

Feature List: Collaboration capabilities of SAP NetWeaver delivered by Enterprise Portal 6.0 SP2: (Status: 30/10/2003)

This document contains an overview of the features and functions of the Collaboration Capabilities that are delivered with EP 6.0 SP 2. It can be found on <http://service.sap.com/ep> or <http://service.sap.com/collaboration>. On alias /ep, you can also find a feature list for the Portal Platform and the Knowledge Management platform.

Please find the development news at <http://service.sap.com/developmentnews> -> SAP NetWeaver™ -> SAP Enterprise Portal -> Collaboration

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Area	Feature	Functionality (short description)	Further Description (Optional)
Collaboration Room	Room Types / Access Types	Collaboration provides different room types and access control possibilities in order to support communities and the various needs of project teams or workgroups. There are three room types: 'communities', 'listed rooms', and 'unlisted rooms'.	We now distinguish between rooms that are displayed in the room directory of all users and rooms that appear only in the room directory of the invited members. Communities and listed rooms motivate users to exchange their knowledge and efficiently collaborate with their co-workers using a platform that is open to other portal users, while unlisted rooms can be used for projects to which not all portal users should have access. You can define the room type during the creation of a new room by indicating the appropriate access mode 'Free' (community), 'Upon request' (listed room) or 'By invitation only' (unlisted room). 1. Community: Communities are visible to all portal users and can be accessed without invitation. This room type is designed for interest groups that exchange, collect, and process expert information related to a defined knowledge area - regardless of the members' job responsibilities, for example, a 'Java Developer' community. 2. Listed Room: Listed rooms are visible to all portal users. The room owner can define whether self registration is possible or if interested users need to be explicitly invited by the room owner. This room type is designed for projects that may interest other teams within the company, for example, 'Partner Quality Review'. 3. Unlisted Room: Unlisted rooms are not visible to all portal users. Only members invited by the room owner can see and access the room. This room type is designed for project teams that deal with confidential information, for example, the development of a new product.
Collaboration Room	Room Directory	Via the Room Directory rooms and communities can be entered, sorted, filtered and searched.	The Room Directory provides three tabs: My Rooms, Communities and Listed Rooms. From here users can enter a room or community.
Collaboration Room	Room Directory	Users can request membership for listed rooms or self-register for communities	Request membership for listed rooms: Every user can request a room membership in listed rooms. The admin/owner of the Room will be informed via mail and can decide to invite the requestor to the room. Self registration for communities: Users that want to become a member of a community can self register via the Room Directory (hover menu option). Subsequently they are added to the community's member list.
Collaboration Room	Room Creation Wizard	Rooms/communities can be created with the aid of a wizard	In a first step the user defines a name, description and category for the room and chooses the appropriate template. In a second step the user defines an access mode, adds room members (optional) and assigns the appropriate room roles to them.
Collaboration Room	Room templates	With the aid of room templates an administrator can define the content of rooms which are created based on this template. Thus coherent content, structure and business practices can be provided throughout the company.	

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Collaboration Room	Room Member List	You can display the members of the room/community, show their online status and start predefined collaboration services	
Collaboration Room	Room Calendar	You can create and manage team events (meetings) and see the calendar availability of your fellow team members In the room calendar users can schedule online sessions and start/join online sessions.	Via the groupware integration with MS Exchange, all room related appointments scheduled in the room calendar are visible in the personal calendar of the groupware client (e.g. MS Outlook or MS Outlook Web Access) of the respective users. The Room Calendar is a client of the Synchronous Collaboration Framework, thus users can start or join scheduled online sessions (RTC, WebEx sessions) directly from the Room Calendar.
Collaboration Launch Pad (CLP)	Individual contact list	The CLP is a central point of access in the SAP Enterprise Portal that provides fast and easy access to contacts, and collaboration services. It contains an individual contact list integrated with the user management. From their contact lists users can check the online availability status of their fellow colleagues	You can use the CLP to display your favorite contacts and information on whether they are currently available. Different icons indicate which of your contacts are available at any precise time for collaboration in real-time. You can start a variety of collaboration services directly from a contact's name, including sending an instant message or an e-mail, creating an appointment, starting an online meeting, creating a room, or assigning a task.
Collaboration Launch Pad (CLP)	Available collaboration services in the CLP	Send Mail Create Appointment (non recurring) Show Availability Create New Room New Task Remove Contact from List Send Instant Message Share Application / Desktop Start WebEx	These services are configurable, i.e. can be added or removed by an administrator. In contrast to scheduling online sessions you can via the CLP set up online sessions in an ad hoc mode to start e.g. an application sharing session on the spot.
Collaboration Launch Pad (CLP)	Availability Status Selector	Users can have their status autodetected (online, offline) or set their online presence status manually	
Real-Time Collaboration	General features	Combined Instant Messaging and chat Application/desktop sharing RTC is a prerequisite for autodetecting and displaying the online status of users and for the invitation process of an ad hoc session.	You can use Real-Time Collaboration services to perform numerous online tasks in real-time with anyone, anywhere - as long as they are logged on to the portal. You can choose between sending an instant message to one or more colleagues and sharing an application or your desktop in order to interact with your portal contacts. The collaboration launch pad, which contains your contact lists, shows you with the online availability status of your contacts, that is, it tells you whether they are currently 'Offline', 'Available', 'In Meeting' and so on. Users can access Real-Time Collaboration services either from the collaboration launch pad or from the team calendar in a Collaboration Room.

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Synchronous Collaboration Framework	General features	The Synchronous Collaboration Framework is a framework that supports the management, administration, and usage of real-time collaboration in a distributed environment by integrating services from synchronous collaboration applications into the portal.	<p>This allows collaboration sessions to be scheduled, edited, deleted, started, and joined through the team calendar, independent of the integrated collaboration applications (e.g. SAP RTC, WebEx) and groupware applications (e.g. MS Exchange) that are being used.</p> <p>Possibility of integrating with collaboration software from third-party vendors. This applies to the synchronous (real-time) collaboration system used within your company for online meetings, application sharing, instant messaging, etc. (e.g. WebEx). This kind of third-party software can be plugged into your SAP Enterprise Portal by using specific connectors. The integration of collaboration software from third-party vendors is achieved using the Synchronous Collaboration Framework. The access to synchronous (real-time) collaboration services is seamlessly provided to the end user through the Room Calendar in a collaboration room, the collaboration launch pad or the groupware client.</p> <p>Let's assume you create an online meeting in the calendar of a Collaboration Room. In this case you can select, for example, WebEx as the service provider for online meetings. The meeting request is then posted directly in the groupware system (for example, MS Exchange). The scheduled meeting is displayed both in the portal calendar/room calendar and in the native groupware client (for example, Outlook). You can then start the online meeting from the Calendar or your groupware client. In both cases, the WebEx Meeting Center is started automatically - the routing to the WebEx site as well as the mapping of users is handled by the portal.</p>
Groupware Integration	Room Calendar Send E-Mail Create Appointment Show Availability My Appointments	This offers the possibility to integrate groupware systems (currently supported: MS Exchange) from third-party vendors.	This kind of third-party software can be plugged into SAP Enterprise Portal by using specific connectors. The integration of collaboration software from third-party vendors is achieved using the Groupware Framework (for mail and scheduling). The access to groupware services is seamlessly provided to the end user through the collaboration launch pad or the calendar in a Collaboration Room or the groupware client.
Groupware Integration	Web Client	Native Web clients, such as MS Outlook Web Access, can be used for day-to-day access to mail and individual calendar data	
Asynchronous Collaboration	Task iView	Tasks can be assigned to one or more users, be sorted by clicking on the column titles and they can be filtered by status.	<p>Tasks are listed on three different tabs 'All Tasks', 'Assigned Tasks' and 'Tracked Tasks'. Users can upload and display attachments to a task (from the task list view). The following properties are available for tasks: Name, Due Date, Tracked By, Assigned To, Priority, Progress, Status and Escalation.</p> <p>The task list iView is provided with and without room context. If the task list is used in a room (Room Tasks), only room specific tasks are displayed, if the task list is placed on a page outside a room (My Tasks), the user has a consolidated view on all his tasks for which the user is responsible or has been assigned, including all room tasks.</p>