

# Introduction to Alfresco Share 3.3 Data List

## Alfresco Share 3.3 Data lists

One new feature of Alfresco Share 3.3 is Data Lists. The Data Lists capability is a new Share page component for managing structured data. This feature is useful for managing collaborative items like task lists, to-do lists, issues, or contacts list. I'm going to demonstrate the Data List functionality in Share as available for the version 3.3 community release.

### Location of Data Lists within Share

Data Lists are a new type of Page that can be added to the set of pages available to an Alfresco Share site. Let me log in initially as the Alfresco administrator. I then click through into the Operations Site which I have already created.

Here I am in the Operations Site. Along the top toolbar for the site, by default in the 3.3 community version you can see Data Lists Page. (The items that appear in the toolbar are optional for the site. If you don't want Data Lists or any of the other toolbar pages, they can be removed.)

Let me click through on Data Lists now. Here on the Data List page, I'll click on the New List button in the upper left navigation area. In this release only the To-Do-List type of list is available. Alfresco will be adding more list types in future releases, and additional list types can be added fairly easily.

Lists represent structured content that is stored within the Alfresco repository. As such, this special kind of content is modeled using standard Alfresco content model constructs like types and aspects. (Alfresco forms are used to collect and edit the list's structured data.)

I'll select To Do List and add title and description information. And then click on submit. The new data list gets created and appears among the lists in the left navigation area. If I hover over the new list, you can see that two actions for the list are to edit or delete



it. If I click on the list, all items for the list are displayed in the center pane of the window.

We can add an item to the list we just created. Clicking on the New Item button will let us do that. In the create form that pops up, I can enter title, due date, priority data, a note, an assignee and attachments.

When I click on the select button for Assignee, I can search over all site users and assign this to do task to one of them.

Similarly I can click on the select button for Attachments and I can navigate to documents stored within the Alfresco repository and add any number of content items to be associated with this task.

For this release, it isn't possible to navigate and select documents stored within a site. That may change. It seems like being able to select documents from within the current site where the list is defined would be a needed capability.

After I then click on submit, the task is created.

You can see that the documents attached to the task can be opened for review. Here I select one of the documents and see the document details page for that document. It includes a Flash preview of the page I clicked on.

Returning back to the task list, I can see the actions available for the item I just created: edit, duplicate and delete. Let me click on edit and you see that a form for editing similar to the create form appears.

If I click on duplicate, a copy of the task is created. I can then go in and edit the details of the task. For example, I can change the Assignee. Let me click on select and then search on Admin. I see that I can't add a second assignee to this task. The Add button is currently disabled. If I first delete the existing Assignee, I can add the new one.

I'll also make a change to the title and then click on submit to commit the changes that I just made. And after doing that, you can see the edits appearing on the item in the task list.

Another way to get to the actions available for these items in the list is via the "Selected Items..." menu. I select an item and then click on that menu. Here I see the actions: duplicate, delete, and Select all.



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On the lower left navigation panel you can also see other options for displaying and filtering the items in the current list. Available options are “Recently Added”, “Recently Modified”, and “Created by Me”. It’s also possible to sort the items either ascending or descending in the list by clicking on the columns labels.

### **Task List for Assignees**

I’ll now click to go back to the main Share dashboard. If you scroll down on the right column you can see a task list. This is the list of tasks assigned to the current user for work in the Advanced Workflow. To-do tasks don’t show up here, although it might make sense to add them to that list.

Possibly another type of task-list dashlet will be available by Alfresco later for the task assignees to see their tasks.

### **To-Do List as Seen by Other Users**

I’m now logged out and I will log back in as a different user. This user is also a member of the Operations site. I click through to get into that site dashboard. And then I click through into the Data Lists area.

I can see the new type of List created by the administrator. I can then click on that and see all the items in the list. We see all of the same items created. This means that the to-do list is a public list of items that need to be worked on relative to this site. The items are not personal to-dos.

When I click through on the Created by Me I don’t see any items because all items were created by the administrator.

And that concludes this demonstration of the Data List feature in Alfresco Share release 3.3.



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