you create workflows at the Administration level, the workflows that you create can be leveraged by all users in your Vibe site.

22.2 Downloading Existing Custom Forms and Workflows

The Novell Vibe Resource Library provides a collection of existing Novell Vibe folder entry forms and workflows that have been designed to solve specific business problems. You can easily download the custom forms and workflows, then import them into your Vibe environment. You can further customize these forms and workflows to suit your individual business needs.

1. Visit the Novell Vibe Resource Library (http://www.novell.com/products/vibe-onprem/resource-library/).

2. Select the custom form or workflow that you want to use in your Vibe environment.
3. In the *Attachment* section, click the `zip` file to download it.
4. Import the file into your Vibe environment and deploy it for use.

   For information on how to do this, follow the Novell Vibe Resource Library Deployment Instructions (http://www.novell.com/communities/node/8359/deployment-instructions).

Managing E-Mail Configuration 23

After you enable e-mail integration for the Vibe site as described in Chapter 7, “Configuring E-Mail Integration,” on page 103, you can further modify the way e-mails are managed on the Vibe site.

- Section 23.1, “Configuring the Field that Vibe Uses When Sending E-Mails,” on page 189
- Section 23.2, “Configuring the Number of Users Who Can Be Included in the Same E-Mail Notification,” on page 190
- Section 23.3, “Configuring Vibe to Send E-Mail Messages and Notifications from a Custom Address,” on page 190
- Section 23.4, “Enabling Users to Configure a Folder or External E-Mail Address to Receive Sent E-Mails,” on page 192

23.1 Configuring the Field that Vibe Uses When Sending E-Mails

By default, e-mails that are sent from Vibe are sent with the recipients in the *BCC* field. You can configure Vibe to use the *To* field rather than the *BCC* field for all sent messages.

Configuring Vibe in this way makes it so message recipients can see other message recipients in the e-mail notification. For information about how to configure Vibe to send individual messages to each user rather than including multiple users on the same message, see Section 23.2, “Configuring the Number of Users Who Can Be Included in the Same E-Mail Notification,” on page 190.

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Open the `ssf.properties` file in a text editor.
3. Search for the following line:

   `mail.notifyAsBCC=true`
4. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the mail.notifyAsBCC=true line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `true` to `false`, so that the line now reads `mail.notifyAsBCC=false`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe to configure Vibe to use the *To* field rather than the *BCC* field when sending messages.

23.2 Configuring the Number of Users Who Can Be Included in the Same E-Mail Notification

By default, Vibe imposes a limit of 500 message recipients for each e-mail notification that Vibe sends. You might want to change this limit to 1 if you have configured Vibe as described in Section 23.1, "Configuring the Field that Vibe Uses When Sending E-Mails," on page 189.

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `mail.rcpt.limit=500`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `mail.rcpt.limit=500` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Change `500` to `1`, so that the line now reads `mail.rcpt.limit=1`.
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe to configure Vibe to include only one user in each e-mail notification that is sent.

23.3 Configuring Vibe to Send E-Mail Messages and Notifications from a Custom Address

For security reasons, your corporation's e-mail system might be set up to automatically delete messages from internal users that are not sent from the corporate e-mail system. If your corporate e-mail system is configured in this way, e-mail messages and notifications sent from Novell Vibe are automatically deleted.

You can configure Vibe to send e-mail messages and notifications directly from the Vibe server, rather than from internal users. For example, when a user shares a workspace with another Vibe user, a notification is sent to the receiving user's e-mail mailbox. By default, this notification is sent from the internal user. However, you can configure Vibe to send such messages from the Vibe server itself. Configuring Vibe in this way enables e-mail messages and notifications to be sent from Vibe, while maintaining the same level of security for your corporation.

By default, Vibe is configured to send messages from individual users in the following scenarios:

- When sending a workflow notification, as described in "Adding On-Entry or On-Exit Events" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

- When sharing an entry, folder, or workspace, as described in "Sharing Workspaces, Folders, and Entries" in the *Novell Vibe OnPrem 3.1 User Guide*.
- When creating an entry, as described in "Creating a Folder Entry" in the *Novell Vibe OnPrem 3.1 User Guide*.

You can configure Vibe to send e-mail messages and notifications from an external address for an individual zone or for the entire Vibe site:

- Section 23.3.1, "Configuring a Zone-Specific E-Mail Address for Sent Messages," on page 191
- Section 23.3.2, "Configuring a Site-Wide E-Mail Address for Sent Messages," on page 191

23.3.1 Configuring a Zone-Specific E-Mail Address for Sent Messages

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `ssf.outgoing.from.address.<zone name>=zoned@company.com`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `ssf.outgoing.from.address.<zone name>=zoned@company.com` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
7. Replace `<zone name>` with the name of the Vibe zone that you want e-mail messages to be addressed from and edit the e-mail address to reflect your company's e-mail.

   For example, if the name of your Vibe zone is `kablink`, and the name of your company is `greenergy`, the line would read:

   `ssf.outgoing.from.address.kablink=zone@greenergy.com`
8. Save and close the `ssf-ext.properties` file.
9. Close the `ssf.properties` file without saving it.
10. Stop and restart Vibe.

23.3.2 Configuring a Site-Wide E-Mail Address for Sent Messages

1. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config`

2. Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
3. Open the `ssf.properties` file in a text editor.
4. Search for the following line:

   `ssf.outgoing.from.address=global@company.com`
5. Open the `ssf-ext.properties` file in a text editor.
6. Copy the `ssf.outgoing.from.address=global@company.com` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.

   Edit the e-mail address to reflect your company's e-mail.

   For example, if the name of your company is `greenergy`, the line would read:

   `ssf.outgoing.from.address=global@greenergy.com`
7. Save and close the `ssf-ext.properties` file.
8. Close the `ssf.properties` file without saving it.
9. Stop and restart Vibe.

23.4 Enabling Users to Configure a Folder or External E-Mail Address to Receive Sent E-Mails

Like a personal e-mail Outbox for the Vibe site, users can configure a folder or external e-mail address to receive all e-mail messages that they send from the Vibe site. This can help users better track their activity.

To enable users to set up a folder or external e-mail address in this way, Vibe administrators must ensure that the following prerequisites are met:

- Enable the Vibe site to allow incoming e-mail.

  For information on how to enable Vibe to allow incoming e-mail, see "Disabling/Enabling Inbound E-Mail Postings" in the *Novell Vibe OnPrem 3.1 Administration Guide*.
- Reset definitions on the Vibe site if the Vibe site was upgraded from a version of Vibe prior to 3.1. If you are installing Vibe OnPrem 3.1 or later as a new installation, you do not need to reset the definitions.

  For information on how to reset the definitions, see "Resetting Your Definitions" in "Update" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

NOTE: If you have made customizations to definitions throughout the Vibe site and you do not want your customizations to be overwritten, you can manually add a field to the User Profile form, rather than resetting the definitions for the Vibe site. To do this, add the *BCC Email Address* element to the *Contact Information* section of the *Profile Form Definition* for the User Profile. For more information on how to modify the User Profile definition, see Section 3.2.4, "Customizing the Default User Profile View," on page 47.

For more information on how users can configure folders to receive sent e-mails, see "Setting Up a Folder or External E-Mail Address to Receive All Sent E-Mail Messages" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

Managing the Lucene Index 24

For background information about the Lucene index, see "Understanding Indexing" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

- Section 24.1, "Starting and Stopping the Lucene Index Server," on page 195
- Section 24.2, "Changing Your Lucene Configuration," on page 195
- Section 24.3, "Optimizing the Lucene Index," on page 195
- Section 24.4, "Rebuilding the Lucene Index," on page 196
- Section 24.5, "Performing Maintenance on a High Availability Lucene Index," on page 197

24.1 Starting and Stopping the Lucene Index Server

- Section 24.1.1, "On Linux," on page 195
- Section 24.1.2, "On Windows," on page 195

24.1.1 On Linux

Use the following commands to manually start and stop the Lucene Index Server:

```
/etc/init.d/indexserver start
/etc/init.d/indexserver stop
```

24.1.2 On Windows

Use the following command at a DOS command prompt to manually start the Lucene Index Server:

```
c:\Program Files\Novell\Teaming\luceneserver\indexserver\bin\
                                                indexserver-startup.bat
```

To stop the Lucene Index Server, close the command prompt window where you started the Lucene Index Server.

24.2 Changing Your Lucene Configuration

The default Lucene Index Server configuration is appropriate for a medium-sized Novell Vibe site. If you have a larger Vibe site, you can change its Lucene Index Server configuration by rerunning the Vibe Installation program, selecting *Reconfigure Settings*, then selecting *Advanced*. For instructions, see "Changing Your Lucene Index Server Configuration" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

24.3 Optimizing the Lucene Index

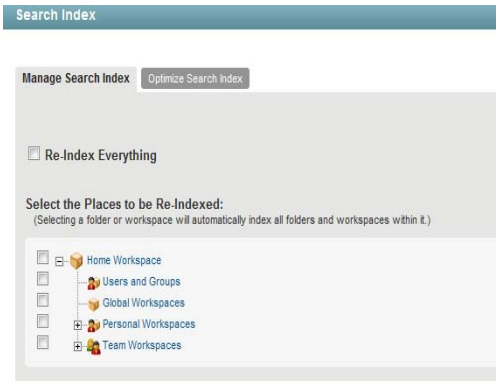
If you notice that search performance in Novell Vibe is becoming slower over time, you might want to optimize your Lucene index.

For a medium to large Vibe system, it is recommended that you run the optimization once a week. You should run the optimization during off hours or on weekends when the Vibe system is not being heavily used.

Optimizing the Lucene index does not repair a damaged or out-of-date index. To repair a damaged or out-of-date index, you must rebuild the index, as described in Section 24.4, “Rebuilding the Lucene Index,” on page 196.

To optimize the Lucene index:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Search Index*.

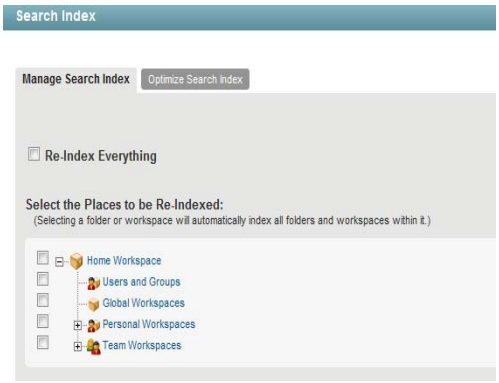


4. Click the *Optimize Search Index* tab.
5. (Conditional) If you have multiple Lucene indexes, select the indexes that you want to optimize.
6. Select *Run Immediately* if you want to run the optimization right now.
7. Select *Run at Scheduled Time*, then specify the days and times that you want the optimization to occur.
8. Click *OK*.

24.4 Rebuilding the Lucene Index

The Lucene index provides access to all data in your Novell Vibe site. If it becomes damaged or out-of-date for some reason, you can rebuild it. Users might first notice a problem with the Lucene index if they cannot find information that they know should be available on the Vibe site. If you are running multiple Lucene Index Servers, follow the instructions in Section 24.5, “Performing Maintenance on a High Availability Lucene Index,” on page 197.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Management*, click *Search Index*.



4 To reindex the entire Vibe site, select *Re-Index Everything*.

Depending on the size of your Vibe site, this can be a very time-consuming process.

or

Select one or more parts of your Vibe site to reindex.

5 (Conditional) If you have multiple Lucene indexes, select the indexes that you want to re-index.

6 Click *OK* to start the indexing.

Users can still access the Vibe site during the indexing process, but search results might not be accurate until the index has been completely rebuilt.

A message notifies you when indexing is complete.

24.5 Performing Maintenance on a High Availability Lucene Index

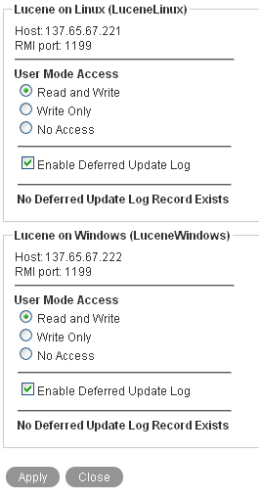
If you have a high availability Lucene configuration, you can take one Lucene node out of service for maintenance while other Lucene nodes continue to operate. Then you can synchronize the out-of-date Lucene node with the current indexing data.

1 Log in to the Novell Vibe site as the Vibe administrator.

2 Take the Lucene node that needs maintenance out of service:

2a Click the *Administration* icon in the upper right corner of the page.

2b Under *Search Index*, click *Nodes*.



2c In the list, locate the node that needs maintenance.

2d Make sure that *Enable Deferred Update Log* is selected.

2e In the *User Mode Access* box, change *Read and Write* to *Write Only*.

2f Click *Apply*, then click *Close*.

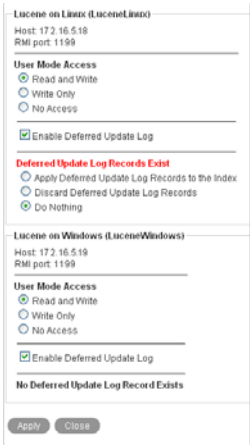
The new setting is put into effect immediately, so that the Lucene node is no longer accessible to Vibe users.

3 Perform the needed maintenance on the Lucene server, then start the Lucene Index Server again.

4 Return the out-of-date Lucene node to full service:

4a Click the *Administration* icon in the upper right corner of the page.

4b Under *Search Index*, click *Nodes*.



The out-of-date Lucene node is flagged with *Deferred Update Log Records Exist*.

The *User Mode Access* option shows *Read and Write* because this is the last selected setting. If you are checking the Tomcat `catalina.out` file, as described in "Observing Lucene Node Activity" in "Multi-Server Configurations and Clustering" in the *Novell Vibe OnPrem 3.1 Installation Guide*, Vibe is not actually accessing the out-of-date Lucene node because it is out of sync with the Vibe site.

4c Select *Apply Deferred Update Log Records to the Index*, then click *Apply*.

The Deferred Update Log options disappear if the update is successful.

4d Click *Close*.

The Lucene node that was out of service has now been updated with current indexing data.

Backing Up Vibe Data

25

Reliable backups are critical to the stability of your Novell Vibe OnPrem site.

- Section 25.1, “Locating Vibe Data to Back Up,” on page 201
- Section 25.2, “Scheduling and Performing Backups,” on page 202
- Section 25.3, “Restoring Vibe Data from Backup,” on page 202
- Section 25.4, “Manually Restoring Individual Entries,” on page 202

25.1 Locating Vibe Data to Back Up

In order to keep adequate backups of your Novell Vibe data, you must back up three types of data.

- Section 25.1.1, “Vibe File Repository,” on page 201
- Section 25.1.2, “Vibe Database,” on page 201
- Section 25.1.3, “Lucene Index,” on page 202

25.1.1 Vibe File Repository

Platform	Default Location
Linux:	`/var/opt/novell/teaming`
Windows:	`c:\Novell\Teaming\filerepository`

For more information, see “Distributing Different Data Types to Different Locations” in “Advanced Installation and Reconfiguration” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

25.1.2 Vibe Database

Database Server	Default Linux Location	Default Windows Location
MySQL	`/var/lib/mysql`	`c:\Program Files\MySQL\MySQL Server version\Data`
Microsoft SQL	N/A	`c:\Program Files\Microsoft SQL Server\MSSQL\Data`
Oracle	N/A	N/A

For more information, see “Creating the Vibe Database on a Remote Server” and “Running Multiple Database Servers” in “Multi-Server Configurations and Clustering” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

25.1.3 Lucene Index

Platform	Default Location
Linux:	`/var/opt/novell/teaming/lucene/zone_name`
Windows:	`c:\Novell\Teaming\lucene\kablink`

For more information, see "Installing the Lucene Index Server on a Remote Server" and "Running Multiple Lucene Index Servers" in "Multi-Server Configurations and Clustering" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

25.2 Scheduling and Performing Backups

You do not need to bring your Novell Vibe site down in order to perform backups. You might want to back up the Vibe file repository and the Vibe database every night, perhaps doing a full backup once a week and incremental backups on other days. You can back up the Lucene index whenever it is convenient. You can always reindex the Vibe site in order to re-create the Lucene index, but being able to restore one from backup can save time in case of an outage.

25.3 Restoring Vibe Data from Backup

If you need to restore your Novell Vibe site from a backup, restoring the same backup version for both the file repository and the database creates a Vibe site that is consistent within itself but might be missing information that was added after the backups were created. If you lose the file repository but not the database, you can restore the backed-up file repository and keep the more current database, but some entries then have files that are missing from the file repository. If you lose the database but not the file repository, you can run a report to identify entries created since the last database backup, as described in Section 26.1.4, "Content Modification Report," on page 208. You can then notify the affected Vibe users that they need to re-create the entries that are not available in the backup.

25.4 Manually Restoring Individual Entries

All Vibe users can restore individual entries and attached files if the entry has been deleted but not yet purged. For information on how to do this, see "Restoring Deleted Items" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*.

If an entry has been deleted and also purged from the Vibe site, it can usually be recovered from the archive store by a Vibe administrator, but this is not an easy process. Contact Novell Support (http://www.novell.com/support) for assistance.

Monitoring the Vibe Site

26

You can monitor activity on your Novell Vibe OnPrem site by using Vibe reports and log files.

- Section 26.1, “Generating Reports,” on page 203
- Section 26.2, “Using Log Files,” on page 214
- Section 26.3, “Checking the Vibe Site Software Version,” on page 216

26.1 Generating Reports

Most Novell Vibe reports are created in CSV format, so that you can import them into a spreadsheet and easily manipulate the data to suit your needs. The default CSV filename is `report.csv`. If you create multiple reports without manually renaming them, the default filename is incremented (`report-n.csv`). The default location to save the report varies by platform:

Linux: `/tmp`

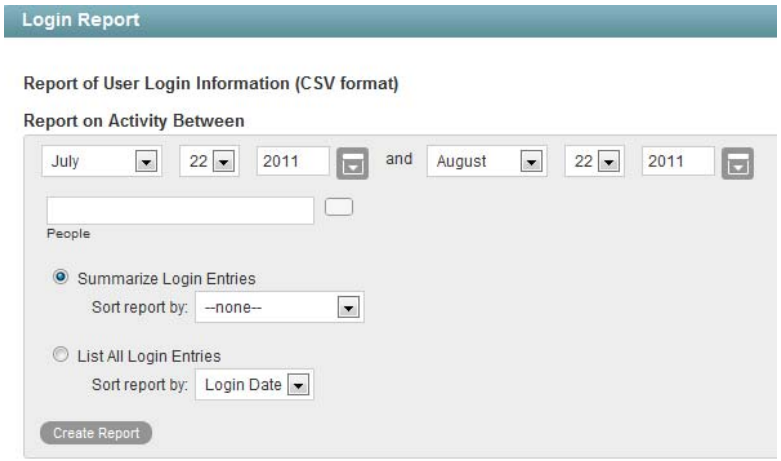
Windows: Your current Windows default directory

- Section 26.1.1, “Login Report,” on page 203
- Section 26.1.2, “User Activity Report,” on page 205
- Section 26.1.3, “User Access Report,” on page 206
- Section 26.1.4, “Content Modification Report,” on page 208
- Section 26.1.5, “Data Quota Exceeded Report,” on page 209
- Section 26.1.6, “Data Quota Highwater Exceeded Report,” on page 210
- Section 26.1.7, “Disk Usage Report,” on page 211
- Section 26.1.8, “E-Mail Report,” on page 211
- Section 26.1.9, “License Report,” on page 212
- Section 26.1.10, “XSS Report,” on page 214

26.1.1 Login Report

The Login report lists the Vibe users who have logged in to the Vibe site during a specified period of time. In addition, it can include a dated list of every login by each user.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Reports*, click *Login Report*.



4 Specify the date range for the Login report.

5 Leave the *People* field blank to list all user logins.

or

In the *People* field, start typing the first name of a Vibe user.

6 In the drop-down list of names that match what you have typed, select a user whose logins you want to be reported.

7 (Optional) Repeat Step 5 and Step 6 to include additional users in the report.

8 Select the type of Login report that you want to generate.

Summarize Login Entries: Lists how many times the selected users have logged into the Vibe site. In the *Sort Report By* drop-down list, select *User*, *Last Login*, or *Number of Logins* to organize the data.

List All Login Entries: Lists each individual user login and includes the following data about the action:

- First name
- Last name
- Username
- Date
- Time

In the *Sort report by* drop-down list, select *Login Date* or *User* to organize the data most helpfully.

9 Click *Create Report* to generate the Login report.

10 Select a text editor to view the report in, then click *OK*.

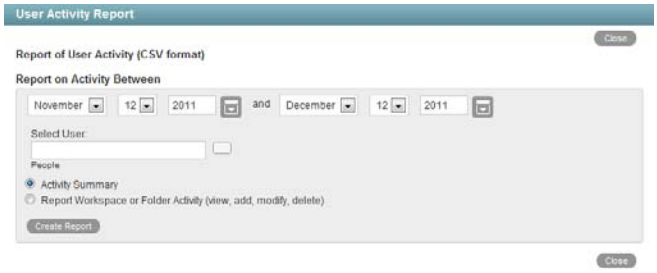
For a short report, you might obtain the information you need by viewing the CSV file.

11 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

26.1.2 User Activity Report

The User Activity report lists how many times specified users have viewed, added, modified, or deleted content on the Vibe site during a specified period of time. In addition, it can include the date and time of each action, along with the location of the action.

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Reports*, click *Activity by User*.



4. Specify the date range for the User Activity report.
5. Leave the *Select User* field blank to list all user activity.

   or

   In the *Select User* field, start typing the first name of a Vibe user.

   In the drop-down list of names that match what you have typed, select a user whose activity you want to be reported. Repeat this process to include additional users.
6. Select the type of User Activity report that you want to generate.

   Activity Summary: Lists how many times the selected users have performed the following actions in the Vibe site:

   - View
   - Add
   - Edit
   - Delete (purge)
   - Pre-Delete (delete but not purge)
   - Restore (restore a deleted item that has not been purged)

   Workspace or Folder Activity: Lists each individual user action and includes the following data about the action:

   - User
   - Activity
   - Date
   - Time
   - Folder
   - Entry title
   - Entry type

7 Click *Create Report* to generate the User Activity report.

8 Select a text editor to view the report in, then click *OK*.

For a short report, you might obtain the information you need by viewing the CSV file.

9 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

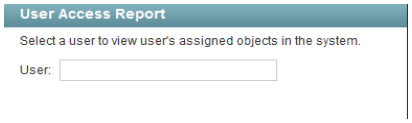
26.1.3 User Access Report

The User Access report lists the locations on the Vibe site where a specified user has access rights. In addition, you can view, and if necessary, change or remove the access rights for any location. This report is especially useful on Vibe sites where Guest user access has been granted, as described in Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 90.

1 Log in to the Vibe site as the Vibe administrator.

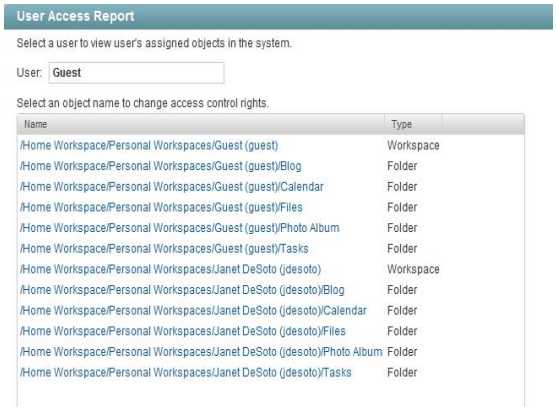
2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Reports*, click *User Access Report*.



4 Start typing the first name of a Vibe user.

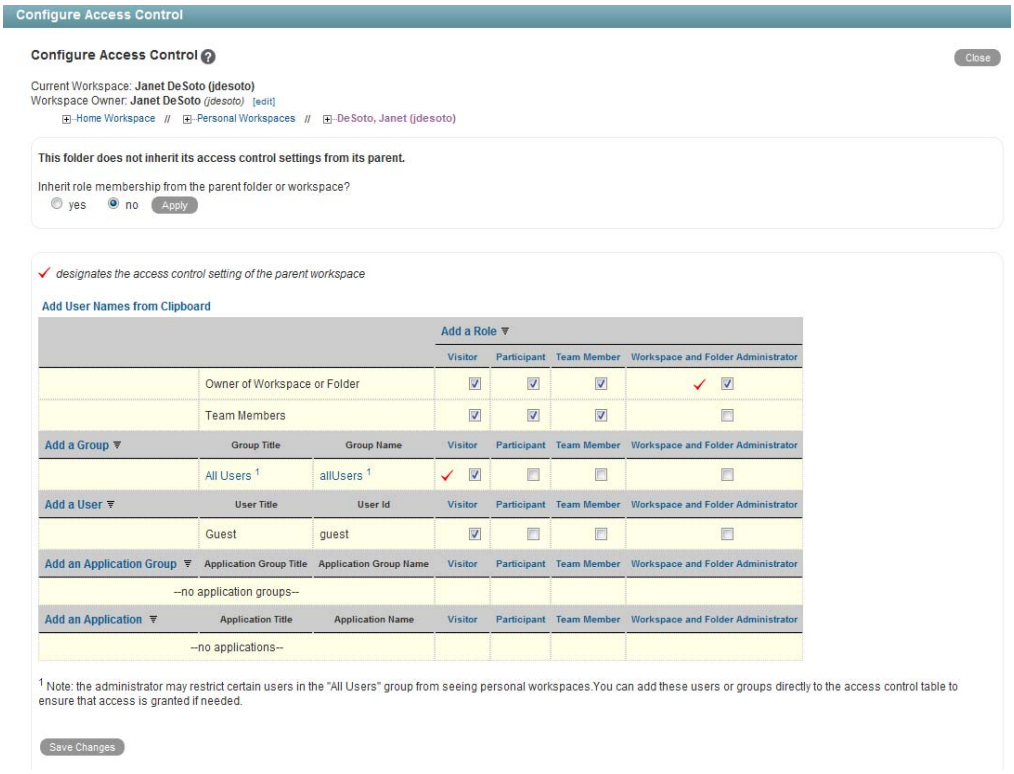
5 In the drop-down list of names that match what you have typed, select the user whose site access you want to be reported.



In this example, the Guest user has access to the Guest workspace and also to Janet DeSoto’s personal workspace. This could be appropriate if Janet DeSoto’s job is to maintain a publicly available workspace, but would not be appropriate if the Guest access has been granted in error.

6 (Conditional) If you want to change the current access:

6a Click the name of a location to display the Configure Access Control page for that location.



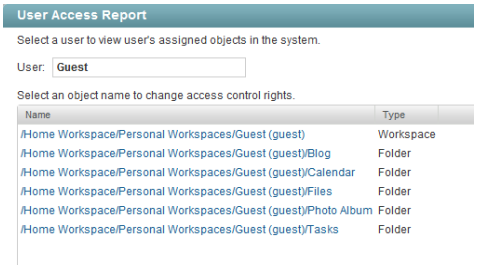
In this example, the Guest user has been granted Visitor access to Janet DeSoto's personal workspace.

6b Select or deselect access rights as needed.

6c Click *Save Changes*, then click *Close* to return to the User Access Report page

6d Rerun the report to view the results of your changes.

For example, if you removed the Guest access rights from Janet DeSoto's personal workspace, her workspace is no longer listed in the User Access report for the Guest user.



7 (Conditional) If you want to save the user access information, select it and copy it into a text editor.

8 Click *Close* when you are finished checking user access rights.

26.1.4 Content Modification Report

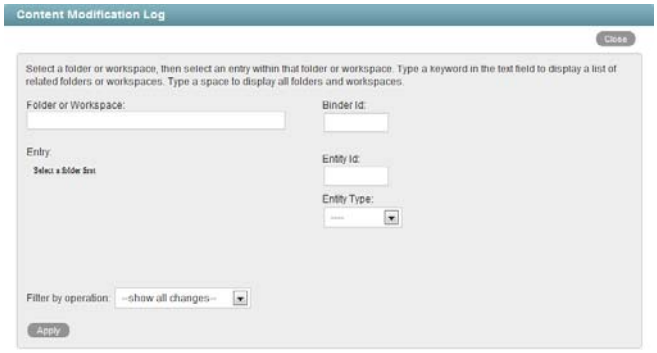
The Content Modification report lists changes to workspaces, folders, and folder entries, as well as users, groups, access rights, and workflows. By generating a Content Modification report, you can determine who has performed any of the following actions:

- Added, modified, moved, or deleted a workspace
- Added, modified, moved, or deleted a folder
- Added, modified, renamed, or deleted a file or one of its versions
- Added, modified, moved, or deleted an entry

  For purposes of this report, users and groups are handled as if they are folder entries.
- Started or modified a workflow
- Modified or deleted access rights

The Content Modification report can also help you recover data that has been accidentally deleted.

1. Log in to the Vibe site as the Vibe administrator.
2. Determine the exact name of the workspace, folder, file entry, and so on where you want to check for content modifications.
3. Click the *Administration* icon in the upper right corner of the page.
4. Under *Reports*, click *Content Modification Log*.



5. Fill in the fields to specify where to check for content modifications and the type of modifications to check for:

   Folder or Workspace: Start typing the name of a folder or workspace. In the drop-down list of names that match what you have typed, select the folder or workspace where you want to check for content modifications. The internal ID of the folder or workspace is displayed for reference.

   Entry: (Optional) To restrict the content modification check to a specific entry in a folder, start typing text in the title of the entry. In the drop-down list of entry titles that match what you have typed, select the entry where you want to check for content modifications. The internal ID of the entry is displayed for reference.

   Entity Type: (Optional) To further restrict the content modification check, select one of the following:

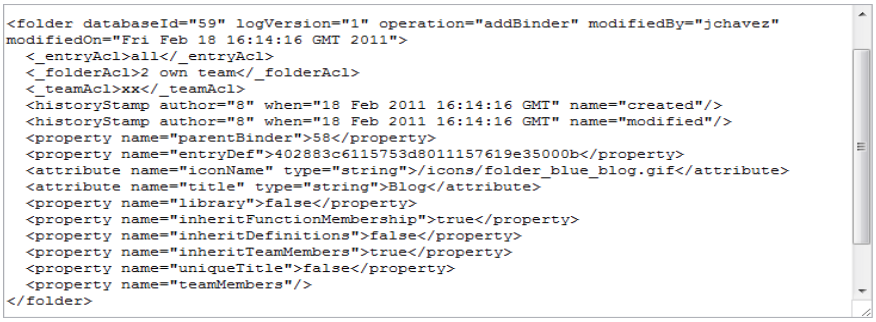
   - Workspace (not the contents of the workspace, but the workspace itself)
   - Folder (not the contents of the folder, but the folder itself)
   - Folder entry (the contents of the folder entry)

- Profiles (the contents of the Personal Workspaces folder where there is a personal workspace for each user)
- User (the contents of a user's personal profile, such as the user's name, e-mail address, and locale)
- Group (the contents of the group)

Filter by Operation: Further restrict the content modification check by selecting a specific action performed on the selected workspace, folder, or entry (add, modify, rename, delete, and so on).

6 Click *Apply* to generate the Content Modification report.

The results are displayed as an XML file.



```
<folder databaseId="59" logVersion="1" operation="addBinder" modifiedBy="jchavez"
modifiedOn="Fri Feb 18 16:14:16 GMT 2011">
  <_entryAcl>all</_entryAcl>
  <_folderAcl>2 own team</_folderAcl>
  <_teamAcl>xx</_teamAcl>
  <historyStamp author="8" when="18 Feb 2011 16:14:16 GMT" name="created"/>
  <historyStamp author="8" when="18 Feb 2011 16:14:16 GMT" name="modified"/>
  <property name="parentBinder">58</property>
  <property name="entryDef">402883c6115753d8011157619e35000b</property>
  <attribute name="iconName" type="string">/icons/folder_blue_blog.gif</attribute>
  <attribute name="title" type="string">Blog</attribute>
  <property name="library">false</property>
  <property name="inheritFunctionMembership">true</property>
  <property name="inheritDefinitions">false</property>
  <property name="inheritTeamMembers">true</property>
  <property name="uniqueTitle">false</property>
  <property name="teamMembers"/>
</folder>
```

7 (Conditional) If the results are too extensive, restrict the scope of the content modification check until you locate the modification that you are seeking.

8 Click *Close* when you are finished checking for content modifications.

A specialized use of the Content Modification report is to restore accidentally deleted data. For example, you can use the following steps to recover an accidentally deleted folder entry:

1 Run the Content Modification report to list all entry deletions in the folder where the entry was accidentally deleted.

2 Record the entry ID of the deleted entry.

3 Run the Content Modification report on the entry ID, selecting *folder entry* in the *Entity Type* field.

4 Use the modification history of the entry to reconstruct the accidentally deleted entry.

26.1.5 Data Quota Exceeded Report

The Data Quota Exceeded report lists individual users who have exceeded the data quota. The report provides a spreadsheet with the following information for each user:

- **Data Quota Used (MB):** Displays the amount of disk space the user is currently using.
- **Data Quota:** Displays the user's individual quota if one has been set.

  For information on how to set a quota for individual users, see Section 20.4.2, "Setting User Data Quotas," on page 169.
- **Max Group Quota (MB):** Displays the largest data quota for any group that the user is a member of. Users are assigned the highest of all data quotas for any group for which they are a member.

- **Default Data Quota (MB):** Displays the site-wide default quota.

  For information on how to set a default data quota, see Section 20.4.2, “Setting User Data Quotas,” on page 169.

To generate the Data Quota Exceeded report:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Reports*, click *Data Quota Exceeded Report*.

4. Click *Create Report* to generate the report.

   The report is launched in a spreadsheet.

26.1.6 Data Quota Highwater Exceeded Report

The Data Quota Highwater Exceeded report lists individual users who have exceeded the data quota high-water mark. The report provides the following information for each user:

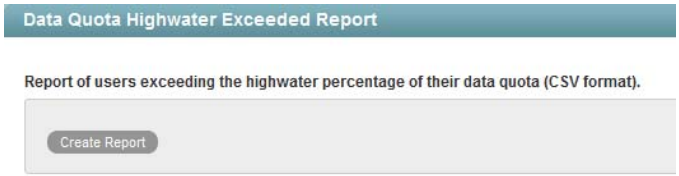
- **Data Quota Used (MB):** Displays the amount of disk space the user is currently using.
- **Data Quota:** Displays the user’s individual quota if one has been set.

  For information on how to set a quota for individual users, see Section 20.4.2, “Setting User Data Quotas,” on page 169.
- **Max Group Quota (MB):** Displays the largest data quota for any group that the user is a member of. Users are assigned the highest of all data quotas for any group for which they are a member.
- **Default Data Quota (MB):** Displays the site-wide default quota.

  For information on how to set a default data quota, see Section 20.4.2, “Setting User Data Quotas,” on page 169.

To generate the Data Quota Highwater Exceeded report:

1. Log in to the Vibe site as the Vibe administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Reports*, click *Data Quota Highwater Exceeded Report*.



4 Click *Create Report* to generate the report.

The report is launched in a spreadsheet.

26.1.7 Disk Usage Report

The Disk Usage report lists the amount of disk space for workspaces on the Vibe site by user, by workspace, or by both. In addition, you can restrict the reporting to only those workspaces that exceed a specified number of megabytes.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Reports*, click *Disk Usage Report*.

4 Select the type of Disk Usage report that you want to generate.

Total Usage by User: Lists all Vibe users whose disk space usage is above the amount specified in the *Usage Greater Than* field.

Total Usage by Workspace: Lists all workspaces where disk space usage is above the amount specified in the *Usage Greater Than* field. Disk space usage for each folder in each workspace is listed separately. The data is organized by workspace and folder ID.

Total Usage by User and Workspace: Combines the user and workspace data into a single report.

Usage Greater Than: Specify the number of megabytes above which you want to list disk space usage. This eliminates smaller disk space usages from the report.

5 Click *Create Report* to generate the Disk Usage report.

6 Select a text editor to view the report in, then click *OK*.

For a short report, you might obtain the information you need by viewing the CSV file.

7 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

8 Click *Close* when you are finished checking disk space usage.

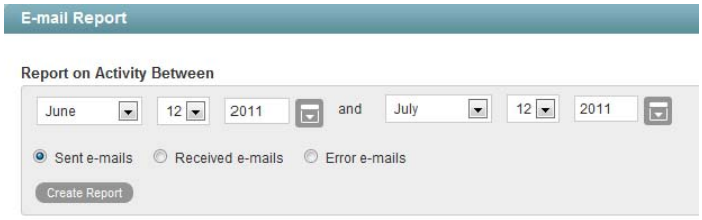
26.1.8 E-Mail Report

The E-Mail Report lists mail messages that have been sent from and into the Vibe site. It also lists e-mail errors that have been encountered.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Reports*, click *E-Mail Report*.



4 Specify the date range for the E-Mail report.

5 Select whether you want a report on e-mail that was sent from Vibe, e-mail that was sent into Vibe, or e-mail errors that occurred.

6 Click *Create Report*.

The report contains the following information:

Send Date: Date when the e-mail was sent.

From Address: Address that the e-mail was sent from.

This is the e-mail address that the user has defined in his or her user profile.

To Address: Address that the e-mail was sent to.

This is the e-mail address if the message was sent from Vibe, or it is the folder or workspace if the message was sent into Vibe.

Type: For messages that are sent from Vibe, this is the action that caused the message to be sent. For example, `workflowNotification` indicates that the e-mail message was sent as a result of a workflow notification. For messages that are sent into Vibe, this is `emailPosting`, which indicates that the e-mail message was converted to a Vibe entry via the internal Email Posting Agent.

Status: Status of the message, such as Sent or Received.

Subject Line: Subject line of the message.

Attached Files: Filename of any attachments that were included in the e-mail message.

Errors: Any errors that are associated with the e-mail message.

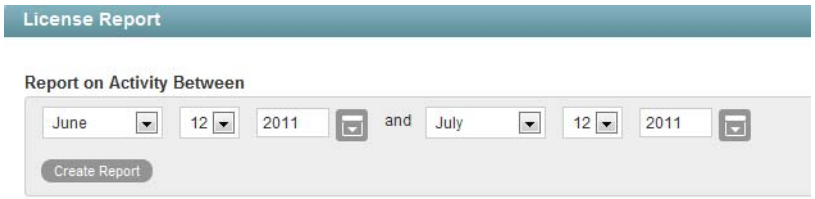
26.1.9 License Report

The License report lists information about your Vibe license, as well as information about the number of users in your Vibe site and how many of those users have accessed the site.

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Administration* icon in the upper right corner of the page.

3 Under *Reports*, click *License Report*.



4 Specify the date range for the License report, then click *Create Report*.

The License report lists the following information:

- Vibe version
- License key type
- Date the license key was issued
- Date range when the license key is valid
- Maximum number of logged-in users during the date range
- Current active user count
- List of dates in the date range with the following user license information:
  - **Local Users:** The user account was created within Vibe, and is not being synchronized from an LDAP directory.
  - **Users Synchronized from LDAP:** The user account was created from an LDAP source. (Only synchronized accounts that are not marked as Deleted or Disabled are counted.)
  - **Active Users:** Users who have logged in at least once in the past year.

    Active users are counted only after your Vibe system is upgraded to Vibe 3 or later. The number of active users is always `0` for dates prior to the upgrade to Vibe 3 or later.

    To see how many people accessed the Vibe site prior to the upgrade to Vibe 3 or later, or just for more detailed information in this area, run the Login report. For more information about the Login report, see Section 26.1.1, “Login Report,” on page 203.

The Vibe software does not limit the number of Vibe users that you can create, but sites where Vibe licenses have been purchased and the Vibe software installed are periodically audited against their purchased number of licenses.

The Vibe with Guest Access License is not displayed on this page. However, the Guest user feature described in Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 90 must be purchased in addition to the Standard Vibe license if you are using Guest user for non-registered Vibe users. If you are using Guest user only for registered users, then you do not need to purchase a new license to use the Guest user feature. For more information, see “Updating Your Vibe License” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

5 Click *Close* when you are finished reviewing the License report.

For information on how to install a new Vibe license, see “Updating Your Vibe License” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*.

26.1.10 XSS Report

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Novell Vibe contains a built-in security filter that protects against XSS vulnerabilities. For more general information about XSS, see Section 38.3.10, “Securing the Vibe Site against XSS,” on page 257.

The XSS report in Vibe enables you to remove potentially harmful XSS threats from your Vibe site.

IMPORTANT: Because XSS attacks often are designed to wait for users with extra privileges (such as the administrator) to view the page where the attack was set, it is important that you don’t navigate to the page after you run the report.

For information about how to run the XSS report and safely remove XSS threats, see “TID 7007381: Running the XSS Report in Novell Vibe OnPrem” in the Novell Support Knowledgebase (http://www.novell.com/support).

26.2 Using Log Files

- Section 26.2.1, “Vibe Log File,” on page 214
- Section 26.2.2, “Tomcat Log File,” on page 214

26.2.1 Vibe Log File

The Novell Vibe log file (`ssf.log`) is available from the Vibe site.

1. Log in as the Vibe site administrator.
2. Click the *Administration* icon in the upper right corner of the page.
3. Under *Reports*, click *System Error Logs*.

   You are prompted to open or save a file named `logfiles.zip`, which contains the current `ssf.log` file. This file contains any stack traces or warning messages because of unexpected events encountered by the Vibe program.
4. Save the `ssf.log` file to a convenient location on the Vibe server.

   This file is helpful when you need assistance resolving a problem with your Vibe site.

If you are unable to start Vibe and therefore cannot retrieve the log file as described above, the Vibe log file is also available in the following directory of your Vibe installation:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\logs`

26.2.2 Tomcat Log File

In addition to the Novell Vibe error log file (`ssf.log`), the Tomcat error log file (`catalina.out` on Linux and `stdout_*.log` on Windows when Vibe runs as a service) is also useful. The Tomcat log file contains more information than the Vibe log file, because it includes problems encountered by Tomcat outside of the Vibe application itself. The location of the Tomcat log file varies by platform:

Linux: `/opt/novell/teaming/apache-tomcat/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\logs`

NOTE: When Vibe and Tomcat run as a Windows application, rather than as a Windows service, the information displayed in the command prompt window where you started Vibe is your only source of information. The data displayed in the command prompt window is not logged by Tomcat on Windows.

The Tomcat log file provides the following useful information:

- At the top, the Tomcat log file lists Tomcat startup messages.
- The System Properties section lists information about the supporting software packages that Tomcat relies on (for example, Java) and information about their current location and configuration.
- The System Environment section lists the currently set environment variables (for example, `HOSTNAME`, `PATH`, and `JAVA_HOME`).
- Exception and error data includes sufficient information for you to determine what user was trying to perform what action in what location on the Vibe site, to help you isolate and reproduce the problem.

  NOTE: The Novell Vibe product name prior to version 3 is Novell Teaming. If your Vibe site was originally installed as a Teaming 2.0 or Vibe site, the root of your site is referred to as `org.kablink` in the Tomcat error log. If you updated from a Teaming 1.0 site or a Teaming 2.0 beta site, the root of your site is referred to as `com.liferay`.

This file is helpful when you need assistance resolving a problem with your Vibe site.

Adjusting the Log Level for the Tomcat Log File

The log levels for various Tomcat functions are set in the `log4j.properties` file. Each type of information that is logged can have a log level of INFO, WARN, ERROR, FATAL, or DEBUG, depending on the type and quantify of information that you want logged. Some lines in the `log4j.properties` file are commented out with a pound sign (#), so that no information of that type is gathered. You can change the log level for each type of information and comment or uncomment lines to adjust the information gathered in the Tomcat log file to meet your troubleshooting needs.

1. Open the `log4j.properties` file in a text editor.

   The location of the `log4j.properties` file varies by platform.

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF`

2. Change log level settings as needed for the type of information you want to gather.
3. Comment or uncomment lines, depending on the type of information you want to gather.

4 Save the `log4j.properties` file, then exit the text editor.

5 Stop Vibe, then start Vibe to put the new logging level into effect.

26.3 Checking the Vibe Site Software Version

To display the version number and software date of the Novell Vibe software:

1 Log in to the Vibe site as the Vibe administrator

2 Click the *Administration* icon in the upper right corner of the page.

3 Click the information icon .

The Vibe software version and date are displayed in the Administration Information dialog box.

Reconfiguring the Vibe Site 27

Many aspects of your Novell Vibe OnPrem site can be changed when you are logged in to the Vibe site as the Vibe administrator. Some aspects of reconfiguring the Vibe site require you to rerun the Vibe installation program, as described in "Setting Configuration Options after Installation" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

- Section 27.1, "Basic Installation," on page 217
- Section 27.2, "Advanced Installation," on page 218

27.1 Basic Installation

The configuration settings that can be changed using a Basic installation are:

Location of TrueType Fonts for Stellent Converters
Default Locale for Novell Vibe
Network Information
  Host
  HTTP Port and Secure HTTP Port
  Listen Port and Secure Listen Port
  Shutdown Port and AJP Port
WebDAV Authentication Method
Database Selection
  Database Type
  JDBC URL
  Credentials
Java JDK Location
  Java Heap Size
Outbound E-Mail Configuration
  Protocol
  Host, Port, and Time Zone
  Username, Password, and Authentication
  Allow Sending E-Mail to All Users
Inbound E-Mail Configuration
  Internal SMTP E-Mail Server
  SMTP Bind Address
  SMTP Port
  Announce TLS

For information about these basic configuration options, see "Planning a Basic Vibe Installation" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

27.2 Advanced Installation

An Advanced installation includes the options available in a Basic installation, as well as the following additional options:

Web Services
- Enable WSS Authentication
- Enable Basic Authentication
- Enable Token-Based Authentication
- Enable Anonymous Access

Lucene Configuration

RSS Configuration
- Max Elapsed Days
- Max Inactive Days

Presence Configuration

Conferencing Configuration
- Conferencing URL

Reverse Proxy Configuration
- Access Gateway Address
- Logout URL
- WebDAV Access Gateway Address

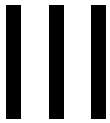
Integration with IIS for Windows Authentication

Mirrored Folder Resource Driver Configuration

Vibe Cluster Configuration

For information about these advanced configuration options, see "Planning an Advanced Vibe Installation" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

Interoperability



Novell Vibe OnPrem can be used in conjunction with various other software products. By incorporating these products into your Vibe system, you can add functionality, increase security, and maximize the value of Vibe.

- Chapter 28, “Novell Access Manager,” on page 221
- Chapter 29, “Internet Information Services (IIS),” on page 223
- Chapter 30, “Novell GroupWise,” on page 225
- Chapter 31, “Novell Conferencing,” on page 227
- Chapter 32, “Novell Messenger,” on page 229
- Chapter 33, “Novell Dynamic File Services,” on page 231
- Chapter 34, “Skype,” on page 233
- Chapter 35, “Twitter and Other Remote Applications,” on page 235
- Chapter 36, “YouTube,” on page 237

Novell Access Manager

28

Using Novell Vibe OnPrem in conjunction with Novell Access Manager adds enterprise-level security to your Vibe system.

You can configure Novell Access Manager to work with Novell Vibe OnPrem in the following ways:

- Configure Novell Access Manager to provide single sign-on access to the Vibe site.

  For more information, see "Configuring Single Sign-On with Novell Access Manager" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

- Configure Novell Access Manager to allow Web Services applications to access the Vibe site.

  For more information, see Chapter 14, "Allowing Web Services to Access the Vibe Site through Novell Access Manager," on page 125.

When you set up Novell Access Manager to work with Vibe OnPrem, ensure that you specify the correct HTTP/HTTPS port numbers during the Vibe OnPrem installation, as described in "HTTP/HTTPS Ports When You Use Novell Access Manager with Vibe OnPrem" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

For more information on how to configure Novell Vibe to work with Novell Access Manager, see "Configuring a Protected Resource for a Novell Vibe OnPrem 3.0 Server" in the *Novell Access Manager 3.1 SP3 Access Gateway Guide*.

Internet Information Services (IIS) 29

You can integrate Novell Vibe OnPrem with Internet Information Services (IIS) to achieve Integrated Windows Authentication functionality. For more information about IIS and Integrated Windows Authentication with Vibe, see "Configuring Single Sign-On with Internet Information Services for Windows" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

Novell GroupWise

30

When you use Novell Vibe OnPrem with GroupWise, some configuration steps are required to integrate the applications, as described in "Configuring GroupWise for Use with Novell Vibe OnPrem" in the *GroupWise 8 Interoperability Guide*:

- "Using GroupWise as the Vibe E-Mail System"
- "Enabling GroupWise/Vibe Integration for GroupWise Windows Client Users"
- "Accessing Your Vibe Site from the GroupWise Client"

Novell Conferencing

31

When you use Novell Vibe OnPrem with Novell Conferencing, Vibe users can easily set up instant conferencing meetings with other Vibe users, as described in "Using Novell Conferencing with Novell Vibe" in "Connecting With Your Co-Workers" in the *Novell Vibe OnPrem 3.1 User Guide*.

For information about how to configure Conferencing to work with Vibe, see Section 9.2, "Integrating Conferencing with Vibe," on page 108.

Novell Messenger

32

Novell Vibe OnPrem enables you to integrate with Novell Messenger 2.2 and later. This integration displays users' Messenger presence information within Vibe. For information about how to configure Vibe to work with Messenger, see Section 9.1, "Integrating Messenger with Vibe," on page 107.

Novell Dynamic File Services 33

You can manage your Novell Vibe OnPrem files by leveraging the functionality of Novell Dynamic File Services. Novell Dynamic File Services is an information life-cycle management technology that uses a policy-based approach for relocating files between two paths located on different storage devices. You can use Dynamic File services to better manage your premium storage for Vibe OnPrem by offloading large or seldom used files to a secondary storage location. Dynamic File Services provides a merged view of the data to the Vibe OnPrem application, which allows its users to transparently access their files without being aware of where they are physically stored.

For information on how to configure Vibe OnPrem with Novell Dynamic File Services, see “Setting Up a Merged View for Collaboration Applications: Novell Teaming” in the *Dynamic File Services Administration Guide* (http://www.novell.com/documentation/dynamic_file_services/dynamic_admin_win/data/teaming.html)

Skype

34

Novell Vibe OnPrem enables you to integrate with Skype, so Vibe users can easily set up instant Skype meetings with other Vibe users, as described in "Using Skype From within Vibe" in the *Novell Vibe OnPrem 3.1 User Guide*.

Before users can use Skype from within Vibe, Vibe administrators must enable this functionality. For instructions on how to set up Vibe to work with Skype, see Section 9.3, "Integrating Skype with Vibe," on page 109.

Twitter and Other Remote Applications

35

Novell Vibe OnPrem enables you to incorporate third-party products such as Twitter into Vibe, through the use of remote applications.

For information on how to incorporate existing remote applications into your Vibe site, see Chapter 13, “Using Remote Applications on Your Vibe Site,” on page 119.

YouTube

36

Novell Vibe OnPrem enables you to display YouTube videos directly from the Vibe site. This functionality is enabled by default and does not need to be activated by a Vibe administrator.

For more information about how to display YouTube videos on the Vibe site, see “Displaying YouTube Videos in a Folder Entry” in the *Novell Vibe OnPrem 3.1 User Guide*.

Site Security

IV

- Chapter 37, “Security Administration,” on page 241
- Chapter 38, “Security Policies,” on page 253

Security Administration 37

SSL (Secure Socket Layer) and TLS (Transport Layer Security) can be used to secure the connections between your Novell Vibe OnPrem site and other network services.

- Section 37.1, “Securing LDAP Synchronization,” on page 241
- Section 37.2, “Securing E-Mail Transfer,” on page 243
- Section 37.3, “Securing HTTP Browser Connections,” on page 243
- Section 37.4, “Securing Web Service Connections,” on page 252

37.1 Securing LDAP Synchronization

If your LDAP directory service requires a secure LDAP connection (LDAPS), you must configure Novell Vibe with a root certificate. The root certificate identifies the root certificate authority (CA) for your Vibe site, which enables you to generate a self-signed root certificate based on your eDirectory tree.

- Section 37.1.1, “Understanding How Vibe Uses the Root Certificate for Your eDirectory Tree,” on page 241
- Section 37.1.2, “Generating a Root Certificate in ConsoleOne,” on page 241
- Section 37.1.3, “Importing the Root Certificate into the Java Keystore,” on page 242

37.1.1 Understanding How Vibe Uses the Root Certificate for Your eDirectory Tree

You can generate a root certificate for your eDirectory tree by using either ConsoleOne or iManager, then import the root certificate into the Java keystore file (`cacerts`) on the Vibe server to make it accessible to Vibe. The default location for the Java keystore file is:

Linux: `/usr/java/jdk`*`version`*`/jre/lib/security`

Windows: `c:\Program Files\Java\jdk`*`version`*`\jre/lib/security`

NOTE: For iManager instructions, see “TID 3176104: How to Enable SSL for Teaming LDAP Synchronization and Authentication” in the Novell Support Knowledgebase (http://www.novell.com/support). If you are using Active Directory rather than eDirectory, consult your Active Directory documentation for a procedure comparable to the one provided in Section 37.1.2, “Generating a Root Certificate in ConsoleOne,” on page 241.

37.1.2 Generating a Root Certificate in ConsoleOne

1. On Linux or Windows, start ConsoleOne and authenticate to your eDirectory tree.
2. Expand the Security container, right-click the *Tree_Name* CA object, then click *Properties*.
3. Click *Certificates* > *Self Signed Certificate*.

4. Click *Validate* to update the certificate status, then click *OK* to close the Certificate Validation dialog box.
5. Click *Export* to export your eDirectory root certificate into a file that can be imported into the Java keystore file.
6. Click *Next* to accept the default of `No` for exporting a private key file along with the root certificate.
7. Select the output format for the root certificate file.

   Either DER or Base64 format can be imported into the Java keystore file.
8. In the *Filename* field, specify the location where you want to create the root certificate file and the filename to use, such as `SelfSignedRootCert.der`.

   IMPORTANT: You need to be able to access this file from the Vibe server. Specify an accessible location or copy it to the Vibe server after you create it.
9. Click *Next* to display a summary of the options you have selected, then click *Finish* to generate the root certificate file.
10. Click *Cancel* to close the Self Signed Certificate properties page of the *Tree_Name* CA object.
11. Exit ConsoleOne.
12. (Conditional) If necessary, copy the root certificate file to a convenient location on the Vibe server.

37.1.3 Importing the Root Certificate into the Java Keystore

1. On the Vibe server, make sure that you have access to the root certificate file.
2. Make sure that you can access the `keytool` tool:

   Linux: `/usr/java/jdk`*`version`*`/bin/keytool`

   Windows: `c:\Program Files\Java\jdk`*`version`*`\bin\keytool.exe`

   For convenient use, you might need to add its location to the PATH environment variable.
3. Use the following command to import the root certificate into the Java keystore:

   ```
   keytool -import -alias ldap_server_dns_name
           -keystore path_to_java_keystore_file
           -file root_certificate_file
   ```

   For example:

   ```
   keytool -import -alias ldapserver.yourcompanyname.com
           -keystore /usr/java/jdkversion/jre/lib/security/cacerts
           -file /certs/SelfSignedRootCert.der
   ```
4. When prompted, enter the password for the Java keystore.

   IMPORTANT: The default password used by Tomcat is `changeit`. If you want to specify a password other than this, then you must also specify this password in the `server.xml` Tomcat configuration file, as described in "Changing Your Password for the Keystore File" on page 245.

   Do not forget the password you specify.

5 Enter `yes` to accept the certificate import.

6 Use the following command to verify that the root certificate has been imported into the Java keystore:

```
keytool -list -keystore path_to_java_keystore_file
```

7 Enter the root certificate password to list the root certificate information.

8 Restart Vibe so that Tomcat rereads the updated Java keystore file.

You are now ready to configure your Vibe site for secure LDAP synchronization, as described in "Adding Vibe Users from Your LDAP Directory" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

37.2 Securing E-Mail Transfer

When you install Novell Vibe, you can choose whether or not the Vibe internal mail host uses TLS (Transport Layer Security) when it communicates with other SMTP mail hosts. For more information, see "Inbound E-Mail Security" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

If your Vibe site needs to send e-mail messages to an e-mail system that requires secure SMTP (SMTPS), the Vibe site must have the same type of root certificate that is required for secure LDAP (LDAPS). If you have not already set up secure LDAP for your Vibe site, follow the instructions in Section 37.1, "Securing LDAP Synchronization," on page 241 to set up secure SMTP for communications with your e-mail system.

37.3 Securing HTTP Browser Connections

Using secure HTTP (HTTPS) improves the security of your Novell Vibe site. During installation, you can choose to configure your Vibe site for HTTP or HTTPS. After installation, you can force secure HTTP connections.

- Section 37.3.1, "Preparing for Secure HTTP Connections," on page 243
- Section 37.3.2, "Implementing Secure HTTP Connections," on page 249
- Section 37.3.3, "Forcing Secure HTTP Connections," on page 249
- Section 37.3.4, "Defaulting to Secure HTTP URLs in Vibe Links," on page 251

37.3.1 Preparing for Secure HTTP Connections

If you want users to access the Vibe site with a secure HTTP connection, you must configure Vibe with a root certificate and a server certificate. The root certificate identifies the root certificate authority (CA) for your Vibe site. The server certificate is customized for the specific server where Vibe is installed.

- "Understanding How Vibe Handles Certificates" on page 244
- "Creating a New Keystore File" on page 244
- "Generating a Certificate Signing Request" on page 246
- "Submitting the Certificate Signing Request to a Certificate Authority (CA)" on page 246
- "Using the Certificate Signing Request to Generate a Self-Signed Certificate" on page 247

- “Importing the Certificate Files into the Vibe Keystore” on page 248
- “Replacing the Original Vibe Keystore File with Your Permanent Keystore File” on page 248

Understanding How Vibe Handles Certificates

Vibe uses a keystore to store certificates. The default keystore file that is installed along with Vibe is:

Linux: `/opt/novell/teaming/apache-tomcat/conf/.keystore`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\conf\.keystore`

The original certificate in the default keystore is sufficient for you to set up secure HTTP connections during initial installation, but it is self-signed and has an expiration date, so you cannot use it permanently. Soon after installation, you must obtain a permanent certificate. You can use a commercially signed certificate or a self-signed certificate. There are advantages and disadvantages to each approach.

- **Commercially Signed Certificate:** The advantage to using a certificate signed by a commercial certificate authority (CA) is that browsers automatically accept these certificates. The disadvantage is that an additional step is required, with some wait time while you obtain the commercially signed certificate.
- **Self-Signed Certificate:** The advantage to using a self-signed certificate is that it is quick and easy for you to do as the Vibe administrator. The disadvantage is that users receive a warning in the browser about the self-signed certificate the first time they access the Vibe site using secure HTTP. Users must manually accept the self-signed certificate, then the warning never occurs again.

After you obtain your permanent certificate, you can store it in the default Vibe keystore, or in a location of your own choosing. Vibe reads the location of its keystore from the following file:

Linux: `/opt/novell/teaming/apache-tomcat/conf/server.xml`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\conf\server.xml`

If you do not want to use the default keystore location, you must update the `server.xml` file to match the location you choose for your keystore.

Creating a New Keystore File

Rather than updating the Vibe `.keystore` file that is provided during installation, it is easier to create a new `.keystore` file, then import your signed certificate into it.

1. Create a new directory where you want to create the new `.keystore` file, such as a `certs` directory in a convenient location.
2. Change to the new `certs` directory.
3. Make sure that you can access the `keytool` tool:

   Linux: `/usr/java/jdk`*`version`*`/bin/keytool`

Windows: `c:\Program Files\Java\jdk`*`version`*`\bin\keytool.exe`

For convenient use, you might need to add its location to the PATH environment variable.

4 Use the following command to create a new `.keystore` file:

```
keytool -genkey -alias tomcat -keyalg RSA -keystore .keystore
```

5 When prompted, specify a password for the new `.keystore` file, then confirm the password.

IMPORTANT: The default password used by Tomcat is `changeit`. If you want to specify a password other than this, then you must also specify this password in the `server.xml` Tomcat configuration file, as described in "Changing Your Password for the Keystore File" on page 245.

Do not forget the password you specify.

---

6 When you are prompted for your first and last name, specify the fully qualified DNS name of the Vibe server, such as `vibe.yourcompanyname.com`.

You are then prompted for additional information about your organization:

- Organizational unit
- Organization
- City or locality
- State or province
- Two-letter country code

7 (Conditional) If you are planning to obtain a your certificate from a commercial certificate authority (CA), respond to the additional information prompts with accurate information appropriate to your organization.

or

(Conditional) If you are planning to generate a self-signed certificate, press Enter to skip through the prompts.

8 When you are prompted whether the information you provided is correct, enter `yes`.

9 Press Enter to use the same password that you specified in Step 5 as the key password for Tomcat.

10 List the files in the `certs` directory to see that a new `.keystore` file has been created.

Changing Your Password for the Keystore File

If you want to specify a password other than `changeit` for your `.keystore` file, as described in Step 5 in "Creating a New Keystore File" on page 244, then you must also specify this password in the `server.xml` Tomcat configuration file.

1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/conf`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\conf`

2 Open the `server.xml` file in a text editor.

3 Locate the `keystorePass` attribute, then change the value of this attribute to your new password.

4 Save and close the `server.xml` file.

Generating a Certificate Signing Request

1 Use the following command to create a certificate signing request (CSR):

```
keytool -certreq -alias tomcat -keyalg RSA
        -file certreq.csr -keystore .keystore
```

2 Enter the keystore password to create the CSR.

3 List the files in the `certs` directory to see that a new `certreq.csr` file has been created along with the existing `.keystore` file.

4 Use the `certreq.csr` file to obtain a signed certificate.:

4a To use a commercial certificate authority (CA), continue with "Submitting the Certificate Signing Request to a Certificate Authority (CA)" on page 246.

or

4b To use a self-signed certificate, skip to "Using the Certificate Signing Request to Generate a Self-Signed Certificate" on page 247.

Submitting the Certificate Signing Request to a Certificate Authority (CA)

You can find a commercial certificate authority (CA) on the Internet by searching for "certificate authority." The process of obtaining a signed certificate varies from company to company. Each company provides instructions to assist you.

The certificate authority sends you a set of certificate files that you import into the Vibe keystore. Import these files into the same keystore that you used to create the original certificate request. You must import all of the files that you receive.

1 Change to the `certs` directory where you created the root certificate file and the server certificate file.

2 Use the following command to import the root certificate file:

```
keytool -import -alias root -keyalg RSA -keystore .keystore
        -file CertificateAuthorityCert.der
```

3 Enter the keystore password to add the root certificate to the Vibe keystore.

4 Use the following command to import the server certificate file:

```
keytool -import -alias tomcat -trustcacerts -keyalg RSA -keystore
.keystore
        -file CertificateAuthorityCert.der
```

5 Enter the keystore password to add the server certificate to the Vibe keystore.

Using the Certificate Signing Request to Generate a Self-Signed Certificate

If you do not want to wait to receive your signed certificate from a commercial certificate authority (CA), you can generate your own self-signed certificate using ConsoleOne or iManager. You must generate both a self-signed eDirectory root certificate file and a server certificate file.

- "Generating a Self-Signed Root Certificate File in ConsoleOne" on page 247
- "Generating a Self-Signed Server Certificate File in ConsoleOne" on page 247

NOTE: For iManager instructions, see "TID 7001857: Adding SSL Certificates to Teaming for HTTPS" in the Novell Support Knowledgebase (http://www.novell.com/support). If you are using Active Directory rather than eDirectory, consult your Active Directory documentation for a procedure comparable to the one provided in this section.

Generating a Self-Signed Root Certificate File in ConsoleOne

A root certificate identifies the root certificate authority (CA) for your Vibe site. In this case, eDirectory is acting as the root certificate authority.

1. On Linux or Windows, start ConsoleOne and authenticate to your eDirectory tree.
2. Expand the Security container, right-click the *Tree_Name* CA object, then click *Properties*.
3. Click *Certificates* > *Self Signed Certificate*.
4. Click *Validate* to update the certificate status, then click *OK* to close the Certificate Validation dialog box.
5. Click *Export* to export your eDirectory root certificate into a file that can be imported into the Vibe keystore file.
6. Click *Next* to accept the default of `No` for exporting a private key file along with the root certificate.
7. Select the output format for the root certificate file.

   Either DER or Base64 format can be imported into the Vibe keystore file.
8. In the *Filename* field, specify the location (the `certs` directory where you created the certificate signing request) and the filename to use, such as `SelfSignedRootCert.der`.
9. Click *Next* to display a summary of the options you have selected, then click *Finish* to generate the root certificate file.
10. Click *Cancel* to close the Self Signed Certificate properties page of the *Tree_Name* CA object.
11. Continue with Generating a Self-Signed Server Certificate File in ConsoleOne.

Generating a Self-Signed Server Certificate File in ConsoleOne

A server certificate is customized for the specific server where Vibe is installed.

1. Click *Tools* > *Issue Certificate*.
2. Browse to and select the `certreq.csr` file that you created in the `certs` directory, then click *Next*.

   This retrieves the contents of the CSR file into the CSR window.
3. Click *Next* to accept the default of using an organization certificate authority.
4. Select *SSL or TLS* as the type of server certificate that you need, then click *Next*.

5. Select the validity period you want for the server certificate, then click *Next*.
6. Review the information that you have provided, then click *Finish*.
7. Select the output format for the server certificate file.

   Either DER or Base64 format can be imported into the Vibe keystore file.
8. In the *Filename* field, specify the location (the `certs` directory where you created the Certificate Signing Request) and the filename to use, such as `SelfSignedServerCert.der`.
9. Click *Save* to create the public-key certificate file.
10. Exit ConsoleOne.

Importing the Certificate Files into the Vibe Keystore

After you have obtained or generated a signed certificate, you must import the certificate files into the Vibe keystore. This section describes how to import the files associated with a self-signed certificate. For information about how to import the files for a certificate that you receive from a certificate authority, see "Submitting the Certificate Signing Request to a Certificate Authority (CA)" on page 246.

1. Change to the `certs` directory where you created the root certificate file and the server certificate file.
2. Use the following command to import the root certificate file:

   ```
   keytool -import -alias root -keyalg RSA -keystore .keystore
           -file SelfSignedRootCert.der
   ```
3. Enter the keystore password to add the root certificate to the Vibe keystore.
4. Use the following command to import the server certificate file:

   ```
   keytool -import -alias tomcat -keyalg RSA -keystore .keystore
           -file SelfSignedServerCert.der
   ```
5. Enter the keystore password to add the server certificate to the Vibe keystore.

   The new `.keystore` file is now ready to be added to your Vibe system.
6. Continue with "Replacing the Original Vibe Keystore File with Your Permanent Keystore File" on page 248.

Replacing the Original Vibe Keystore File with Your Permanent Keystore File

1. Change to the following directory on the Vibe server:

   Linux: `/opt/novell/teaming/apache-tomcat/conf`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\conf`
2. Rename the existing `.keystore` file to `keystorebackup`.
3. Copy your new `.keystore` from the `certs` directory to the `conf` directory.
4. Adjust the ownership and permissions of the new `.keystore` file to match those of the backed-up keystore file.
5. Restart Vibe so that Vibe rereads the updated keystore file.

37.3.2 Implementing Secure HTTP Connections

When you run the Vibe installation program, you can choose between non-secure and secure HTTP connections, as described in "HTTP/HTTPS Ports" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

37.3.3 Forcing Secure HTTP Connections

With additional configuration, you can force users from a non-secure HTTP connection to a secure HTTPS connection.

- "Using Novell Access Manager to Force Secure HTTP Connections" on page 249
- "Configuring Tomcat to Force Secure HTTP Connections" on page 249
- "Adding the Apache Web Server to Force Secure HTTP Connections" on page 251

Using Novell Access Manager to Force Secure HTTP Connections

With Novell Vibe, you can use Novell Access Manager to force secure HTTP connections. For more information, see "Configuring Single Sign-On with Novell Access Manager" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

Configuring Tomcat to Force Secure HTTP Connections

To reconfigure Tomcat, you must update two configuration files (both named `web.xml`) under two different directories (`ssf` and `ssfs`). The `ssf` directory name refers to SiteScape Forum, a legacy product name. The `ssf` directory contains the main Vibe Web application that you use when you interact with your browser. The `ssfs` directory name refers to SiteScape File System. The `ssfs` directory contains the Vibe WebDAV application that you use to access files on a remote WebDAV server from the Vibe site.

1. Log in to the Vibe server with sufficient rights to edit the `web.xml` files (`root` on Linux, `Administrator` on Windows).
2. Modify the `web.xml` file under the `ssf` directory:
   - **2a** Change to the directory where the `web.xml` file is located.

     Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF`

     Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF`

   - **2b** Make a backup copy of the `web.xml` file, then open the `web.xml` file in a text editor.
   - **2c** Add the following security constraint at the bottom of the file, immediately above the `</web-app>` tag.

```
<security-constraint>
  <web-resource-collection>
    <web-resource-name>Entire Application</web-resource-name>
    <url-pattern>/*</url-pattern>
  </web-resource-collection>
  <user-data-constraint>
    <transport-guarantee>CONFIDENTIAL</transport-guarantee>
  </user-data-constraint>
</security-constraint>
```

2d (Conditional) If users access the Vibe site with Internet Explorer, find the following single line in the security constraint you just added:

```
<url-pattern>/*</url-pattern>
```

2e Replace it with the following set of lines:

```
<!-- Patterns from web.xml.tmpl. -->
<url-pattern>/a/*</url-pattern>
<url-pattern>/ws/*</url-pattern>
<url-pattern>/rss/*</url-pattern>
<url-pattern>/atom/*</url-pattern>
<!-- Patterns from subdirectories of webapps/ssf. -->
<url-pattern>/applets/*</url-pattern>
<url-pattern>/css/*</url-pattern>
<url-pattern>/help/*</url-pattern>
<url-pattern>/help_doc/*</url-pattern>
<url-pattern>/i/*</url-pattern>
<url-pattern>/images/*</url-pattern>
<url-pattern>/js/*</url-pattern>
```

For Internet Explorer, this list of URL patterns forces secure HTTP connections for everything except the `/s/*` pattern (document files with extensions such as `.odt` and `.doc`) and the `/ical/*` pattern (calendar `.ics` files).

2f Save the modified `web.xml` file, then exit the text editor.

3 Modify the `web.xml` file under the `ssfs` directory:

3a Change to the directory where the `web.xml` file is located.

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssfs/WEB-INF`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssfs\WEB-INF`

3b Make a backup copy of the `web.xml` file, then open the `web.xml` file in a text editor.

3c Add the following security constraint at the bottom of the file, immediately above the `</web-app>` tag.

```
<security-constraint>
  <web-resource-collection>
    <web-resource-name>Entire Application</web-resource-name>
    <url-pattern>/*</url-pattern>
  </web-resource-collection>
  <user-data-constraint>
    <transport-guarantee>CONFIDENTIAL</transport-guarantee>
  </user-data-constraint>
</security-constraint>
```

3d Save the modified `web.xml` file, then exit the text editor.

Adding the Apache Web Server to Force Secure HTTP Connections

You can set up the Apache Web server to front your Vibe site and use a meta refresh (http://en.wikipedia.org/wiki/Meta_refresh) to redirect users to a secure URL.

1. Install the Apache Web server on one server.
2. Configure Apache to listen on port 80.
3. Create an `index.html` file similar to the following example:

```
<html>
<head>
  <meta http-equiv="refresh" content="0;url=https://vibe_url" />
  <title>Redirected to Secure Vibe</title>
</head>
<body>
  This page is used to redirect to the Secure Vibe server. If your
  browser does not automatically redirect you in a few seconds, click
  <a href="https://vibe_url">here</a> to go to the secure page.
</body>
</html>
```

4. Replace *vibe_url* with the URL to your Vibe site.
5. Place the `index.html` file in the document root directory of the Apache Web server.

   Linux: `/srv/www/htdocs`

   Windows: `c:\Program Files\Apache Software Foundation\Apache2.2\htdocs`

6. Restart the Apache Web server.

37.3.4 Defaulting to Secure HTTP URLs in Vibe Links

Vibe includes URLs to Vibe site locations in e-mail messages and notifications. By default, the URLs are formed with `http` rather than `https`. You can reconfigure Vibe to default to `https` for Vibe site URLs.

1. Log in to the Vibe server with sufficient rights to edit the `ssf-ext.properties` file (`root` on Linux, `Administrator` on Windows).
2. Change to the following directory:

   Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

   Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes/config`

3. Make a backup copy of the `ssf-ext.properties` file.
4. Open the `ssf-ext.properties` file in a text editor.
5. Locate the following lines:

```
adapter.web.protocol=context-http
servlet.web.protocol=context-http
rss.web.protocol=context-http
ical.web.protocol=context-http
ssfs.web.protocol=context-http
simpleurl.web.protocol=context-http
```

6 Change `http` to `https`.

```
adapter.web.protocol=context-https
servlet.web.protocol=context-https
rss.web.protocol=context-https
ical.web.protocol=context-https
ssfs.web.protocol=context-https
simpleurl.web.protocol=context-https
```

7 Save the `ssf-ext.properties` file, then exit the text editor

8 Restart Vibe to put the change into effect.

37.4 Securing Web Service Connections

Web Services in Vibe allow third-party applications to integrate with your Vibe system. To increase the security of your Vibe site, you can configure Vibe to allow only secure applications to integrate with Vibe. This section does not attempt to describe how to write a third-party application that supports HTTPS. Instead, this section describes how to configure your Vibe system to prevent non-secure third-party applications from connecting with Vibe.

To prevent non-secure third-party applications from connecting with your Vibe system:

1 Log in to the Vibe server with sufficient rights to edit the `web.xml` files (`root` on Linux, `Administrator` on Windows).

2 Modify the `web.xml` file under the `ssr` directory:

2a Change to the directory where the `web.xml` file is located.

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssr/WEB-INF`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssr\WEB-INF`

2b Make a backup copy of the `web.xml` file, then open the `web.xml` file in a text editor.

2c Add the following security constraint at the bottom of the file, immediately above the `</web-app>` tag.

```
<security-constraint>
  <web-resource-collection>
    <web-resource-name>Entire Application</web-resource-name>
    <url-pattern>/*</url-pattern>
  </web-resource-collection>
  <user-data-constraint>
    <transport-guarantee>CONFIDENTIAL</transport-guarantee>
  </user-data-constraint>
</security-constraint>
```

2d Save the modified `web.xml` file, then exit the text editor.

Security Policies

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- Section 38.1, “Securing the Vibe Data,” on page 253
- Section 38.2, “Securing the Vibe Software,” on page 254
- Section 38.3, “Securing the Vibe Site,” on page 255

38.1 Securing the Vibe Data

- Section 38.1.1, “Limiting Physical Access to Vibe Servers,” on page 253
- Section 38.1.2, “Protecting the Vibe File Repository,” on page 253
- Section 38.1.3, “Protecting the Vibe Database,” on page 253

38.1.1 Limiting Physical Access to Vibe Servers

Servers where Novell Vibe data resides should be kept physically secure, so unauthorized persons cannot gain access to the server consoles.

38.1.2 Protecting the Vibe File Repository

The Novell Vibe file repository contains unencrypted data. See “Distributing Different Data Types to Different Locations” in “Advanced Installation and Reconfiguration” in the *Novell Vibe OnPrem 3.1 Installation Guide* for details about how Vibe uses the local file system for data storage. These directories contain uploaded information in various formats (both native file formats and potentially a number of rendered formats (such as cached HTML versions of files, thumbnails, and RSS feeds) as well as archived data. These files are managed exclusively by the Vibe application software.

For data security, encrypted file systems should be used on servers where Vibe data resides. Only Vibe administrators should have direct access to Vibe data.

38.1.3 Protecting the Vibe Database

During installation, you select the encryption method that you want to use for the Vibe database, as described in “Database Encryption Algorithm” in “Basic Installation” in the *Novell Vibe OnPrem 3.1 Installation Guide*. Three levels of encryption strength are available. The encryption algorithm cannot be changed after you have started using the Vibe database, so be sure to select the level of encryption appropriate for your Vibe site during initial installation.

Depending on your local security guidelines, you might want to encrypt the database connections between the Vibe software and the Vibe database. SSL-encrypted data between the Vibe application and the database server imposes a performance penalty because of the increased overhead of encrypting and decrypting the retrieved data.

Support for this is highly dependent on the database client drivers and JDBC connector support, and on how you are configuring your database client and server certificates. You should check with your database vendor on how to set up SSL connections on both the client and server sides of the

connection. You might need to modify the JDBC URL during installation, as described in "Database Location" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*. For example, for MySQL, you might add `useSSL=true&requireSSL=true` to the `options` part of the JDBC URL.

38.2 Securing the Vibe Software

- Section 38.2.1, "Protecting the Vibe Configuration Files," on page 254
- Section 38.2.2, "Protecting the Vibe Properties File," on page 254
- Section 38.2.3, "Protecting Log Files," on page 254
- Section 38.2.4, "Protecting the Vibe Process on Linux," on page 255

38.2.1 Protecting the Vibe Configuration Files

The Novell Vibe configuration file (`installer.xml`) for the Vibe software should be protected from tampering. It contains username and password information for Vibe features that interact with other programs.

The initial `installer.xml` is created in the same directory where the Vibe Installation program is run. Backup copies are stored in:

Linux: `/opt/novell/teaming/teaming-config`

Windows: `c:\Program Files\Novell\Teaming\teaming-config`

38.2.2 Protecting the Vibe Properties File

The Vibe properties file (`ssf.properties`) should be protected from tampering. Like the Vibe configuration file, it contains username and password information, as well as many other details about your Vibe site configuration. The Vibe properties file (`ssf.properties`) is located in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes/config`

38.2.3 Protecting Log Files

The log files for Vibe and Tomcat should be protected against access by unauthorized persons. Log files contain very detailed information about your Vibe system and Vibe users.

The Vibe log file is available in the following directory of your Vibe installation:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\logs`

The Tomcat log file is available in the following directory of your Vibe installation:

Linux: `/opt/novell/teaming/apache-tomcat/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\logs`

38.2.4 Protecting the Vibe Process on Linux

On Linux, Vibe is installed to run as a user other than the Linux `root` user. See "Linux User ID for Vibe" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

38.3 Securing the Vibe Site

- Section 38.3.1, "Configuring a Proxy Server," on page 255
- Section 38.3.2, "Setting the Vibe Administrator Password," on page 255
- Section 38.3.3, "Setting Up SSL Connections," on page 255
- Section 38.3.4, "Shortening the Vibe Session Timeout," on page 256
- Section 38.3.5, "Using Role-Based Access Control," on page 256
- Section 38.3.6, "Monitoring Inbound E-Mail," on page 256
- Section 38.3.7, "Preventing Web Services Access," on page 256
- Section 38.3.8, "Controlling RSS Feeds," on page 256
- Section 38.3.9, "Securing Mirrored Folders," on page 257
- Section 38.3.10, "Securing the Vibe Site against XSS," on page 257

38.3.1 Configuring a Proxy Server

Your Novell Vibe system should be located behind your firewall. If Vibe users want to access the Vibe site from outside your firewall, you should set up a proxy server outside your firewall to provide access. You can use Novell Access Manager to protect your Vibe site, as described in "Configuring Single Sign-On with Novell Access Manager" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

38.3.2 Setting the Vibe Administrator Password

The Vibe site is initially installed to allow administrator access by using the username `admin` and the password `admin`. The Vibe administrator password should be changed immediately after installation, as described in "Accessing Your Basic Vibe Site as the Site Administrator" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

38.3.3 Setting Up SSL Connections

All communication with the Vibe site should be configured to use SSL connections, as described in:

- Section 37.2, "Securing E-Mail Transfer," on page 243
- Section 37.1, "Securing LDAP Synchronization," on page 241
- Section 37.3, "Securing HTTP Browser Connections," on page 243

38.3.4 Shortening the Vibe Session Timeout

By default, if a user's Vibe session is idle for four hours (240 minutes), Vibe logs the idle user out. For increased security for your Vibe site, you can make the session timeout shorter, as described in "Changing the Vibe Session Timeout" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

38.3.5 Using Role-Based Access Control

Vibe controls all access to folders and entries by using role-based access controls. Vibe is intended to be used primarily for the sharing of information, so many default access rights tend toward allowing at least universal read access. For information on setting access controls for your Vibe site, see:

- Chapter 2, "Planning and Controlling User Access to Workspaces and Folders," on page 21 in this guide
- "Controlling Access" in the *Novell Vibe OnPrem 3.1 Advanced User Guide*

38.3.6 Monitoring Inbound E-Mail

You can configure Vibe to receive e-mail and post the messages as entries in a folder, as described in "Enabling Inbound E-Mail" in "Basic Installation" in the *Novell Vibe OnPrem 3.1 Installation Guide*. Because e-mail is inherently non-secure, there is no way to be sure that the senders are who they claim to be. Entries posted by e-mail include the e-mail address of the sender to alert Vibe users about the origin of the postings.

38.3.7 Preventing Web Services Access

The default Vibe installation allows authenticated access via Web services, as described in "Configuring Web Services" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*. If you are not using Web services, you can disable them.

38.3.8 Controlling RSS Feeds

Because RSS readers are outside of the authentication Vibe system, the URL provided by Vibe for an RSS feed embeds some authentication information about the user. This means that the RSS URL must be protected and not shared between users. For this reason, RSS is not recommended for use on highly sensitive data. If necessary, you can disable RSS feeds for your Vibe site, as described in "Managing RSS Feeds" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*.

38.3.9 Securing Mirrored Folders

Mirrored folders make files that are stored on a file system available to users on the Novell Vibe site. Two levels of security are provided for mirrored folder access:

- When you create mirrored folder resource drivers, as described in "Configuring Mirrored Folder Resource Drivers" in "Advanced Installation and Reconfiguration" in the *Novell Vibe OnPrem 3.1 Installation Guide*, you can choose read-only access or read/write access. In addition, you can identify specific Vibe users and groups that are allowed access to the mirrored folder resource drivers.
- When you set up the mirrored folders on the Vibe site, as described in Chapter 15, "Setting Up Mirrored Folders," on page 127 in this guide, you can set access controls on the Mirrored File folder.

38.3.10 Securing the Vibe Site against XSS

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Novell Vibe contains a built-in security filter that protects against XSS vulnerabilities. This security filter is enabled by default.

The following sections describe the types of content that the security filter blocks from the Vibe site, where exactly it blocks it from entering, and how you can disable the security filter or enable specific users to bypass the security filter.

- "Understanding What Content Is Not Permitted" on page 257
- "Understanding Where the Content Is Not Permitted" on page 257
- "Listing All XSS Threats in Your System" on page 258
- "Disabling the XSS Security Filter" on page 258

Understanding What Content Is Not Permitted

By default, the XSS security filter in Vibe is very strict, and does not allow users to add certain types of content. For example, the following content is not permitted:

- HTML that contains JavaScript
- Forms
- Frames
- Objects
- Applets

Understanding Where the Content Is Not Permitted

The type of content discussed in "Understanding What Content Is Not Permitted" on page 257 is filtered by Vibe in the following areas:

- Text and HTML fields in entries and folders
- Uploaded HTML files

Listing All XSS Threats in Your System

Vibe enables you to run an XSS report that lists XSS threats that are contained in your Vibe system. For more information, see Section 26.1.10, “XSS Report,” on page 214.

Disabling the XSS Security Filter

IMPORTANT: Because of the serious nature of XSS attacks, we strongly recommend that you do not disable the XSS security filter for the entire site. If there are certain users who need to upload information to the Vibe site, you can grant those users access to bypass the XSS security filter, as described in Section 18.9, “Enabling Users to Bypass the XSS Security Filter,” on page 153.

It is possible to disable the XSS security filter for the entire site for each of these areas by copying the appropriate lines from the `ssf.properties` file, pasting them into the `ssf-ext.properties` file, then changing the values of the lines to `false`. The lines in the `ssf.properties` file that are responsible for enabling and disabling the XSS security filter are:

- `xss.check.enable`
- `xss.content.filter.file.extensions`