

# ORACLE BEEHIVE TEAM COLLABORATION USING WORKSPACES

## KEY FEATURES

### Unified, Dedicated Team Services

- Team Wiki
- Team Announcements
- Team Document Share
- Team Calendar
- Team Contact List
- Contextual Search
- Recent Activity Tracking
- RSS Feeds

### Team Wiki

- Rich Text Editor
- Version Tracking and Restore
- Support for Plug-Ins including HTML Widgets
- Friendly, Unbreakable Interwiki Links

### Document Sharing

- Locking and Check In/Out
- Version Tracking
- Role-Based Access Controls
- Offline Access

### Workspace Administration

- Configurable Roles and Permissions for Workspace Members
- Use or Modify Default Workspace Template

### Built for the Enterprise

- Centralized Security, Auditing, and Policy Management
- Single Sign-On (SSO) Support
- Unified Object Model with Event-Driven Architecture
- Flexible Deployment and Provisioning Options

*Oracle Beehive Team Collaboration brings together a unified set of team capabilities to allow team members to easily collaborate and share information using team workspaces. Using Oracle Beehive workspaces, teams can collaborate in context and manage activities more efficiently, resulting in improved team productivity and enhanced innovation. Meanwhile, IT benefits from the simplified security and manageability of the unified Oracle Beehive collaboration system.*

## Team Collaboration using Workspaces

Oracle Beehive provides a centralized place – the workspace – for teams to collaborate and share information more effectively while maintaining the context and history of the collaborative process. The workspace offers a convenient way to communicate and coordinate team activities and can be used by a department, a project team, or any community of users, whether internal or external to the organization. Oracle Beehive workspaces contain everything users need to efficiently work together on team goals. Workspaces functionality includes:

- **Team Wiki** – An enterprise-class wiki for sharing content. Users can easily change and edit content through a rich text (WYSIWYG) or wiki editor. The Oracle Beehive wiki allows users to view changes via version tracking and supports threaded commenting and an assortment of plug-ins.
- **Team Announcements (Microblog)** – RSS-enabled announcements with configurable activation and expiration settings.
- **Document Sharing** – Dedicated team document area where team members can add and edit shared folders and files. It offers configurable role-based access control, version management, and file locking. This allows teams to easily manage team documents and control the level of access that users have.
- **Team Calendar** – Schedule related events in the team calendar. Team events automatically propagate to each invitee’s personal calendar. Rich capabilities such as free/busy lookup, resource booking, and integrated web conferencing.

## Accessing Team Workspaces

Instead of trying to change users’ behavior when it comes to the tools they use for collaboration, Oracle Beehive integrates with common productivity tools to allow quick user adoption and minimal user training. Users can access Oracle Beehive Workspaces via a web browser, a mobile device or familiar desktop tools like Microsoft Outlook or Microsoft Windows Explorer.

In addition to familiar desktop tools, Oracle Beehive provides the Workspace Client - web based team collaboration tool - that allows teams to collaborate and can present collaboration artifacts in unique ways. For example the recent activity sections depicts the aggregation of all new team content such as new comments, documents uploads, and changes to the Team Wiki.

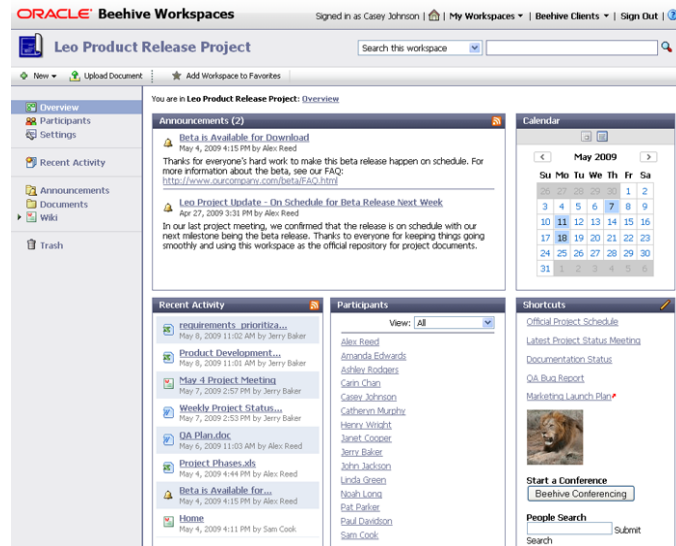


Figure 1. Home page of team workspaces inside the Oracle Beehive Workspace Client.

**Integrates with Existing End-User Tools**

Oracle Beehive extends the functionality of two popular clients, Microsoft Outlook and Microsoft Windows Explorer, to include team workspace functionality. The Oracle Beehive Extensions for Outlook allows users to continue to manage their personal services (email, calendar) while being able to access team workspaces from within Outlook to easily access team calendars, team tasks, and shared documents.

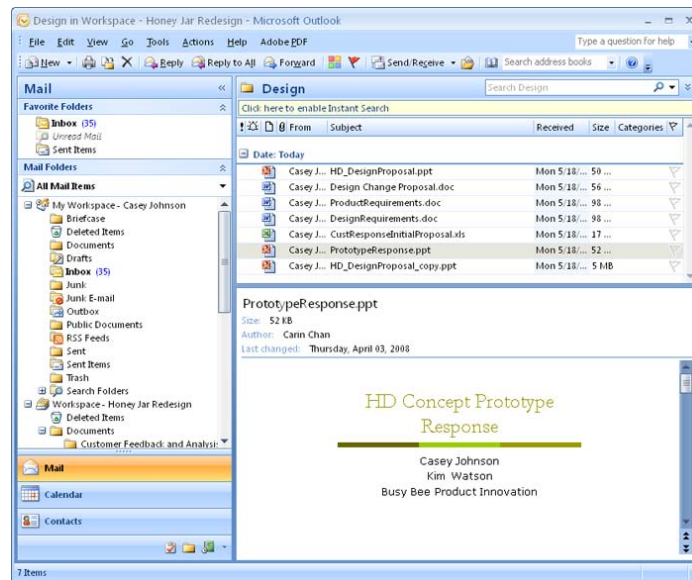


Figure 2. Oracle Beehive Extensions for Outlook. View of a team documents folder.

Using the Oracle Beehive Extensions for Explorer, users can navigate personal and team workspace folders to easily move, copy, or edit team documents, whether on or offline.

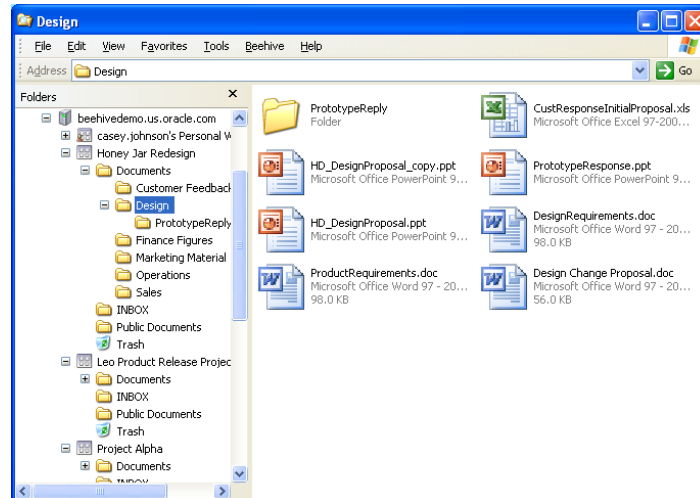


Figure 3. Oracle Beehive Extensions for Explorer. View of a team documents folder.

### Streamline Collaborative Business Processes

Using Oracle Beehive workspaces, teams can streamline their collaborative business processes. For example, a document review and approval process can be simplified by using Oracle Beehive workspaces. Often documents for review are distributed via email, where users can easily lose track of which version is current. Rather than distributing documents via email, users can utilize Oracle Beehive workspace's versioning controls to ensure all team members have access to the most current version. Meanwhile all actions performed can easily be secured and auditable by IT.

In addition, any collaborative business process can be further enhanced by utilizing Business Process Execution Language (BPEL) workflows. For example, the same simple document review and approval process can be further enhanced with a BPEL workflow. A BPEL workflow can be associated to a folder such that when a document is added to this folder, a task is created and sent to the reviewer. Once the task is completed, that same workflow can then push the document into a "Ready for Publishing" folder.

### Enterprise Infrastructure Ready

Oracle Beehive is designed to protect and extend the existing IT infrastructure, thus avoiding costly infrastructure upgrades. Oracle Beehive works with existing enterprise services such as a LDAP directory for user information and authentication mechanisms like single sign-on (SSO). Oracle Beehive can also co-exist with third-party applications such as Microsoft Exchange, which allows IT to keep users on the existing email system or migrate them to Oracle Beehive in a predictable manner without requiring an all-or-nothing cutover.

## ORACLE BEEHIVE BENEFITS

- Offer users an easy way to share documents and other content
- Capture and re-use knowledge across your organization
- Streamline existing business processes
- Boost productivity by improving team collaboration and communication
- Simplify the security and auditing of shared content
- Reduce the risks and costs associated with compliance

## Enhanced Corporate Governance

As more collaborative information is subject to policies and regulations regarding storage, disclosure and disposition, it becomes clear that managing multiple systems requires different management schemes creating unwanted overhead. Since Oracle Beehive offers a centralized and secure way to manage all shared content, new content rules can easily be applied. This simplifies corporate governance and reduces the costs of information lifecycle management.

For instance, a new request is created to audit all part-time contractors have all of their collaboration activities, everything from email to IM to file access. This audit request can easily be handled within Oracle Beehive by creating a single new policy that automatically executes across all services and workspaces in the organization.

Oracle Beehive provides teams the infrastructure to collaborate, while allowing IT to easily secure and manage all collaborative activities.

## Contact Us

For more information about Oracle Beehive, please visit [oracle.com/beehive](http://oracle.com/beehive) or call +1.800.ORACLE1 to speak to an Oracle representative.



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