

# Central Desktop Online Collaboration Tool

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# Central Desktop



myProject  
IMAT  
Mentor  
Grouper

# Introducing Central Desktop!

- The SA is making available Central Desktop to working groups for standard development, Industry Connection groups, Professional Services Groups and other adhoc.
- A robust, cohesive and feature rich collaboration space
- Central Desktop has won a few awards in this area <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>) 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

### My Dashboard



What are you working on right now?

Share

Christina Boyce is Working with Greg on lunch and learn slides Jun 13 clear

### Upcoming

Wed	Thu	Fri	Sat	Sun
11 TODAY	12	13	14	15
11:00 AM Status Meeting ✓ ieerac (Angela) ✓ Project Task Templates ✓ CD Price and Packaging information	✓ sa4802/802Tickets (KIM)	✓ ISTO Board: Technolgy Update for Nov		

More...

### Recent Activity

- All Activity
- My Subscriptions
- Activity By Workspace
- Status Updates

Yesterday

IEEE Review	<b>Added</b> by Alan Bush 23hrs ago	in ieee-implementation
✓ Establish an "85%" template	<b>Completed</b> by Christina Boyce 23hrs ago	in ieee-implementation
✓ Private & Public Template	<b>Completed</b> by Christina Boyce 23hrs ago	in ieee-implementation
✓ Draft WG Template requirements	<b>Completed</b> by Christina Boyce 23hrs ago	in ieee-implementation
✓ Project Task Templates	<b>Commented</b> by Christina Boyce 23hrs ago	in ieee-implementation

Mike what is the status of the task list?

Options

- Workspace Shortcuts
- Company Shortcuts
- Central Desktop Help
- Last Workspaces Viewed
- Central Desktop Help
- ieee-implementation
- Working Group Template - Public
- CBoyce
- E-Tools:Project Event Horizon
- Electronic Product Notice (Sub-NextGen Project)

### My Collaborators



View All...

### Tips

The [Help Center](#) has answers to common questions as well as tips and video tutorials.

Dock Recent Activity to your Screen. Try [CD Sidebar \(Beta\)](#)

**IEEE STANDARDS ASSOCIATION** | c.boyce@ieee.org | Sign Out | Account | Help

Workspaces | My Dashboard | Web Meetings | **Working Group 1** | Home | Wiki | Files & Discussions | Project Management | Calendar | Forum | Settings | People | Properties | Add Tab

Working Group 1 Home | Customize | Version 10 | Options

### July 2012

Fri	Sat	Sun	Mon	Tue	Wed	Thu
6 TODAY	7	8	9 8:00 AM Meeting	10	11	12

### Recent Activity

Today

- Meeting **Added** by Christina Boyce Omin ago in Working Group 1

4 Days Ago

- ✓ Email 3004.8 myProject interests **Reopened** by Lisa Perry Jul 2 in Working Group 1
- ✓ Email 3004.8 myProject interests **Completed** by Lisa Perry Jul 2 in Working Group 1
- ✓ Respond to RevCom Comments **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Submit to RevCom **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Comment Resolution **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Initiate Sponsor Ballot **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Terminate/Reset Ballot Group **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Extend/Modify Ballot Invitation **Added** by Michael Kipness Jul 2 in Working Group 1
- ✓ Respond to NesCom Comments/Questions on Submitted PAR **Added** by Michael Kipness Jul 2 in Working Group 1

### Recent Discussions

**To be or not to be, that is the question.** Feb 13  
Whether tis nobler in the mind to suffer the slings and arrows of outrageous systems or to take arms against your working group members and, by opposing end them.  
Adrian Stephens 2 comments

**Vote V5** Feb 2  
Do you approve of this document: Please make comments here  
Gregory Marchini 1 comment

### Working Group 1 People

Add Team Members

More

### Task List: Comment Tracking

Go to Task List

There are no tasks in this list.

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

The screenshot displays the IEEE 802.99 Files & Discussions interface. The top navigation bar includes 'Workspaces', 'My Dashboard', 'Web Meetings', and 'Favorites'. The main navigation menu features 'Home', 'Wiki', 'Files & Discussions', 'Project Management', 'Calendar', 'Comment Tracking', 'Public Wiki', 'Roster', 'Settings', 'People', and 'Properties'. The 'Files & Discussions' tab is active, showing the 'IEEE 802.99 Files' section with 'Upload' and 'New' buttons. A sidebar on the left lists folders like 'All Items', 'Meeting Minutes and Agendas', 'PAR', and 'Public Folder 2-3'. The main content area shows a table of items not in folders, including 'Meeting Minutes and Agendas (public)', 'PAR', and 'Public Folder 2-3'. A 'Version History' modal is open, showing a table with columns for Version, Comments, % change from previous, and Modified. The table lists 'Version 3 (current)' with a 68% change by Gregory Marchini, and 'Version 2' with a 0% change by Gregory Marchini. The 'Comments (0)', 'Version History (3)', and 'Audit Log' buttons are also visible.

Version	Comments	% change from previous	Modified
Version 3 (current)		68% change	by Gregory Marchini, 0min ago
Version 2 Save as version 4		0% change	by Gregory Marchini, May 1

# Communication (Discussions, Forums, Blogs)

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

The screenshot shows a forum thread. At the top left, a blue 'Reply' button is circled in red. Below it, a post by Gregory Marchini is shown with a profile picture and a link to 'BO2 Groups'. A second post by Andrew Kim is also circled in red. A third post by Dustin Turner is circled in red. At the bottom, a 'Working Group 1 Forum' table is visible, with the 'Management Stuff' category circled in red.

Posted on Jan 27

Here is an example of some public spaces we are using right now. They are mainly for documents, but they use wikis for navigation.

[BO2 Groups](#)

Click on any of the groups and click "documents" if you are not automatically linked there.

Gregory Marchini

Thank Greg, this gives us a good idea of what you were working with in the public portals.

Jan 27

Andrew Kim

Greg, It has been a while since I have worked in our Public Workspaces so I am experimenting with some ideas here: <http://www.ieee.ca/centraldesktop.com/publicdemo/>

Jan 30

Dustin Turner

I have the starts of what would mimic the public environment you sent me a link to. You can see the red text links branch out to other wiki pages, while the embedded document links offer direct download for those files.

We do not make the entire feature set within the workspace available through public workspaces for security reasons, but for your needs I think using the wiki feature will be the perfect solution.

Give my link a quick look the

Dustin,

Category/Topic	Views	Posts	Last Post
<b>Management Stuff</b>		1	
a test	3	0	Feb 13
<b>Tech Stuff</b>		1	
Why did the chicken cross the road?	10	4	Feb 17

Options ▾

- Post New Topic
- New Forum Category

**Hottest Topics**

Why did the chicken cross the road?  
a test

**Tags**

road  
chicken

**Tips**

- Create categories to organize your Forum posts.
- Create new forum entries via email. Navigate to the Forum Category and grab the email address from the Tips Section.



# Calendar

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

**New Event**

Sync w/ Outlook | **ICAL** Subscribe [What's this?](#)

Show  Events  Milestones  Tasks

July, August, September 2012

**Overdue**

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 TODAY	7
→ Editable Terms of Service →						
→ Draft WG Template requirements →						
10:00 AM IEEE   CD Impleme						
✓ Terms of Service →						
✓ Privacy Policy →						
✓ Affiliation must be require						
✓ Document link - public file						
3:30 PM IEEE Working Sessio						
8	9	10	11	12	13	14
→ Editable Terms of Service →						
→ Draft WG Template requirements →						
→ Terms of Service →						
→ Privacy Policy →						
✓ Home page branding for the SA						
✓ Project Task Templates						
Phase 2: Design the Solu						
15	16	17	18	19	20	21
→ Editable Terms of Service →						
→ Draft WG Template requirements →						

# People/ Permissions

# Detailed permission control for each user in a workspace

**Add Members** ▾ Jump to: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Directory | **Permissions**

Remove Reset Password Make Internal

Name	Type	Username	Email								
Adrian Stephens	Internal	adrianstephens	adrian.p.stephens@intel.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>					
AdrianX StephensX (Test Account)	Internal	adrianxstephensx	adrians@chezstephens.org.uk	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Hunter	Internal	80211	hunter@timefactor.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dstanley@arubanetworks.com	Internal	Pending <a href="#">Resend invite</a>	dstanley@arubanetworks.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Rosdahl	Internal	jrosdahl	jrosdahl@ieee.org	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Hamilton	Internal	markhamilton	mark.hamilton@polycom.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
montemurro.michael@gmail.com	Internal	Pending <a href="#">Resend invite</a>	montemurro.michael@gmail.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pecclesi@cisco.com	Internal	Pending <a href="#">Resend invite</a>	pecclesi@cisco.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stephen McCann	Internal	smcann	mcann.stephen@gmail.com	<input type="checkbox"/>	<span style="color: green;">●</span>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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
  - <http://help.centraldesktop.com/help>
- Getting Started Guide
  - <http://help.centraldesktop.com/help/category/getting-started>
- New User Training Videos
  - <http://help.centraldesktop.com/help/video/new-user-training-pt1>
  - <http://help.centraldesktop.com/help/video/new-user-training-pt2>
- Questions? Contact the solutions team or your staff liaison
  - [Solutions-support@standards.ieee.org](mailto:Solutions-support@standards.ieee.org)

# Walk in Information Sessions

- Moshen A – Seaport Tower 3<sup>rd</sup> Floor
- Wed. July 18<sup>th</sup> 10:30am – 11:30am
- Wed. July 18<sup>th</sup> 1:30pm – 2:30 pm
- Thurs. July 19<sup>th</sup> 12 noon – 1:00 pm