Central Desktop Online Collaboration Tool

Christina Boyce
Gregory Marchini
solutions-support@standards.ieee.org
Introducing Central Desktop!

- The SA is making available Central Desktop to working groups for standard development, Industry Connection groups, Professional Services Groups and other adhocs.
- A robust, cohesive and feature rich collaboration space
- Central Desktop has won a few awards in this area [http://www.centraldesktop.com/about-press](http://www.centraldesktop.com/about-press), they have an excellent reputation in collaboration and social networking.
- Excellent team of support specialists, training documentation, user forums, and “ideasphere” ([https://ideasphere.uservoice.com/forums/118481-ideasphere](https://ideasphere.uservoice.com/forums/118481-ideasphere)) which allows users to submit and vote on enhancement ideas.
- Also provides features that are not available in our current tools:
  - Mobile applications
  - Browser, Outlook and MS Word Plug ins
  - Document editing and sharing
  - API support
Quick view, customizable, real time updates
Files & Discussions

Upload (drag and drop), Download, WebDAV, Revise, Tag, Organize w/Folders, Lock for editing, Track versions, Password protect files, Comment, Status, Audit Log, Search, MS Office plugins, Automated workflow
### Communication (Discussions, Forums, Blogs)

Discussions online and via email, Select subscribers, Tag, Password protect, Search

---

**Working Group 1 Forum**

<table>
<thead>
<tr>
<th>Category</th>
<th>Views</th>
<th>Posts</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Stuff</td>
<td>3</td>
<td>0</td>
<td>Feb 13</td>
</tr>
<tr>
<td>Tech Stuff</td>
<td>10</td>
<td>4</td>
<td>Feb 17</td>
</tr>
</tbody>
</table>

---

*Example forum posts and discussions are shown.*

---

**Image Description:**
- A screenshot of a forum interface with threads listed for easy navigation. 
- Examples of forum posts are shown, including user names and timestamps for last post.
- A highlighted section shows a summary of forum categories and their respective views and posts.
Project Management

Create and assign (tasks, milestones, task lists), Gantt charts, Status reports, Set priorities, Dependencies, Dates, Tag, Search

E-Tools: Contract Management Solution Project Gantt Chart

<table>
<thead>
<tr>
<th>Items</th>
<th>Start Date</th>
<th>Due Date</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine Best Solution</td>
<td>Jun 11, 2012</td>
<td>Jun 22, 2012</td>
<td>12d</td>
</tr>
</tbody>
</table>
## Calendar

- Post events, View project tasks/milestones, Automatic reminders, consolidate across workspaces

### New Event

- Click on the "New Event" button.

### Show Options


### Overdue

**July 2012**

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>TODAY 7</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>TODAY 7</td>
</tr>
</tbody>
</table>

- **1 July:** Draft WG Template requirements
- **2 July:** Editable Terms of Service

**8 July:**

- **8 July:** Editable Terms of Service
- **9 July:** Draft WG Template requirements

**15 July:**

- **15 July:** Editable Terms of Service
- **16 July:** Draft WG Template requirements

**18 July:**

- **18 July:** Editable Terms of Service
- **19 July:** Draft WG Template requirements

- **Project Task Templates**
- **Phase 2: Design the Solution**
<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Username</th>
<th>Email</th>
<th>Observer</th>
<th>Active</th>
<th>Read</th>
<th>Edit</th>
<th>Add</th>
<th>Delete</th>
<th>List</th>
<th>Workspace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adrian Stephens</td>
<td>Internal</td>
<td>adriansstephens</td>
<td><a href="mailto:adriansstephens@intel.com">adriansstephens@intel.com</a></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adrian Stephens (Test Account)</td>
<td>Internal</td>
<td>adriansstephens</td>
<td><a href="mailto:adrians@onezedphens.org.uk">adrians@onezedphens.org.uk</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Hunter</td>
<td>Internal</td>
<td>D0211</td>
<td><a href="mailto:hunter@timetador.com">hunter@timetador.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dstanley@amubanetworks.com">dstanley@amubanetworks.com</a></td>
<td>Internal</td>
<td>Pending</td>
<td><a href="mailto:dstanley@amubanetworks.com">dstanley@amubanetworks.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jon Rosdahl</td>
<td>Internal</td>
<td>jrosdahl</td>
<td>jrosdahl@ ieee.org</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Hamilton</td>
<td>Internal</td>
<td>markhamilton</td>
<td><a href="mailto:mark.hamilton@polycom.com">mark.hamilton@polycom.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:montemuro.michael@gmail.com">montemuro.michael@gmail.com</a></td>
<td>Internal</td>
<td>Pending</td>
<td><a href="mailto:montemuro.michael@gmail.com">montemuro.michael@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:pcoofer@isso.com">pcoofer@isso.com</a></td>
<td>Internal</td>
<td>Pending</td>
<td><a href="mailto:pcoofer@isso.com">pcoofer@isso.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen McCann</td>
<td>Internal</td>
<td>snocann</td>
<td><a href="mailto:mccann.stephen@gmail.com">mccann.stephen@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update Permissions
Additional....

- Administrator Access Provides:
  - Usage Reports
  - Modify Workspace settings
  - Modify Look and Feel
  - Custom Tabs
  - Customized views

- Additional Functionality
  - Wiki
  - Public and Private Workspace
  - API support
  - Mobile (Android, iOS) applications
  - Browser, Outlook and MS Word Plug ins
  - Databases (create and manage custom lists)
Benefits of using Central Desktop

- **Consolidation**
  - All group activity, communications, and files are available in one central location

- **Search**
  - All documents and communication are searchable. Files, discussions and tasks can be tagged to easily find content related to particular keywords.

- **Archival**
  - Previous versions of documents, old discussions, and completed tasks can be archived inside the collaboration tool. This means that they are hidden, but can be brought back and referenced if necessary.
Central Desktop Resources

- Central Desktop Help Center

- Getting Started Guide

- New User Training Videos

- Questions? Contact the solutions team or your staff liaison
  - Solutions-support@standards.ieee.org
Walk in Information Sessions

- Moshen A – Seaport Tower 3rd Floor

- Wed. July 18th 10:30am – 11:30am
- Wed. July 18th 1:30pm – 2:30 pm
- Thurs. July 19th 12 noon – 1:00 pm