



Dear User,

Welcome to the Asite Autumn 10 Release. There are many new features available for you to use, details of which you can find below.





Kind regards

Asite Product Team

1 New Functionality


Asite Autumn 10 Release includes the following new functionality:

1.1 Platform








<p> Login to Asite directly from a hyperlink</p>	<p>Users can create a secure hyperlink (URL) which they can use to login directly to Asite without needing to enter user-name and password details. Users are also given the ability to save this link as a "shortcut" on their desktops.</p> <p>This hyperlink will only be accessible from computers which have already been used to login to Asite. If the hyperlink is accessed from a computer which Asite does not recognise, the user will be challenged and asked to verify their full login details.</p> <p>This function can be restricted to stop usage within specific organisations. If your organisation does not wish its users to be able to create secure login hyperlinks, please contact Asite support or your account manager.</p>
<p> Multi-Language Support</p>	<p>Users can now select the language in which they wish to use Asite (via Settings>My Account). Language settings effect static text displayed within the interface, but do not effect user entered text (i.e. comments, document meta-data fields etc).</p>
<p> Multi-Timezone Support</p>	<p>User can select which time-zone they are in (via Settings>My Account) and will be displayed times based on their timezone. Time-zones are also used to calculate due dates for actions within Asite with the action being due at the end of the day in the assigners time-zone. Users will be given a count-down to the action due date / time based on their own time-zone in days and hours format (e.g. 7 d or 5 h).</p>
<p> User Search Privacy Options</p>	<p>User can define their privacy levels regarding whether they are discoverable within searches on the Asite platform for example</p>





1.2 Asite Portal (My Home)

 Mandatory System Notices	System notices for important messages such as notification of maintenance can now be mandatory for users to read. These will be presented to the user on login to Asite. Once read they will remain visible within the System Notifications portlet.
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1.3 Asite Workspaces

 Show Contact Photos in Team Directory	The Workspace Team directory now shows contact photos of team members. Users can upload their photos within their "My Account" page within Settings.
 Hover-over contact cards in search listings	Hovering over the organisation name within Document, Comment and Form listings will display the Contact photo of the user who has created the Document, Comment or Form
 Assign Users to Workspace from Any Organisation	Users can be searched for and assigned a role within a Workspace from any organisation rather than just organisations already assigned to the Workspace. Upon assigning a role to a user that user will be sent an invite to join the Workspace. Whether users are discoverable within this search is governed by their "User Search Privacy" setting.
 Acceptance to join Workspace required	User must now accept that they wish to join a Workspace before they are available within the Workspace. When a role is assigned to a user they will be sent an email notification asking them to accept the invite. Until they accept, they will not appear in the Workspace.
 Invite users if not found in search	Within "Manage User Role Assignments"; if a user search does not find the required user, an option to directly invite that person to join Asite and the Workspace is provided.
 Show send date of Invitation to join workspace	The Status listing of invites to join the Workspace now shows the send date of the invitation
 Show Proxy Access in Team Directory	The team directory now denotes users for whom other users have proxy access with a new Proxy access icon.

1.4 Document Manager

 Simple Upload Option	Workspaces now have the option to allow Simple uploads which do not require document meta-data fields to be inputted. This allows faster ad-hoc collaboration ahead of full definition of the protocols for a project. The Simple upload uses a new Flash based upload mechanism
 Multi-File Selection in Standard Upload	The new Flash based upload mechanism also allows multiple files to be selected for upload in one go rather than having to select each file individually; speeding up usage of the standard upload module.




→	Unique URL (Hyperlink) for each Document	<p>Each document within Asite now has a unique URL. This URL can be used to directly access that document without having to select it within the Workspace.</p> <p>If the user is already logged into Asite they will be taken directly to the document, otherwise they will be asked to login to Asite before being taken to the document. Users will be given the option to view the document in the Asite Viewer or download the document.</p> <p>A special header area is also given on the document allowing the user to get to their “My Home” or “Workspace Home” from the document.</p>
→	Unique URL (Hyperlink) for each Document Comment	<p>Each comment within Asite now has a unique URL. This URL can be used to directly access that comment without having to select it within the Workspace.</p> <p>If the user is already logged into Asite they will be taken directly to the comment, otherwise they will be asked to login to Asite before being taken to the comment.</p> <p>A special header area is also given on the comment allowing the user to get to their “My Home” or “Workspace Home” from the comment.</p>







1.5 Workflow Manager

→	Hyperlinks to Document Actions in Email Notifications	<p>Email notifications will now contain Hyperlinks to take you directly to documents you need to action in Asite. If the user is already logged into Asite they will be taken directly to the action, otherwise they will be asked to login to Asite before being taken to the action.</p> <p>Within Daily summary emails hyperlinks will take you to search results of documents you need to action within a particular Workspace</p> <p>Within Instant email notifications, hyperlinks will take you directly to the document(s) you need to action. Users will be given the option to view the document in the Asite Viewer or download the document.</p> <p>A special header area is also given on the document allowing the user to get to their “My Home” or “Workspace Home” from the document.</p>
→	Hyperlinks to Unread Comments in Email Notifications	<p>Email notifications will now contain Hyperlinks to take you directly to unread comments within Asite. If the user is already logged into Asite they will be taken directly to the comments, otherwise they will be asked to login to Asite before being taken to the comments.</p> <p>Within Daily summary emails hyperlinks will take you to search results of comments you need to read within a particular Workspace</p> <p>Within Instant email notifications, hyperlinks will take you directly to the comment(s) you need to read.</p> <p>A special header area is also given on the comment allowing the user to get to their “My Home” or “Workspace Home” from the comment.</p>



 Hyperlinks to Form Actions in Email Notifications	<p>Email notifications will now contain Hyperlinks to take you directly to Forms you need to action in Asite. If the user is already logged into Asite they will be taken directly to the Form, otherwise they will be asked to login to Asite before being taken to the Form.</p> <p>Within Daily summary emails hyperlinks will take you to search results of Forms you need to action within a particular Workspace</p> <p>Within Instant email notifications, hyperlinks will take you directly to the Form(s) you need to action.</p> <p>A special header area is also given on the Form allowing the user to get to their “My Home” or “Workspace Home” from the Form.</p>
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1.6 AppBuilder

 De-activate forms	<p>Users with “deactivate” privilege will now be able to deactivate Forms from the forms listing results within a Workspace. De-activation will remove the forms from search results, but will not delete them from the overall audit trail of the Workspace.</p>
 Save Draft Responses to AppBuilder forms	<p>AppBuilder forms can now be designed to allow draft responses to be saved within the System.</p>
 Option to restrict status change from within AppBuilder form only	<p>Forms can now be designed to remove the ability to change status within the header area of the form view and only allow status to be changed from within an AppBuilder form itself. This allows control for processes where further processes are triggered (such as auto-create) within AppBuilder forms dependent on form status.</p>
 Unique URL (Hyperlink) for each Form	<p>Each Form within Asite now has a unique URL. This URL can be used to directly access that Form without having to select it within the Workspace.</p> <p>If the user is already logged into Asite they will be taken directly to the Form, otherwise they will be asked to login to Asite before being taken to the Form.</p> <p>A special header area is also given on the Form allowing the user to get to their “My Home” or “Workspace Home” from the Form.</p>
 AppBuilder inter-form data-connection performance upgrade	<p>The performance of AppBuilder inter-form data connections have been improved by usage of the Lucene search engine which indexes the content of the AppBuilder forms and returns results to the Asite Webservice API faster than traditional data-base queries.</p>
 Align mandatory field marker (red asterisk) on opposite side to field content	<p>The mandatory field marker in AppBuilder forms (the red asterisk) is not automatically aligned on the opposite side of the AppBuilder control (i.e. text-box) from the content (i.e. for left aligned controls – the asterisk is on the right and vice versa) meaning that the asterisk does not block the view of the content being inputted.</p>



1.7 Asite Reporting

	Access controls to share reports with other users	<p>Users creating reports within Asite Reporting can now assign access to the report to other Asite users using the report access control. Users, User Groups or Organisations can be assigned access to reports at the following levels:</p> <ul style="list-style-type: none"> • No Access • View • Schedule Report • Delegate Permission • Admin
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1.8 Procurement Manager / Asite Exchange

	Favourite Catalogue Items	Users can mark items within Supplier catalogues as "Favourites". Favourite items can be used to quickly add items which are frequently purchased to Purchase orders and Requisitions within Asite procurement manager
	Record Hyperlinks to additional product specifications	Suppliers can now add URLs linking to additional documentation for their products with their Asite Catalogue.
	Paging within Catalogues	Paging has been added to online catalogues to allow faster loading and easier browsing of large product catalogues
	Download Catalogues	Suppliers can now download their catalogue definition in MS Excel format from their Asite Catalogue listing to allow quick updates to be made.



2 System Changes

Asite Autumn 10 Release has the following changes to configuration requirements and plug-ins:

2.1 Changes to PC Configuration Requirements (Footprint)

→ None

2.2 Changes to Applets / Plug-ins

→ **IT Configuration Applet – NO.**

→ **Asite Viewer – YES. Changes due to Brava upgrade and Internationalisation**

Viewing a file for the first time in the Asite Viewer or Asite cBIM Viewer will result in the following:

- Users will be prompted to accept the certificate for updating the Applet.
- Once accepted, the applet and dependent files will be downloaded and placed in the Java Cache Folder of Sun JVM automatically by Internet Explorer

→ **Download Applet – NO.**

→ **Upload Applet: – YES. Changes due to internationalisation.**

Uploading Files using "Advanced Upload" preference will result in the following

- Users will be prompted to accept the certificate for downloading the Applet.
- Once accepted, the applet and dependent files will be downloaded and placed in the Java Cache Folder of Sun JVM automatically by the Browser

→ **Upload Flash Plugin – NEW.**

Uploading Files using "Standard Upload" preference or uploading files into a workspace where simple upload has been enabled will result in the following

- A small flash swf file will be downloaded into IE temporary folder area, which will allow multiple file selection functionality similar to Advanced Java based Upload option.
- For users not having Adobe Flash Player add-on version 10 (or where flash has been disabled), upload will behave as normal and allow one file selection at a time

Notes:

1. Updating the applets detailed above DOES NOT require Administration rights on local machine.
2. Clicking on "Always" option when prompted with a certificate will ensure that similar prompts do not happen for current as well as any other applet signed by Asite. If this option has been previously activated, these updates will automatically install.