

# ORACLE BEEHIVE TEAM COLLABORATION

## KEY FEATURES

### Out-of-the-Box Workspaces

- Document Library
- Team Wiki
- Team Announcements
- Discussion Forums
- Team Calendar
- Task Assignments
- Contextual Search
- Tags and Tag Clouds
- RSS Feeds

### Document Library

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

### Team Wiki

- Rich Text Editor
- Version Tracking & Restore
- Support for Plug-ins including HTML Widgets
- Unbreakable Wiki and Document Links

### Workspace Administration

- Flexible Roles and Permissions for Workspace Members
- Configurable Workspace Settings
- Out-of-the-Box Workspace Templates
- Rich Reporting and Analytics

### Built for the Enterprise

- Centralized Security, Auditing, and Policy Management
- Single Sign-On (SSO) Support
- Adaptable Event-Driven Service-Oriented Architecture (SOA)
- Flexible Deployment and Provisioning Options

*Oracle Beehive Team Collaboration brings together a unified set of capabilities to allow users to easily collaborate and share information using team workspaces. With Beehive workspaces, teams can collaborate in context and manage activities more efficiently, resulting in better coordination and improved team productivity. Meanwhile, IT benefits from the granular access control, simplified governance, and easy manageability of the unified Oracle Beehive platform.*

## Team Workspaces

Oracle Beehive provides secure, scalable workspaces 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 work together efficiently on team activities. Capabilities include:

- **Document Library** – Dedicated document library where team members can add and edit shared folders and files. Features include role-based access control, version management, tagging, commenting, check in/out, and locking.
- **Team Wiki** – An enterprise-class wiki for sharing information. Users can easily create and edit content through a rich text (WYSIWYG) or wiki markup editor and add plug-ins, including table of contents, team calendar, RSS widgets, or any HTML code. The wiki supports unbreakable links to other wiki pages, documents, forum topics and tasks in the system. Additional features include tagging, threaded comments, and version tracking for viewing changes and restoring wiki to a previous version.
- **Team Announcements** – RSS-enabled announcements with configurable activation and expiration settings.
- **Discussion Forums** – Each workspace supports multiple forums, with the ability to post announcements, topics or questions. Answers to questions can be marked as helpful or correct by the original poster, and coordinators can lock or unlock specific questions and topics on demand.
- **Task Assignments** – Within each team workspace users can create tasks, give them different start dates, due dates and priorities, and then assign them to one or more users. Task assignees automatically receive individual email notifications and can update the status and completeness of their assignments.

- Team Calendar – Users can create team events with the option to invite the entire team or only specific users. Invited users get email notifications about the event, and the event appears on their personal calendars.
- Contextual Search – Users can search across all their workspaces, only their favorite workspaces, or just within a single workspace, and the default search setting adapts to what web page the user is on. The search results include a ‘sort by’ option as well as a powerful filter that allows a user to narrow the search results by date, item type, or who last modified the item.

Oracle Beehive provides web-based access to team workspaces with web pages designed for ease of use and intuitive navigation. Users are able to take advantage of all the capabilities mentioned above along with some additional features. For better visibility into workspace activity, web-based access includes an RSS-enabled activity stream of all new and updated team content such as newly uploaded documents, wiki page changes, and recent discussion threads. In addition, shared tags can be used to build a content folksonomy, allowing users to quickly navigate to important content using tag clouds.

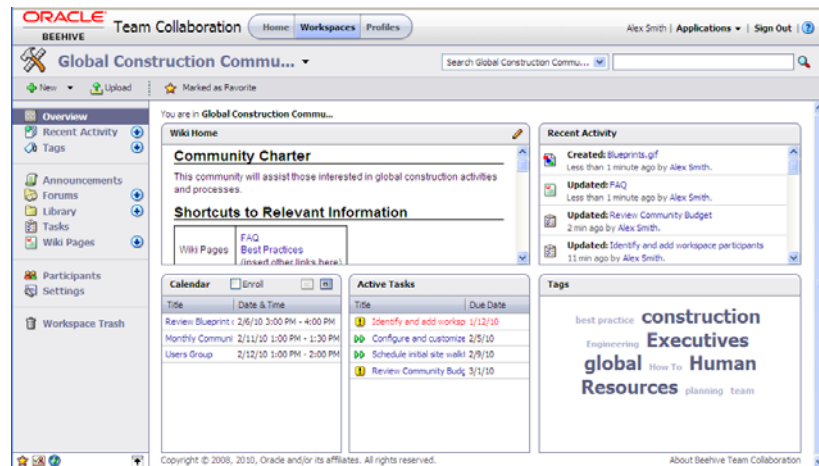


Figure 1. Overview page of a team workspace.

In addition to providing web-based access, Oracle Beehive extends the functionality of Microsoft Outlook and Microsoft Windows Explorer to include team workspace functionality. Within Outlook, users get access to team workspace content including team calendars, team email inbox, team tasks, and shared documents, enabling convenient actions like attaching shared files to emails or moving personal emails into a team inbox. Within Windows Explorer, users get access to team workspace folders and documents, permitting document management activities like moving entire folders between workspaces via drag and drop or quickly copying dozens of files from a local disk to a shared workspace. Beehive’s integration with Windows Explorer also gives users access to workspace files and folders while offline.

### User Directory

Oracle Beehive provides a web-based user directory to allow users to easily search for other users, discover what they are working on, and expand their social network.

The page includes contact info, organizational chart hierarchy, and presence status so users can quickly make contact. In addition, each user's profile page shows their recent workspace activity, shared tags the user has applied, and common workspace memberships. As part of its security framework, Beehive automatically filters this information based on user access control so information is not displayed unless it is already discoverable.

The screenshot displays the Oracle Beehive Team Collaboration interface. At the top, there's a navigation bar with 'ORACLE BEEHIVE Team Collaboration' and tabs for 'Home', 'Workspaces', and 'Profiles'. The user 'Kim Watson' is logged in. The main content area is titled 'Profiles' and shows a search directory. Below this, the profile for 'Daniel Murphy' is displayed. It includes a 'Contact Card' with details like 'Project Manager, Project Management', business email, and address. An 'Organization Chart' tab is also visible. To the right, there are sections for 'Common Workspace Memberships' (listing 'Global Construction Community' and 'Project Leo') and 'Tags Applied By Daniel Murphy' (showing tags like 'best practice', 'construction', 'Engineering', 'Executives', 'global', 'How To', 'Human Resources', 'planning', 'team'). A footer contains copyright information and a link to 'About Beehive Team Collaboration'.

**Figure 2. Profile page of a user showing Recent Activity, Common Workspace Memberships and Tags Applied.**

### Streamline Collaborative Business Processes

Workspace templates provide users with a starting point when launching a new workspace. Templates let users pre-populate many workspace objects including files, folders, wikis, team announcements, forums, events and even tasks. Beehive provides a project template and community of practice template out of the box. New templates can be easily created to meet other workspace needs.

In addition, any collaborative business process can be enhanced by utilizing Business Process Execution Language (BPEL) workflows within workspaces. For example, a document review and approval process can be enforced using a BPEL workflow. One can configure a workspace folder such that when a document is added to this folder, a task is created and sent to reviewers. 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 existing IT investments by interoperating with existing IT infrastructure. Oracle Beehive works with popular directory services such as Microsoft Active Directory and OpenLDAP and interoperates with common identity management systems, leveraging capabilities such as automatic provisioning and single sign-on (SSO). Oracle Beehive also takes advantage of the power, flexibility and scalability of other popular Oracle products, including Oracle Universal Content Management (UCM) for content repositories, Oracle Universal Records Management (URM) for records and retention

## ORACLE BEEHIVE BENEFITS

- Easily and Securely Share Documents and Other Content
- Capture and Re-Use Knowledge across your Organization
- Streamline Existing Business Processes
- Improve Team Collaboration and Productivity
- Simplify the Security and Auditing of Shared Content
- Reduce the Risks and Costs associated with Compliance

management, and Oracle Information Rights Management (IRM) for securing files even when they are distributed outside your organization.

### Enhanced Corporate Governance

As more communication and collaboration content is subject to policies and regulations regarding storage, disclosure and disposition, it becomes clear that having a single unified collaboration platform results in a drastic reduction in the risks and costs associated with compliance. Since Oracle Beehive, unlike other collaboration platforms, is a truly unified system with one single, centralized point of administration, new content rules and requirements can easily be applied. This simplifies corporate governance and reduces the costs of information lifecycle management.

Because of its unified approach, Oracle Beehive allows for globally applying compliance rules across all communication and collaboration services, not just team workspace but also email, IM, and conferencing. Beehive also has very granular auditing capabilities including the ability to create user-focused or content-focused audit reports. For instance, a requirement to audit all part-time contractor activities, everything from email to IM to file access, can easily be handled within Oracle Beehive by creating a single new policy that automatically executes across all services and workspaces in the organization.

### 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.



Oracle is committed to developing practices and products that help protect the environment

Copyright © 2010, Oracle and/or its affiliates. All rights reserved.

This document is provided for information purposes only and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners. 0109