

Personal Setup Guide

Author: Christopher Nuzum

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Personal Setup Guide

Personal Setup Guide - My Account / My Profile

Doc365: April 29, 2008 11:58 AM, Posted by Christopher Nuzum, Edited by Paul Needham

The My Account link takes you to the Personal Setup interfaces where you can adjust your profile information, preferences, subscription/notification settings, password and user configurable plug-ins.

Note: If a user account does not have *Modify Account* permissions at the server level, only a server administrator can alter the user's settings.

- My Profile
 - [Profile Pages](#)
- Personal Information
 - [Personal Information](#)
 - [Profile Page Preferences](#)
 - [Profile Sections](#)
 - [Profile Picture](#)
- Preferences
 - User Preferences Tab
 - Browser Tab
 - [Browser Specific Preferences](#)
 - [Skin Preference](#)
 - [Locale](#)
 - [Preferred Stylesheet](#)
 - [Visual Effects](#)
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 - [Email Using Outlook](#)
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 - [Other Instant Publisher Options](#)
 - [Publishing an Article with Instant Publisher](#)
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 - Time preferences
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 - Display Preferences
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 - Comment Preferences

- Amount of Ancestral Context to Include with Comments in News Feeds
 - Comment Depth
 - Comment Sort Order
 - Show Trackbacks With Comments
 - Reference Types to Be Displayed as Comments
 - File Preferences
 - Show Location for Attachments in File Details
 - Show Edit Button for Microsoft Office Documents
 - Show Lock Option for Files
 - Show Open Folder Icons for Attachments
 - Editing Preferences
 - Show Add Link for Sections
 - Use Rich Text Edit Mode When Supported
 - Set Plain Text when Posting
 - Automatically Saved Drafts
 - Article Templates
 - Email Composition Preferences
 - Sort email reply templates alphabetically
 - Bcc Me when I Send Email
 - Show Edit Button on Email Compose Form
 - Display Render Style (Format) Selector
 - Email Articles As
 - Advanced Section
 - Controlling what Options Appear on the Email Compose Form
 - Log Emailed Content
 - User Subscriptions Tab
 - Email Digest
 - Server Digests Enabled
 - Server Digest Mail Format
 - Digest Projects
 - Digest - Customize Settings
 - Digest Sections
 - Email Notifications
 - Preferred Email Address
 - Email Notification on Other Users Events
 - Email Notification on Your Events
 - Subscribed Projects
 - Filter Notifications Using Sections
 - Advanced
 - Filter Notifications by Event Type
 - Amount of Ancestral Context to Include with Comments in Email Notifications
 - Jabber Notifications
 - Personal Password
 - Permissions
 - Plugins
-

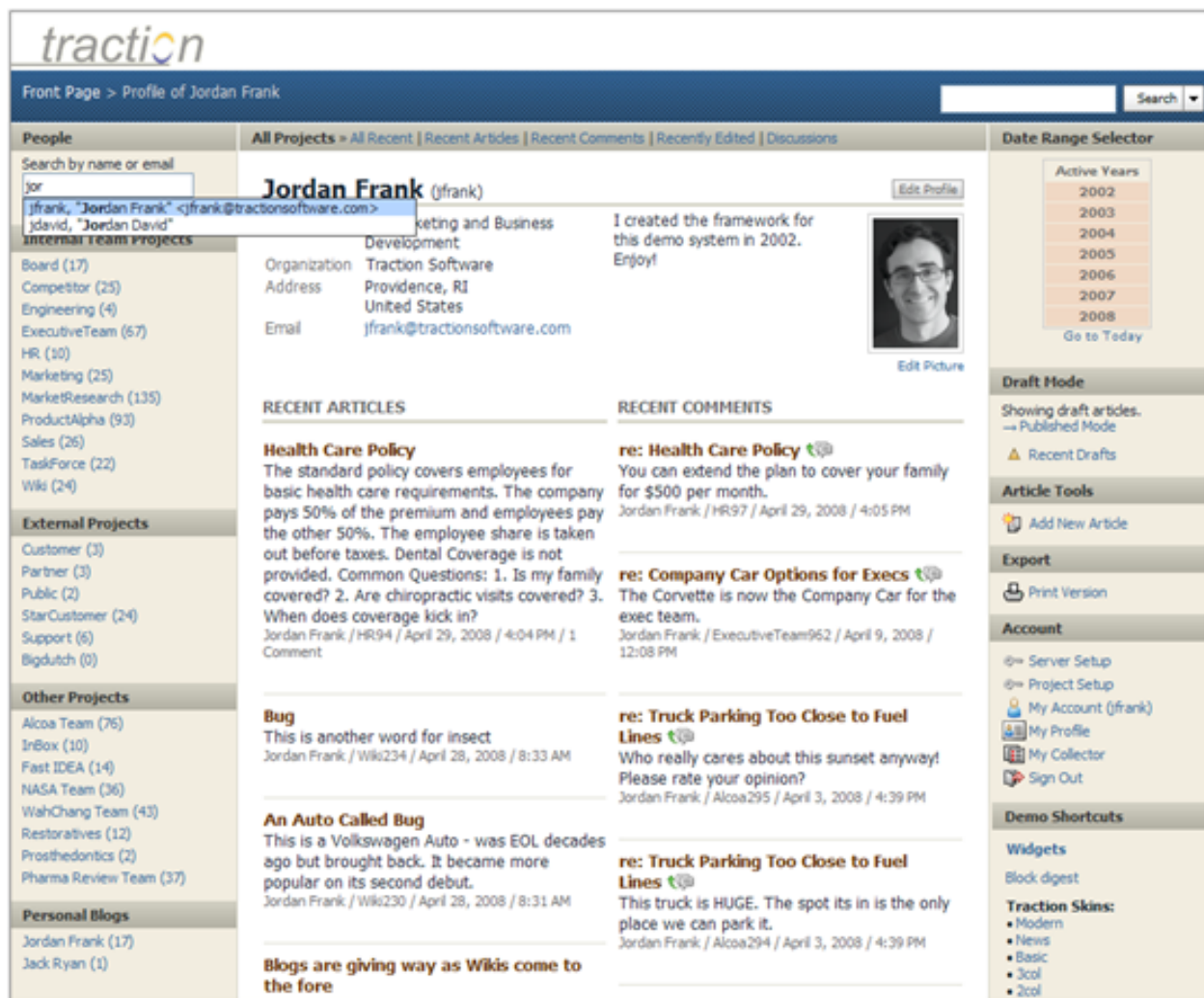
Profile Pages

Doc640: January 9, 2009 1:12 AM, Posted by Paul Needham, Edited by Jordan Frank

In social networking applications, each person's profile page is a hub for their activity. It acts as both a directory entry and a blog that is navigable by using the Date Range Selector (provided that the skin you are using displays the Date Range Selector). The Traction Profile page is the ideal place to learn about any person and their contributions to TeamPage.

Each person may edit their own picture and profile information, Traction does the rest. There is no need to create a personal blog just to publish your own posts and comments: Traction *Sections* roll up each person's contributions across all projects, with appropriate permission filters applied for every reader.

The Profile pages for each TeamPage user are easily found by interactive name completion in the People search box.



The screenshot shows the Traction Profile page for Jordan Frank (jfrank). The page layout includes a top navigation bar with the Traction logo and a search bar. Below the navigation bar, there's a 'People' section with a search box and a list of users. The main content area is divided into several sections:

- Profile Summary:** Displays the user's name, email, organization, address, and a profile picture. It also includes a bio: "I created the framework for this demo system in 2002. Enjoy!"
- Recent Articles:** Lists recent blog posts, including "Health Care Policy" and "Bug".
- Recent Comments:** Lists recent comments on articles, including "re: Health Care Policy" and "re: Truck Parking Too Close to Fuel Lines".
- Projects:** A sidebar on the left lists various projects categorized into Internal Team Projects, External Projects, and Other Projects.
- Date Range Selector:** A sidebar on the right allows users to filter content by active years from 2002 to 2008.
- Account and Demo Shortcuts:** A sidebar on the right provides links to account settings, project setup, and demo shortcuts.

The default *Recent Articles* and *Recent Comments* sections shown below can be modified or replaced by other section definitions by either a TeamPage server administrator (as a new default for that TeamPage server), or overridden as a personal preference. For example - it's easy to include a section containing a personal list of favorite posts or links on your Profile page.

Regardless whether the Profile Page setup is being done by a system administrator or user, the

customization is done in the [Personal Information](#) tab for the user account. When you click on *My Profile* to view your Profile Page, then click the *Edit Profile* button, Traction will display the *Personal Information* tab under *My Account*.

Personal Information

Doc196: March 22, 2008 4:11 PM, Posted by Documentation Importer, Edited by Jordan Frank

In this tab, you can specify your full name, email addresses, and profile information. You can also specify your profile picture and, optionally, over-ride the default sections that show your contributions. It's important to update the email address field to support the various email functions (notification, sending email out, publishing via email) available in Traction and it's important to fill in the rest of the information so that other users can learn more about you on your [Profile Page](#).

The profile information will be displayed in your Profile Page which is accessible via the People search box, or by clicking your user or full name when its seen anywhere in the interface (for example, when you post an article or comment, or in Metrics views that show who read a given article).

Clicking on an article's author name:



Leads to the author's Profile Page:

Jordan Frank (jfrank)

Title VP Marketing and Business Development
 Organization Traction Software
 Address Providence, RI
 United States
 Email jfrank@tractionsoftware.com

Welcome to my profile page! I run marketing here at the Company. However, I am more often found consulting with customers to help deploy Traction in context of best practices I've learned through assisting customers in industries ranging from Manufacturing and Pharma to Government.



RECENT ARTICLES

In 2009, Interface work will be a big and ...

In 2009, Interface work will be a big and important focus.
 Jordan Frank / LiveBlog23 / January 8, 2009 / 10:38 AM / 1 Comment

I like it when we mix wiki with blog and ...

I like it when we mix wiki with blog and discussion.
 Jordan Frank / LiveBlog22 / December 30, 2008 / 2:53 PM

Operation Clean Sweep

Planning for clean sweep is in full swing. Looks like the start date of December 30th will hold.
 Jordan Frank / Projects20 / December 23, 2008 / 11:30 AM

The Personal Information Tab

The tab is broken into three areas:

1. *Personal Information*
2. *Organization Information*
3. *Profile Page*

Accounts without [Access Address Book](#) permissions will not see any of the

information in the *Personal Information* area or *Organization Information* area other than your Username and *Full Name*. The content in sections defined in the *Profile Page* area will still display to the extent the user has read permissions for the projects.

Personal Information Area

Username

Personal Information	Organization Information						
<p>First name*</p> <input type="text" value="Jordan"/>	<p>Type of Organization*</p> <input type="text" value="Business"/>						
<p>Last name*</p> <input type="text" value="Frank"/>	<p>Job title (Required if organization type is not "Individual")</p> <input type="text" value="VP Marketing and Business Development"/>						
<p>Full Name</p> <input type="text" value="Jordan Frank"/>	<p>Organization (Required if organization type is not "Individual")</p> <input type="text" value="Traction Software"/>						
<p>Email addresses</p> <p>List the email accounts you will use to send messages to Traction and indicate which one you would like to use as your primary address.</p> <table border="1"> <thead> <tr> <th>Preferred</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>jfrank@tractionsoftware.com</td> </tr> <tr> <td><input type="radio"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Preferred	Email	<input checked="" type="radio"/>	jfrank@tractionsoftware.com	<input type="radio"/>	<input type="text"/>	<p>Address*</p> <input type="text"/>
Preferred	Email						
<input checked="" type="radio"/>	jfrank@tractionsoftware.com						
<input type="radio"/>	<input type="text"/>						
<p>Other Info</p> <p>(Use this field to display contact info, birthday, urls, etc.)</p> <div> <p>Welcome to my profile page! I run marketing here at the Company. However, I am more often found consulting with customers to help deploy Traction in context of best practices I've learned through assisting customers in industries ranging from Manufacturing and Pharma to Government.</p> </div>	<p>City*</p> <input type="text" value="Providence"/>						
	<p>State / Province*</p> <input type="text" value="RI"/>						
	<p>Postal code (ZIP)*</p> <input type="text"/>						
	<p>Country*</p> <input type="text" value="United States"/>						
	<p>Phone number*</p> <input type="text"/>						
	<p>Fax number</p> <input type="text"/>						

Username

Usernames can only be changed by users with *Server Setup* permission. If you are a server administrator, this field will be editable; otherwise it will not.

Name

Enter your full name. If you are connected to an external directory system, this field may have been filled in from the directory.

Email Addresses

You can specify all of your email addresses here. If you use an external directory, some number of email addresses may be pre-filled in for you; you can still add additional addresses. Traction uses this list of email addresses for various purposes:

1. If a project is configured to read a mailbox and publish it's contents, the e-mail reply addresses are used to name you as author of email messages you send to Traction. If you might send email from one of several different email accounts, it's important to list them all.
2. Your *preferred email* address (which you select with the radio button) will be the default From address on articles and email replies you send from Traction.
3. [Email digests](#) and [email notifications](#) configured by you or by server administrators will, by default, be sent to your preferred email address (unless you choose not to receive digest or email notifications). You can choose to direct digest and notifications to one of your alternative addresses.

To add additional email addresses, fill in the address and press the +) button.

Other Info

The Other Info box allows you to insert any text you want to use to describe yourself or provide additional contact information. You can include some HTML tags (e.g. HTML link or image tags) in this box.

Organization Information Area

This area allows you to enter information about the organization you are part of, if there is one. Most of the fields are self-explanatory, but you should keep in mind the following:

Type of Organization and *Country* are entered via pulldown menus from supplied choices.

All of the other fields allow any alphanumeric characters to be entered with no checking of what is entered, so be careful to proof what you type in.

The "required" fields marked with * or (Required if organization type is not "Individual") are not enforced.

Profile Page Area

This area allows you to 1) customize the sections that appear on your Profile Page and 2) add or change your picture.

Profile Page

Profile Sections

These sections will appear on your profile page.

☐ Use Default Sections

Sections

Recent Articles
Recent Comments
Articles about Corvettes
Untitled
My Bio


↑
move
↓

New Copy Delete


Edit Selected Section

<< Choose a Section to Modify

Profile Picture



Edit

 View Profile Page

See [Profile Sections](#) for information on customizing the sections on your Profile Page.

See [Profile Picture](#) for information on adding or changing your picture.

Profile Page Preferences

Doc637: January 9, 2009 12:44 AM, Posted by Paul Needham, Edited by Jordan Frank

Profile Page preferences are set in the [Personal Information](#) tab.

In the Profile Page area you can:

- 1) Customize your [Profile Sections](#)
 - 2) Choose your [Profile Picture](#)
-

Profile Sections

Doc575: December 30, 2008 8:45 PM, Posted and Edited by Paul Needham

Users' [Profile Pages](#) can include sections, both for reference by the user or by other users. See [Personal Information](#) for more information on setting up Profile Pages. See [Sections Overview](#) for more detailed information on the section settings.

The default sections for a Profile Page show articles and comments authored by the user of the profile being viewed. However, a system administrator or the user can customize the sections shown in a Profile Page as desired. Simply uncheck the *Use Default Sections* checkbox and change the sections as required.

Profile Sections

These sections will appear on your profile page.

☒ *Use Default Sections*

In order to make a section on a Profile Page show only articles and/or comments authored by that user, check the *Only include posts by this user* checkbox as shown below:

Include Articles

* Type

Recent Articles

Project

All Projects

☐ Ignore date range and include all articles
 ☒ Only include posts by this user

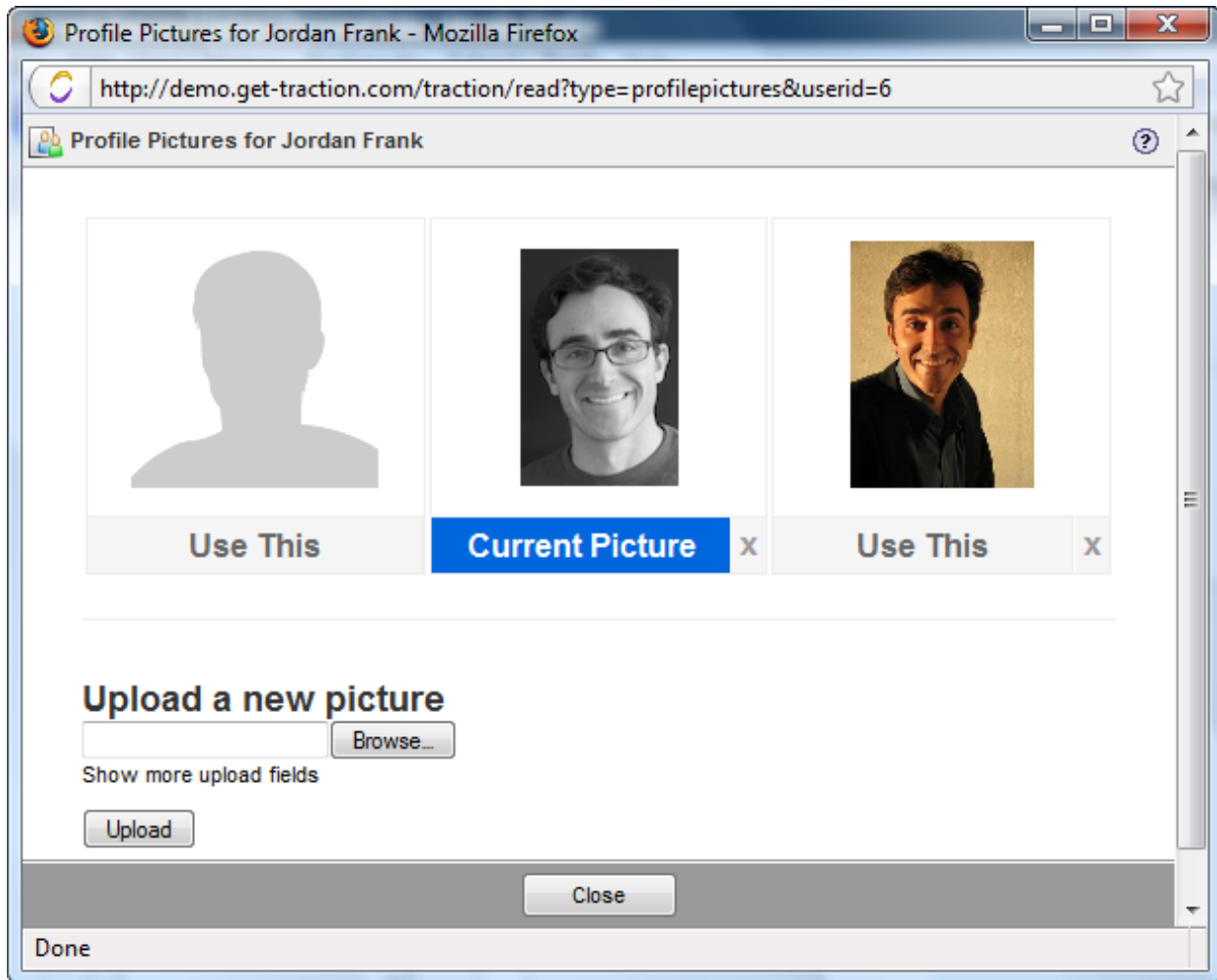
Otherwise, setting up sections on a Profile Page is no different than setting them up for use elsewhere.

Note: Adding and configuring sections on a Profile Page does not require using the two step process described in [Article Sections](#).

Profile Picture

Doc638: January 9, 2009 12:46 AM, Posted and Edited by Paul Needham

To add or change your *Profile Picture*, click the *Edit* button in the Profile Page area of [Personal Information](#) or the *Edit Picture* link that appears below your picture when viewing your Profile Page. The following form will pop up in a new window.



You can use the *Browse* button to select an image file to upload, then click the *Upload* button to add it to your gallery of available choices. The image should be in GIF, JPEG or PNG format and should be no larger than ???

You can see which image is currently being used as your Profile Picture by looking for "Current Picture" displayed below the preview. To change to a different image, click *Use This*.

To delete an image from your gallery, click the X below the image.

Skin Preference

Doc279: March 22, 2008 4:20 PM, Posted by Documentation Importer, Edited by Greg Lloyd

When set at the server level, this specifies the server's default skin. When set as a user preference, this sets the user's preferred skin for all browsers. When set at the browser level (via a cookie), this determines the skin to be used in that browser.

Skin 

Skins allow you to select a look and feel for the Traction interface. Clicking Customize will allow you to change settings specific to your selected skin.


See [Customizing Skin Settings](#) for a description and examples of skin customization settings.

For more information on Traction skins, see [Traction Skins](#).

Locale

Doc158: March 22, 2008 4:07 PM, Posted by Documentation Importer

This controls the language used in Traction's web interface.

Locale 

The Locale to be used for Dates, Currencies, Labels, and Messages presented in the Traction interface. This setting only affects certain skins that support multiple languages.

The examples below show the effect of choosing Japanese, French, German, and English.

フロントページ - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://192.168.123.132:8081/traction/post?proj=*&sdate=20030512&edate=Year&side=1&type=home&rec=1391&sin=/locale%9 Go

Links dtSearch Web Search Plum Google

traction

フロントページ 詳細検索


検索

フロントページ

ヘッドライン

MARKETRESEARCH

The Hubble Project - Overview



Not since [Galileo](#) turned his telescope towards the heavens in 1610 has any event so changed our understanding of the universe as the deployment of the Hubble Space Telescope. ...

MarketResearch378 | 投稿者 Einstein | 2003/11/26 | 18時08分10秒 EST | # | 1 コメント

MARKETRESEARCH

Traction Software References

Traction Enterprise Weblog products combine the ease of use, directness, and simple deployment of personal weblog technology with group focus, context, security and other capabilities that line up with the working communication needs of business and government. For background on Traction Software Inc and the Enterprise Weblog market, please see www.TractionSoftware.com. Here are a few references: ...

MarketResearch347 | 投稿者 Jordan Frank, 更新者 Chris Nuzum | 2003/11/11 | 2時52分42秒 EST | # | 1 コメント

2003

Q1	1月	2月	3月
Q2	4月	5月	6月
Q3	7月	8月	9月
Q4	10月	11月	12月

全て
現在を表示 年単位

- 記事の投稿
- コレクタの表示
- ログアウト
- パーソナルセットアップ (admin)
- プロジェクトセットアップ
- サーバーセットアップ

Sidebar Entry

The sidebar entry goes here and it looks like this.

Is this OK?

RSS RSSの生成
詳しくはここをクリック

Atom Atomの生成
詳しくはここをクリック

Internet

Titelseite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Preview

Address http://192.168.123.132:8081/traction/post?proj=*&date=20030512&date=Year&side=1&type=home&rec=1391&sin=/locale%9 Go

Links dtSearch Web Search Plum Google

traction

Titelseite

Erweiterte Suche


Suchen

Titelseite

Schlagzeilen

MARKETRESEARCH

The Hubble Project - Overview



Not since Galileo turned his telescope towards the heavens in 1610 has any event so changed our understanding of the universe as the deployment of the Hubble Space Telescope. ...

MarketResearch378 | Erstellt von Einstein | 26. November 2003 | 18.08 Uhr EST | # | 1 Kommentar

MARKETRESEARCH

Traction Software References

Traction Enterprise Weblog products combine the ease of use, directness, and simple deployment of personal weblog technology with group focus, context, security and other capabilities that line up with the working communication needs of business and government. For background on Traction Software Inc and the Enterprise Weblog market, please see www.TractionSoftware.com. Here are a few references: ...

MarketResearch347 | Erstellt von Jordan Frank, Bearbeitet von Chris Nuzum | 11. November 2003 | 2.52 Uhr EST | # | 1 Kommentar

2003

Q1	Jan	Feb	Mär
Q2	Apr	Mai	Jun
Q3	Jul	Aug	Sep
Q4	Okt	Nov	Dez

Alle Jahre anzeigen

Aktuell : Jahr

Neuen Artikel erstellen

Mappe anzeigen

Abmelden

Meine Einstellungen (admin)

Projekt Einstellungen

Server Einstellungen

Sidebar Entry

The sidebar entry goes here and it looks like this.

Is this OK?

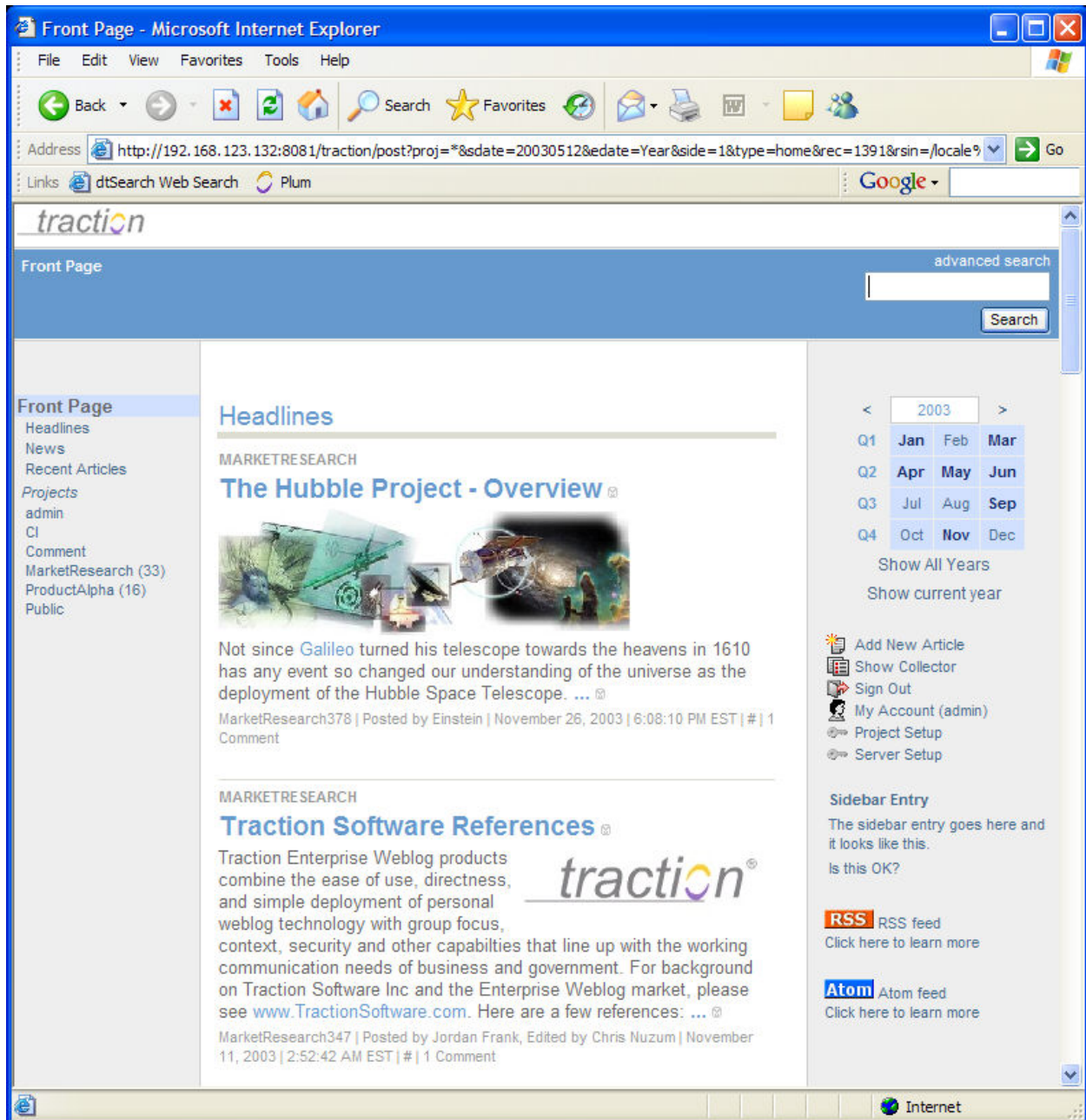
RSS RSS feed

Hier erhalten Sie weitere Informationen

Atom Atom feed

Hier erhalten Sie weitere Informationen

Internet



Preferred Stylesheet

Doc202: March 22, 2008 4:12 PM, Posted by Documentation Importer

This setting has been superseded by the [Customizing Skin Settings](#) and will be phased out.

Visual Effects

Doc321: March 22, 2008 4:26 PM, Posted by Documentation Importer

As of version 3.7, Traction's standard skins use an improved and more attractive set of context menus (right click menus). These new context menus and some other interface components may employ visual effects that can tax slower computers. Use this control to activate or deactivate these effects.

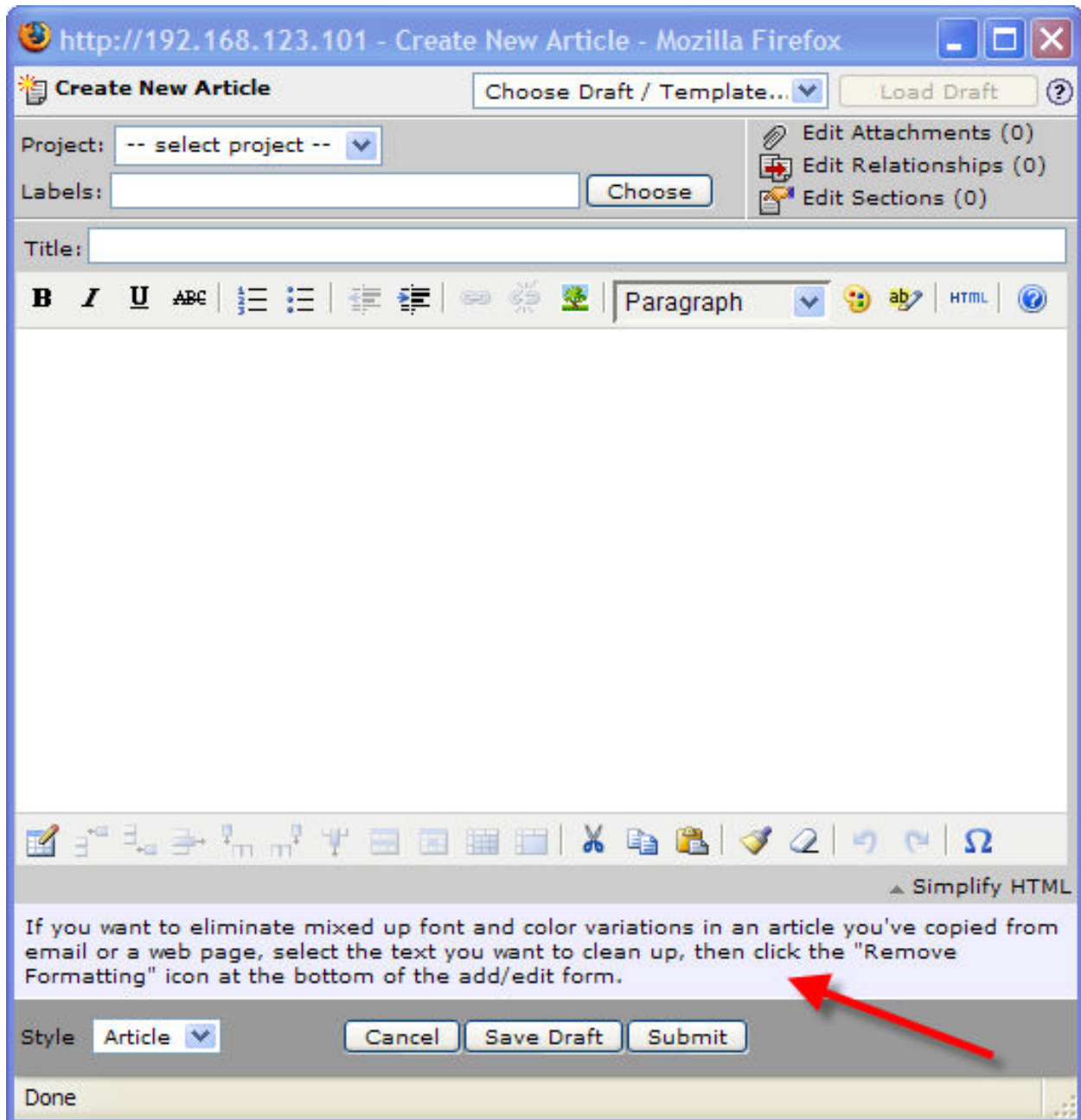
Visual Effects Default (On) ▼

The context menu and some other interface components use visual effects like fades that may affect performance on slower computers. If you have an older computer or you notice the paragraph selector taking a long time to appear, you may wish to turn off the visual effects.

Show Help Tips

Doc270: March 22, 2008 4:20 PM, Posted by Documentation Importer

As of version 3.7, some views, such as the standard Create New Article view, include a tip that is chosen at random from a set of context sensitive helpful hints.



Some users may not need the information in the tips, or may find that they are an unnecessary distraction or waste of space. This control allows you to choose whether or not you want to see these tips.

Show Help Tips Default (yes) ▼

*In some editing interfaces, Traction displays help tips to assist the user.
Advanced users may wish to hide these tips.*

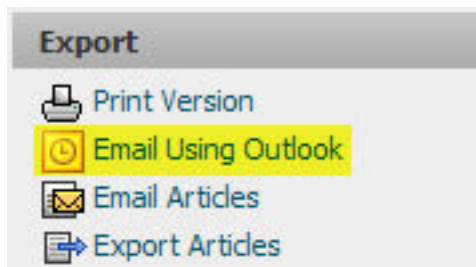
Email Using Outlook

Doc85: March 22, 2008 3:56 PM, Posted by Documentation Importer

Users who have both Microsoft Outlook XP or later and Traction Instant Publisher version 2.1.200 or later can choose to be presented with the "Email Using Outlook" tool in Traction's interfaces.



When this option is enabled, the "Email Using Outlook" tool will appear along with the standard "Email Articles" tool.



Navigation Mode

Doc1087: July 12, 2009 3:31 PM, Posted by Christopher Nuzum

This control lets you choose whether you wish by default to display only published articles and the published version of articles with drafts, or whether you would like to display draft articles and the latest draft version of published articles.

Installing Instant Publisher

Doc139: March 22, 2008 4:04 PM, Posted by Documentation Importer

Installing the Traction Instant Publisher (TIP)

Click on the *My Account* link from the *Tools* menu in your Traction browser. This takes you to your *My Account / Preferences* page.

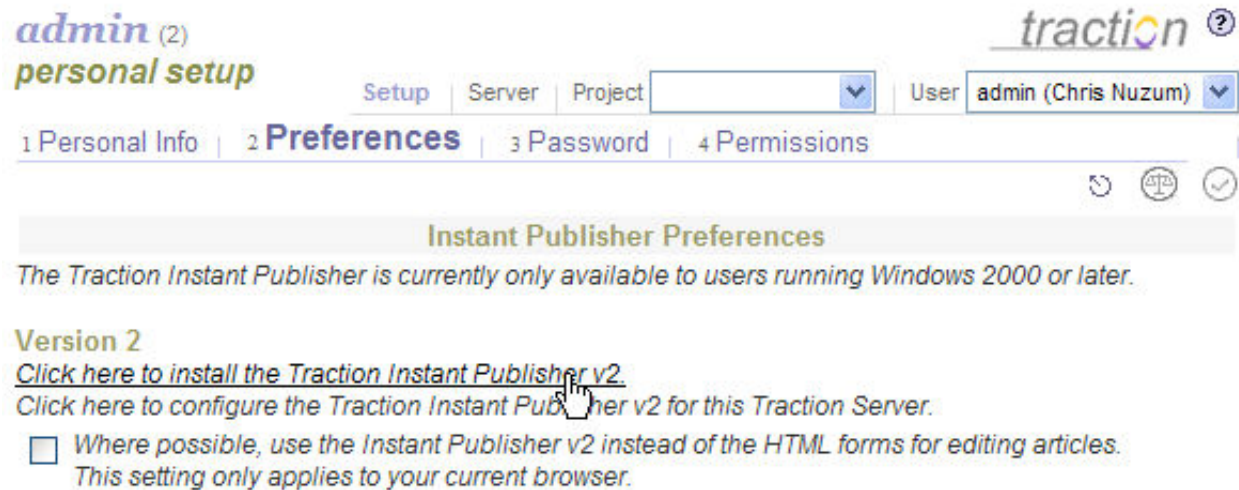
There is a 3-step process to install the Instant Publisher:

1. Installation

2. Configuration (server, user name, password)
3. Replacing browser launched Add Article, Comment, and Edit forms.

Installation

Under Version 2, click where it says *Click here to configure the Traction Instant Publisher v2*.



admin (2) traction ?

personal setup Setup Server Project User admin (Chris Nuzum)

1 Personal Info | 2 **Preferences** | 3 Password | 4 Permissions

Instant Publisher Preferences

The Traction Instant Publisher is currently only available to users running Windows 2000 or later.

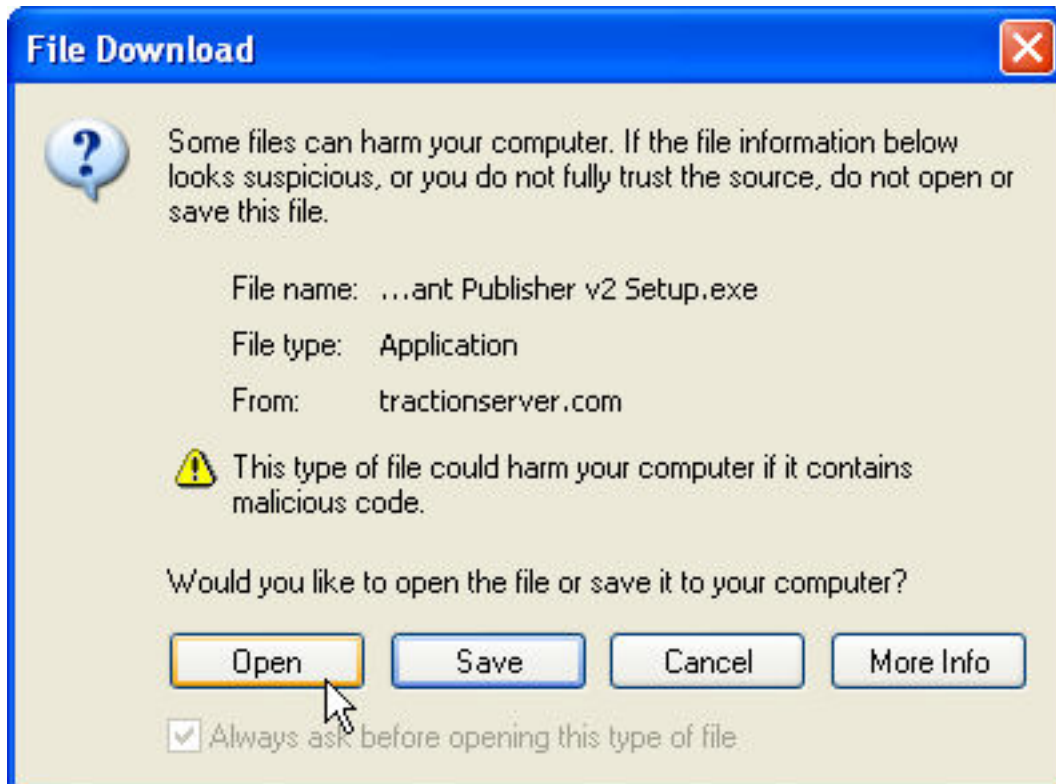
Version 2

[Click here to install the Traction Instant Publisher v2.](#)

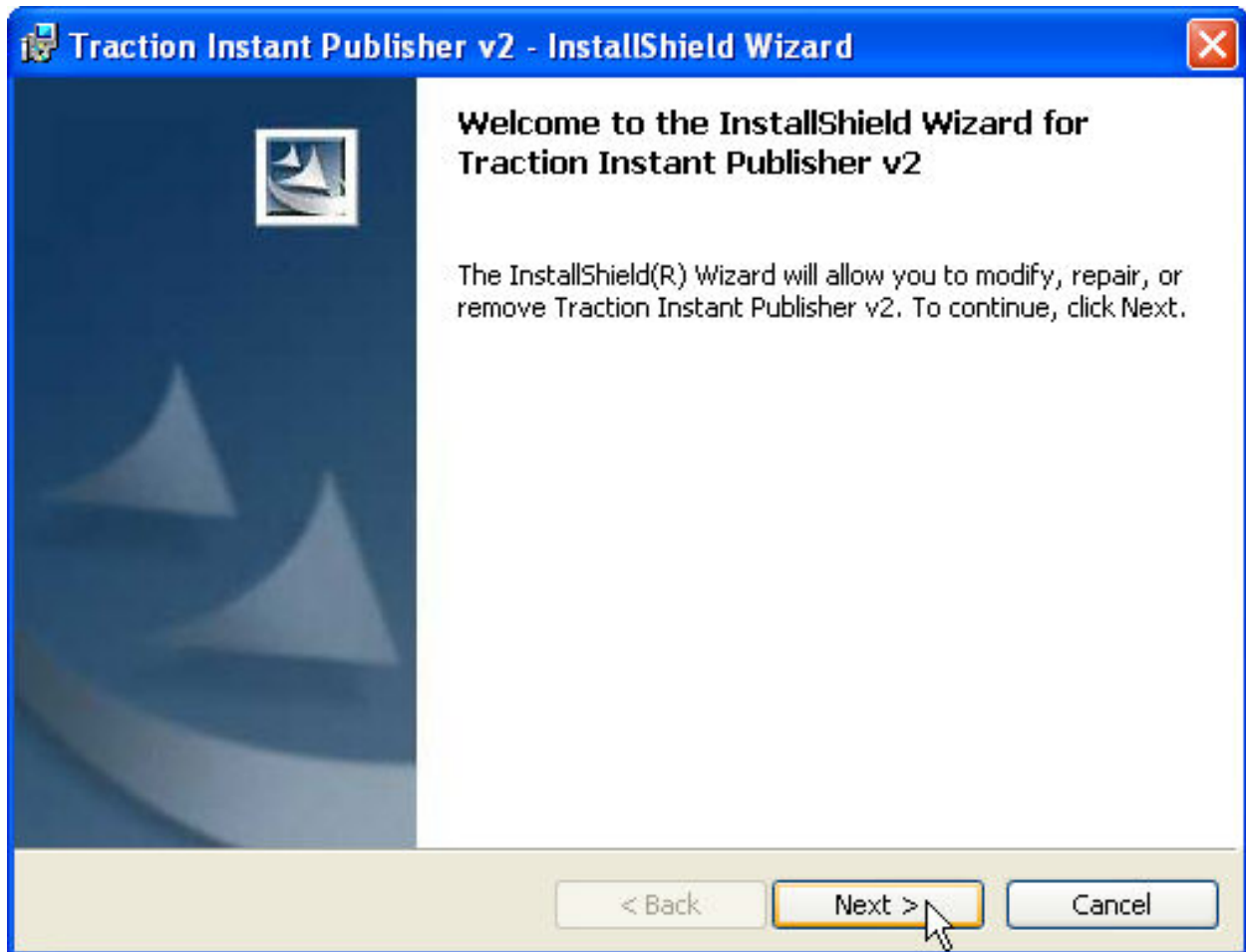
[Click here to configure the Traction Instant Publisher v2 for this Traction Server.](#)

☐ Where possible, use the Instant Publisher v2 instead of the HTML forms for editing articles.
This setting only applies to your current browser.

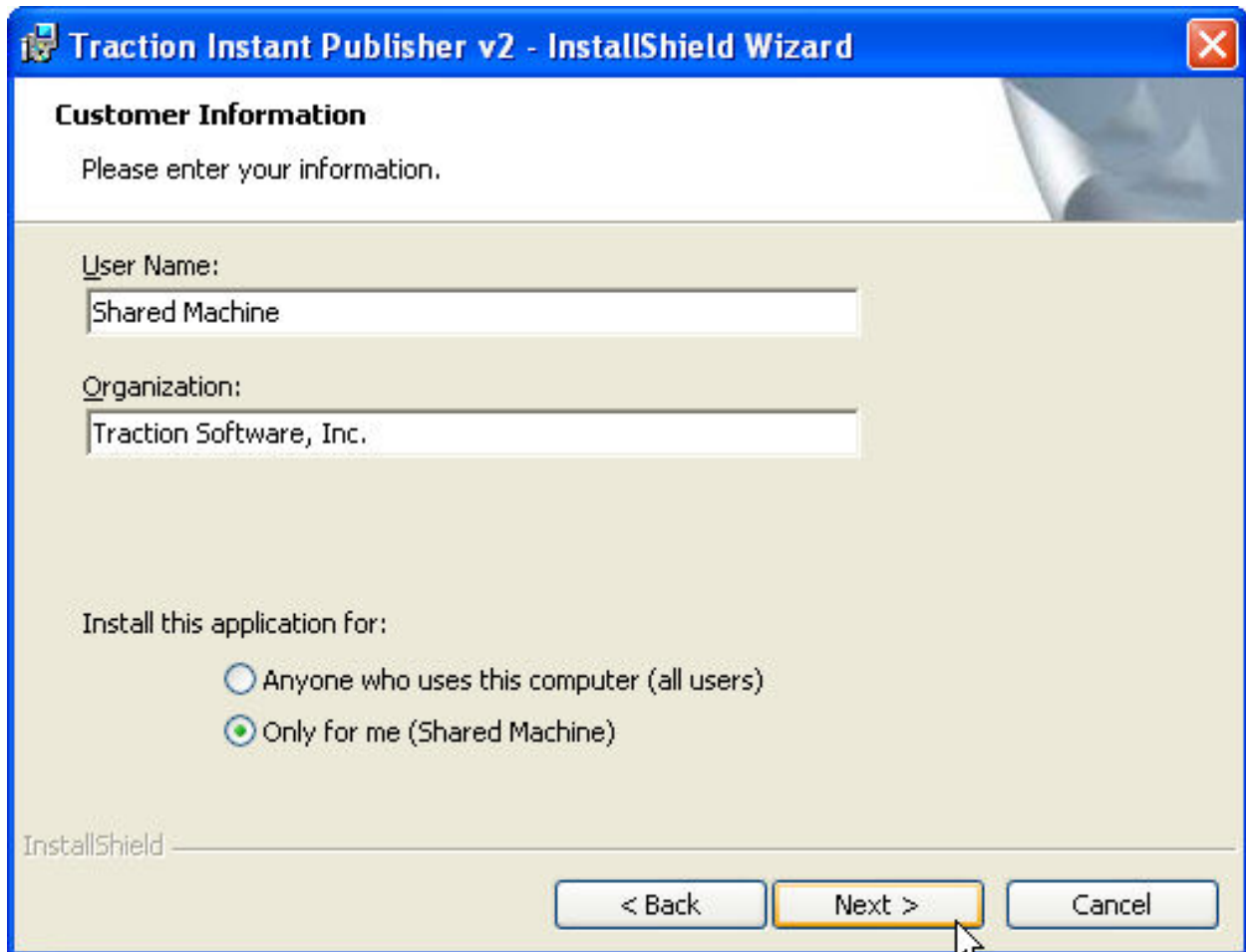
Click *Open* on the *File Download* menu.



The install files will download and the installer will start up. Now click *Next*.



The following form should be filled in. If there is an option, select to install *Only for me*, then click *Next*.



Traction Instant Publisher v2 - InstallShield Wizard

Customer Information

Please enter your information.

User Name:
Shared Machine

Organization:
Traction Software, Inc.

Install this application for:

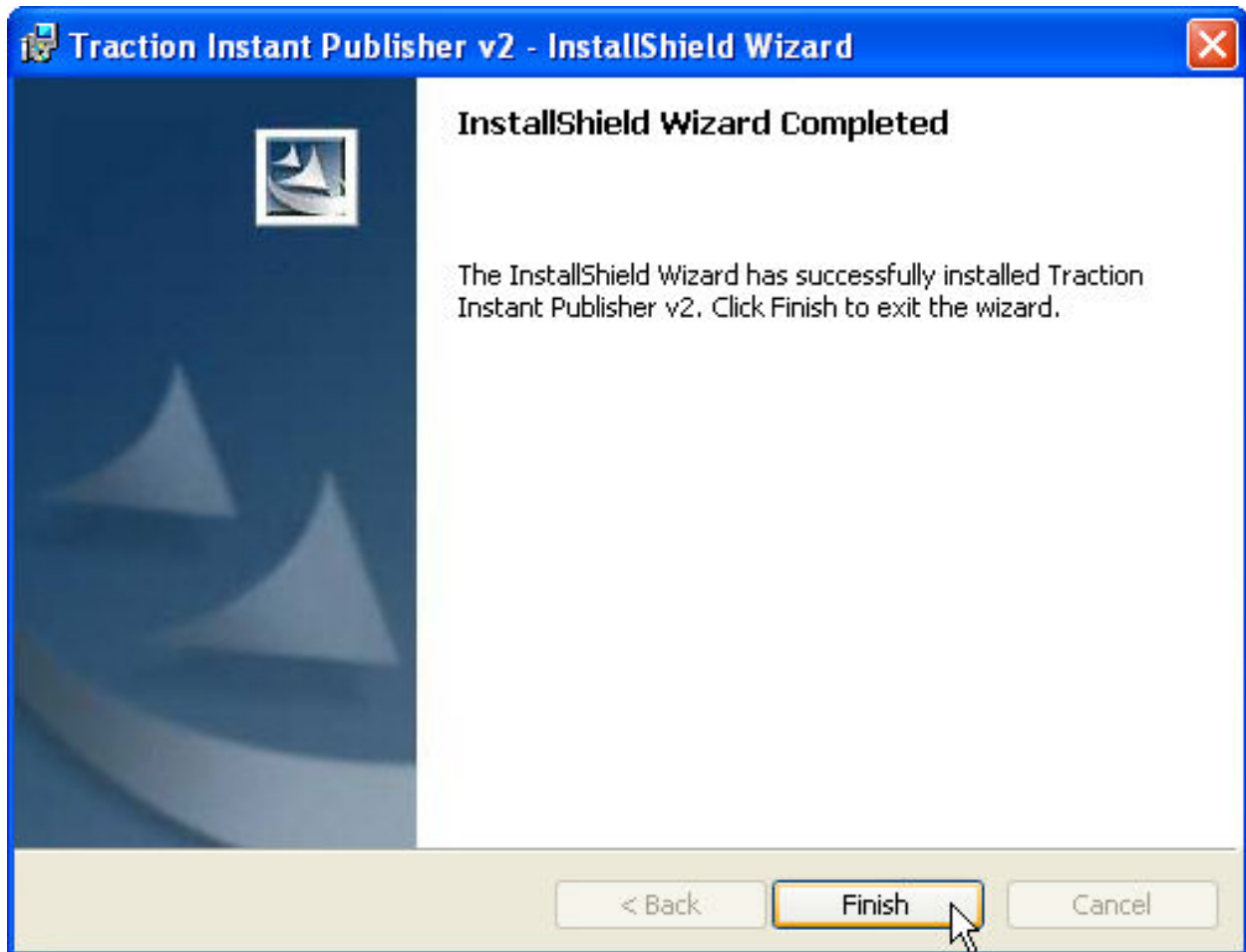
☐ Anyone who uses this computer (all users)

☒ Only for me (Shared Machine)

InstallShield

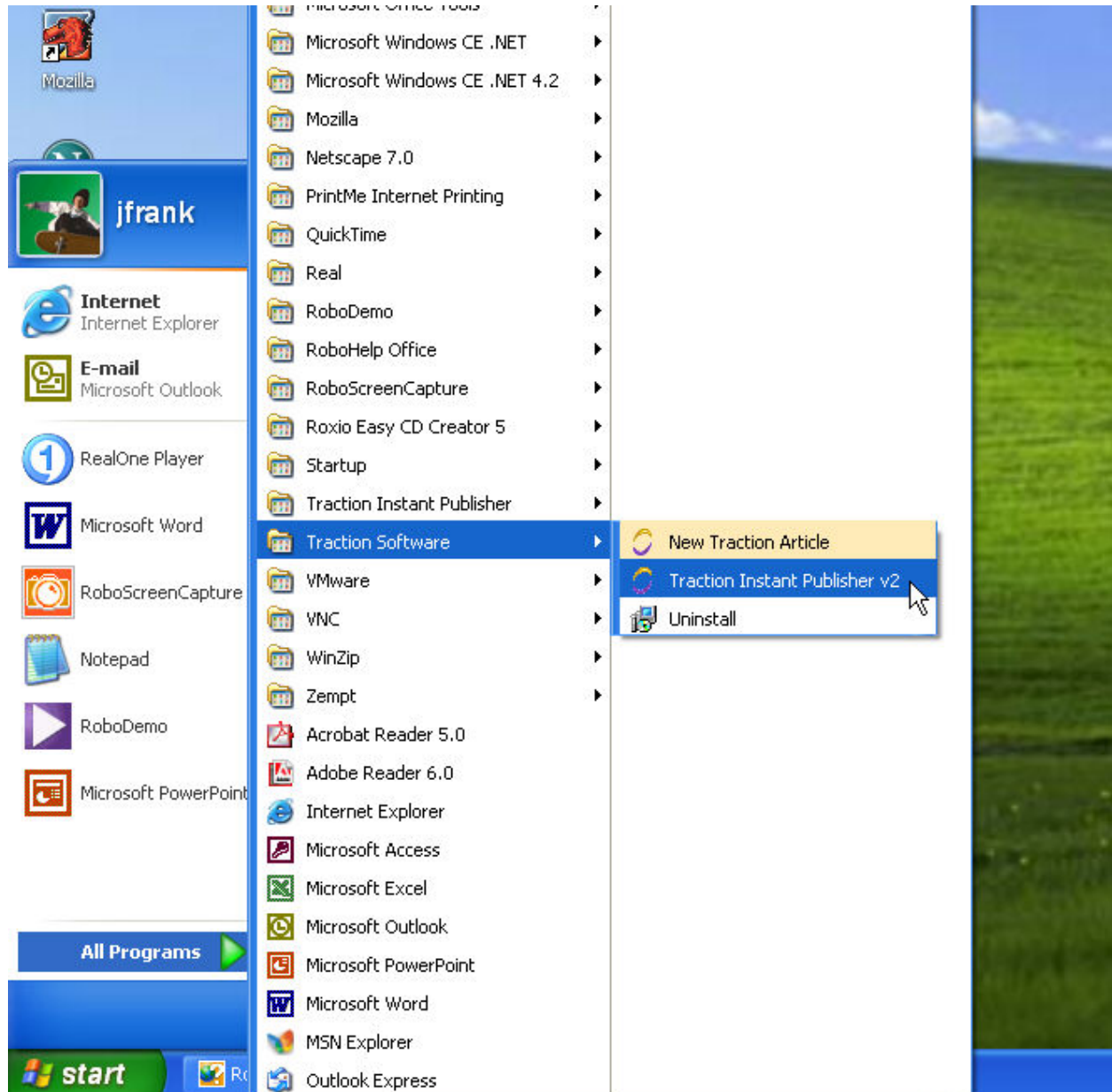
< Back Next > Cancel

The wizard will tell you that installation is complete. Click *Finish*.

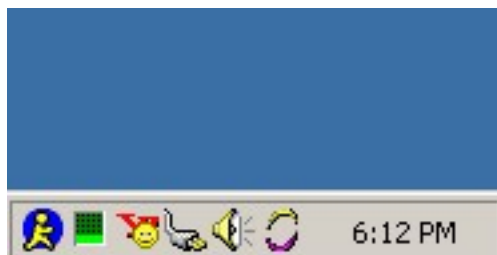


The Traction Instant Publisher is now installed and configured to publish to your server.

Now, to launch the publisher, you can navigate to *Start / Programs / Traction Software / Traction Instant Publisher V2*



The Traction icon will appear in your system tray



Configuration (Server, user name, password)

After installation, return to My Account | Preferences to configure the Instant Publisher. Click on the second line, as in the below image:

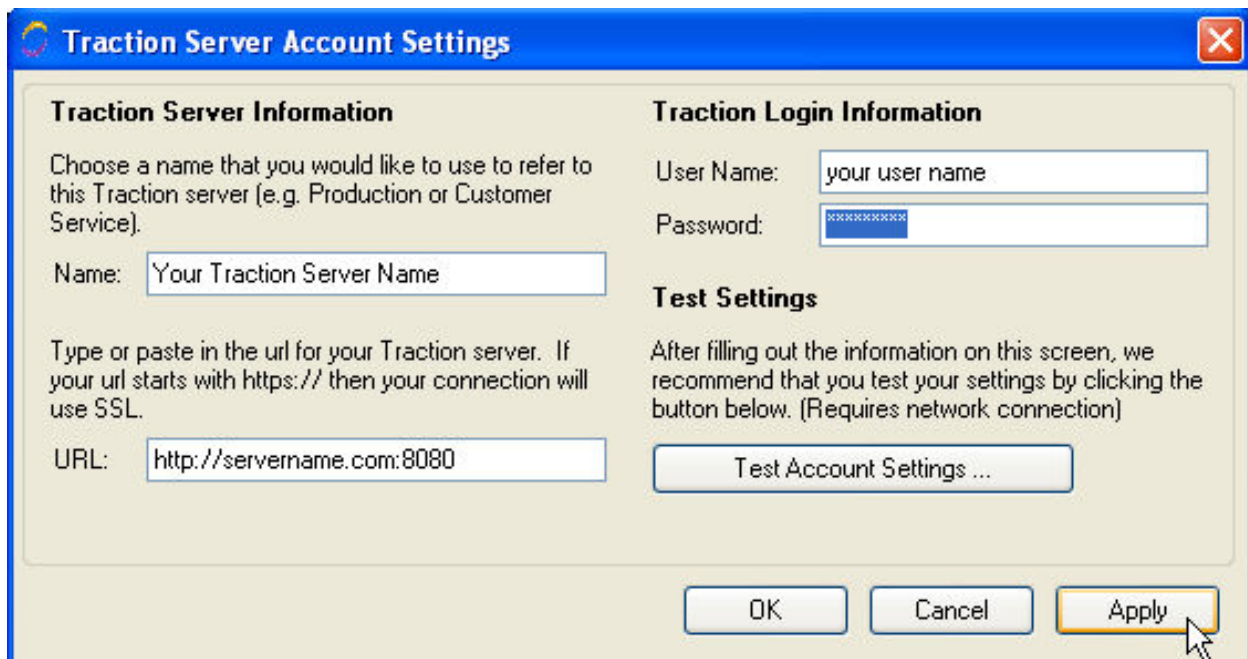
Version 2

[Click here to install the Traction Instant Publisher v2.](#)

[Click here to configure the Traction Instant Publisher v2 for this Traction Server.](#)

- ☐ Where possible, use the Instant Publisher v2 instead of the HTML forms for editing articles.
This setting only applies to your current browser.

This will launch the Instant Publisher settings window with you server settings and user name applied.



Simply add your password and then click Apply. You can click Test Account Settings to verify that it is configured properly.

As of Instant Publisher Version 2.1, an Advanced button will also appear on this form. It is used when the URL used to contact the server differs from the URL with which the server identifies itself. In these cases, it is now possible to specify the mapping manually. *For example, you might contact a server via HTTPS but the server may identify itself as running on HTTP.*

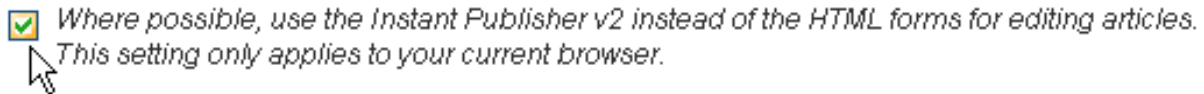
Configuring your Instant Publisher for another Server

If you work with multiple Traction Servers, you can repeat this step on each server. The Instant Publisher has a menu where you select the server to which you want to publish.

Using the TIP instead of the HTML Add Article, Comment, and Edit forms.

The Instant Publisher can be configured as a substitute for the HTML *Add Article*, *Edit Article* *Consists of a Title, Text, Attachments and Labels* and *Comment* forms which you have learned about in previous sections of the User Guide. This will give you a WYSIWYG editor and a richer comment interface with the full capabilities of TIP V2.

To configure for Edit and Comment, click the *My Account* link. The *My Account* page will open to the *Preferences* page. In the Instant Publisher preferences section, check the box next to the text that says:



Then click the *Apply* icon in the upper right or bottom of the screen.

Instant Publisher Preferences

Doc145: March 22, 2008 4:06 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

Instant Publisher Preferences

The Traction Instant Publisher is currently only available to users running Windows 2000 or later.

Version 2

Click here to install the Traction Instant Publisher v2.

Click here to configure the Traction Instant Publisher v2 for this Traction Server.

☐ *Where possible, use the Instant Publisher v2 instead of the HTML forms for editing articles.*
This setting only applies to your current browser.

The above two links and checkbox let you install, configure, and select the Traction Instant Publisher. See the section [Installing Instant Publisher](#) for instructions.

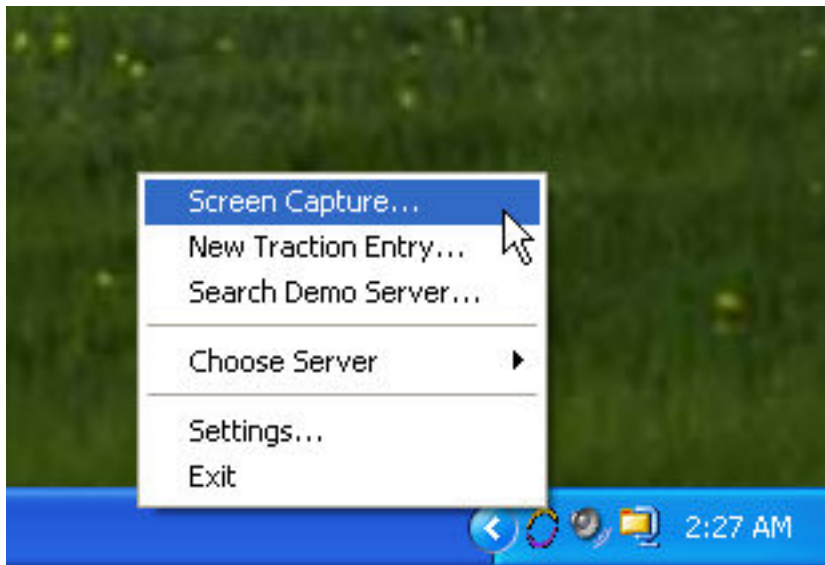
Other Instant Publisher Options

Doc186: March 22, 2008 4:10 PM, Posted by Documentation Importer

The Instant Publisher has a number of other conveniences that make it easy to get things into Traction:

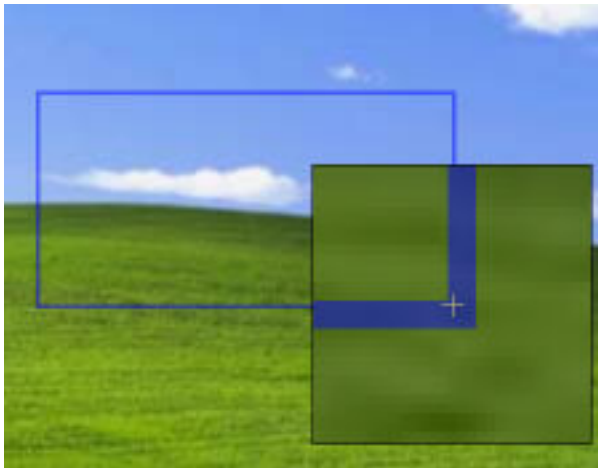
Screen Capture

You can capture any region of the screen and post it using the screen capture option. When you choose *Screen Capture* from the TIP V2 menu, the cursor changes to a cross.

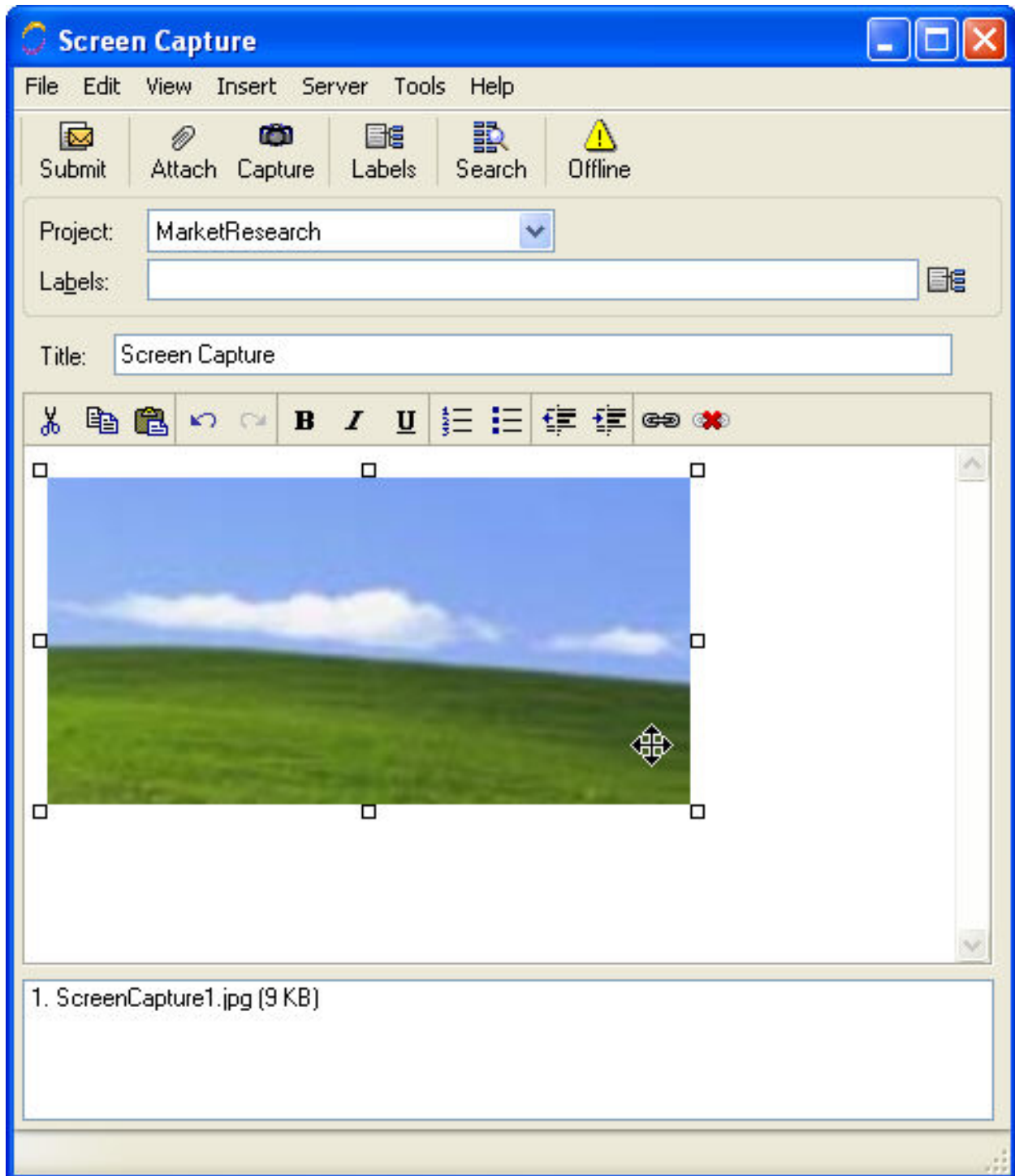


You can left-click and drag over a section of the screen.

Note: Hold down the Control and Shift keys together to zoom in while you drag.



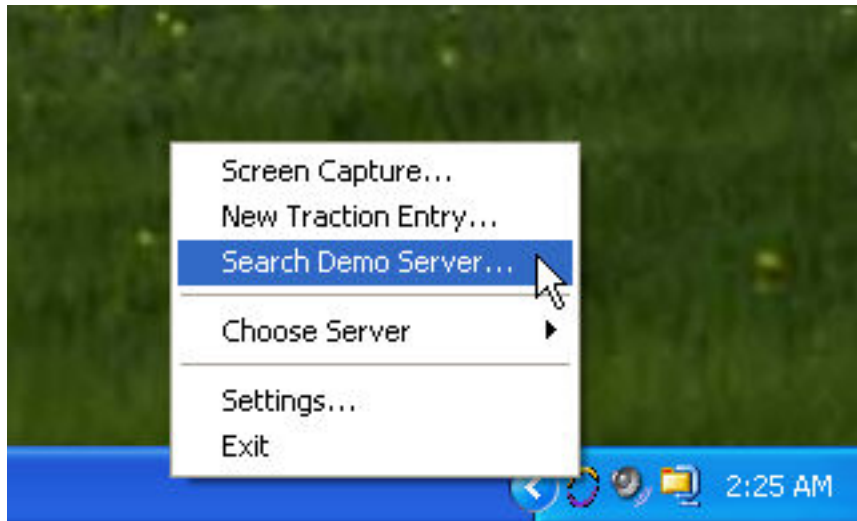
When you let go, it will open a TIP V2 form with an image of the screen capture in the body of the form.



This makes it easy to grab images from PDF files or other desktop programs where simple cut and paste does not yield a nice looking result. You can capture additional regions once the Instant Publisher is open by clicking the camera icon on the button bar.

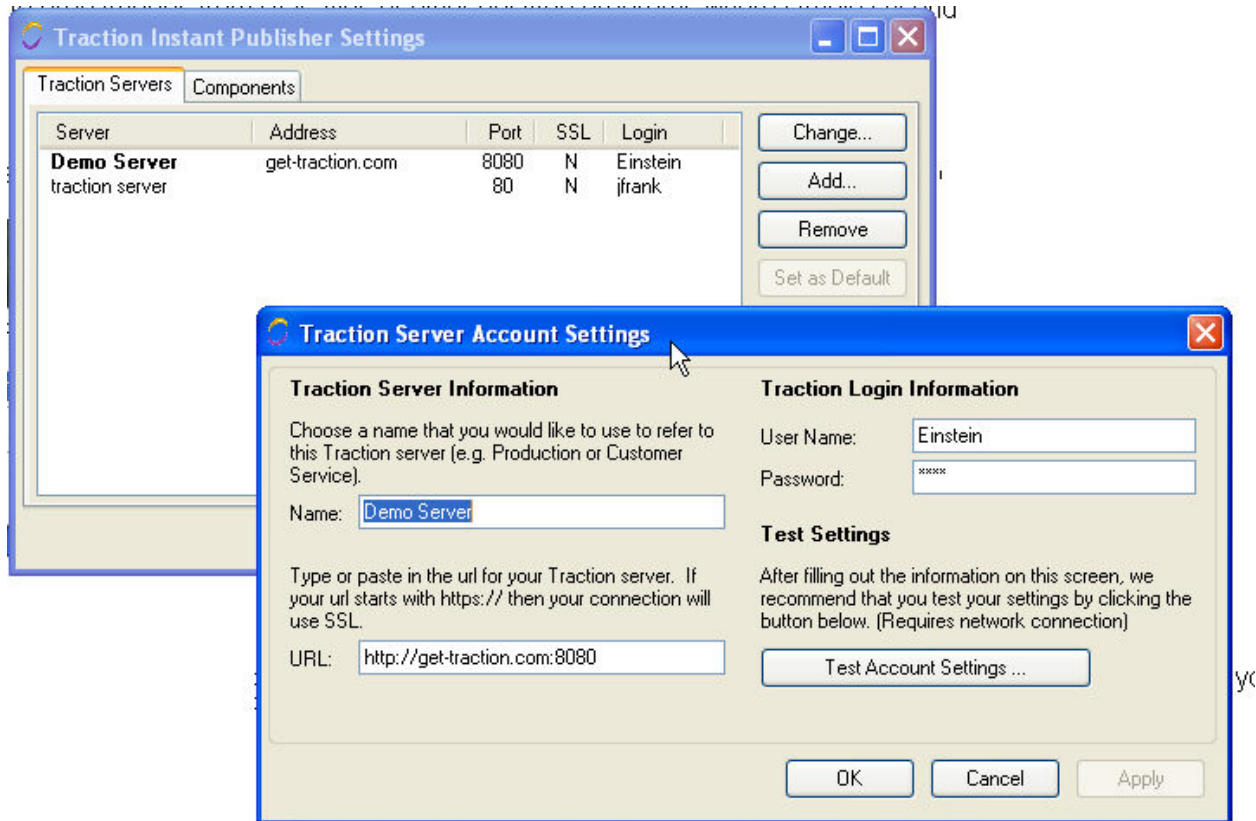
Search

The instant publisher menu has a Search option. Choosing this option will open a browser and load the Advanced Search form in your browser.



Settings

Click the Settings option if you need to configure another server to which you want to publish or to change the settings (e.g. your name and password, or the server URL) of an existing server for which your Instant Publisher is configured.



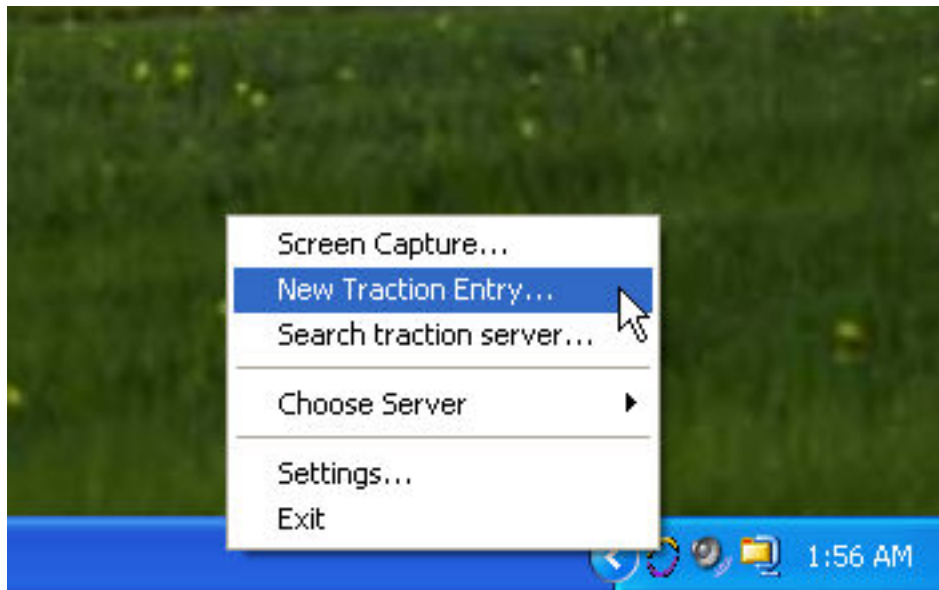
Publishing an Article with Instant Publisher

Doc225: March 22, 2008 4:14 PM, Posted by Documentation Importer

As an alternative to the *Add New Article* action from the Traction browser interface, you can choose the *New Traction Entry* option from the TIP V2 system tray menu.

The TIP includes basic HTML formatting options on the toolbar, and it supports drag & drop and cut & paste from most programs that support HTML or text.

First, right click on the Traction logo. A menu appears.



Left-click the New [Article](#) Consists of a Title, Text, Attachments and Labels option and the TIP V2 form will appear. (see below)

The TIP V2 form will appear. Like the *Add New Article* form, you can select a project, add a title and write text in the body. You can also:

1. **Screen Capture:** Put your cursor in the body of the form. Click on the button with a camera. The TIP V2 form will disappear and a cross-hair replaces your mouse. Left-click on the upper left of a section of the part of your screen you want to capture. Hold and Drag to the lower right of the area for selection. Then let go. An image will appear in the publisher window, where your cursor was.

Tip: For precision capture, hold down the shift key to magnify the area of the screen under the cross-hair.

2. **Copy and Paste:** Copy any content from a desktop application. Paste into the publisher form. You can also drag and drop. If you drag and drop from Internet Explorer, TIP V2 may also include a link back to original source. Note, tables and other areas with complex formatting may or may not copy well, depending on the content.

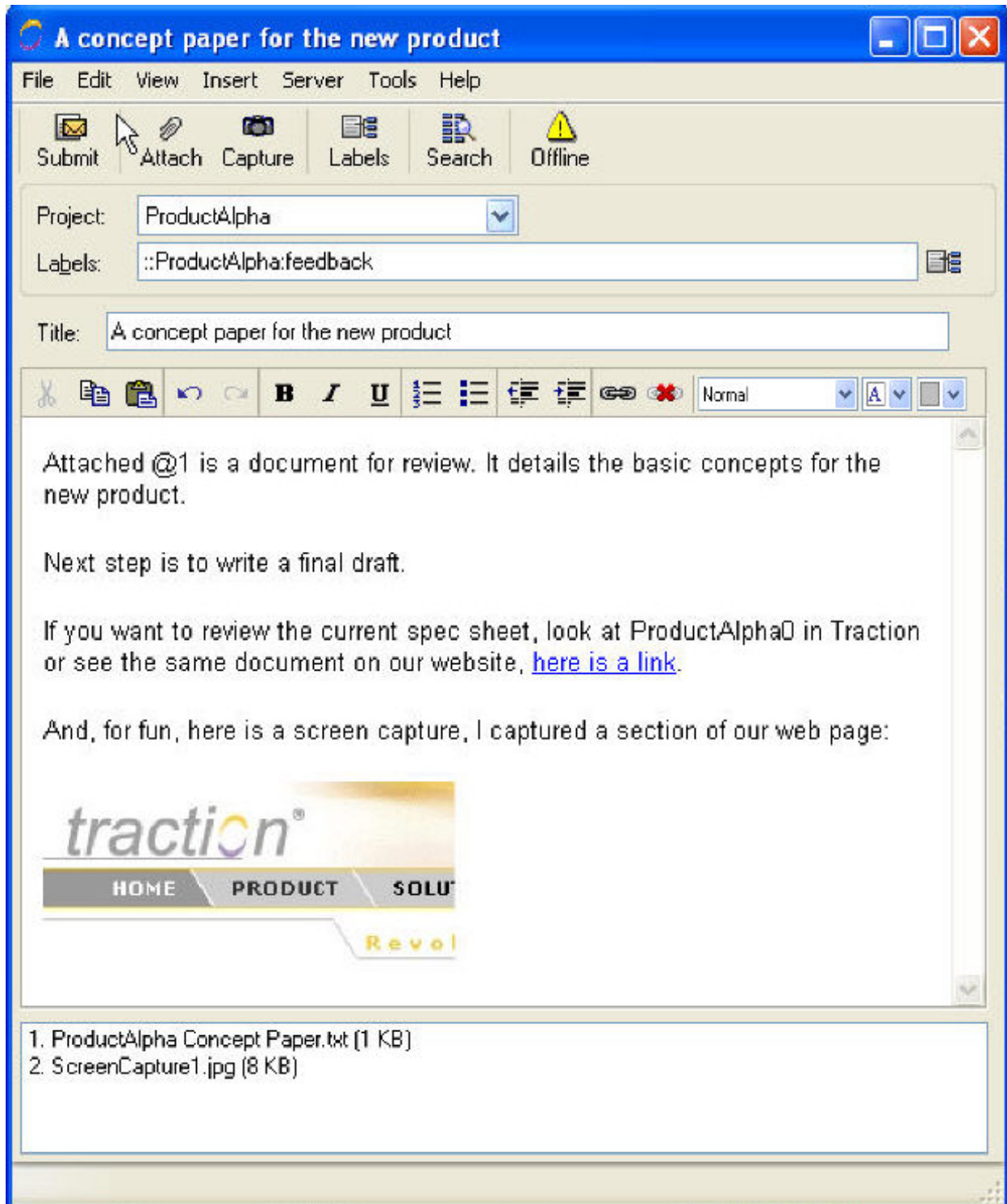
3. **Apply Styles:** Apply font style (Bold, Italic, Underline), paragraph style (numbered list, bullet list, normal, Heading 1 etc..), font color, and background color.

4. **Insert a link to a website:** Write *Click Here* (or any other words), highlight the words, right-click, and select *Insert Link*. Paste the hyperlink into the box and click OK. This works for file, mail, and other links too.

Important Note: If you are linking to Traction Articles see the help section [Making Links to Traction Articles](#)

5. **Add Labels:** You can add labels at the article (title) or paragraph level. See Adding Labels with the Instant Publisher section below.

6. **Add an Attachment:** Simply drag a file into the Attachments window at the bottom of the TIP V2 form. Or, right click over the Attachment window and click to browse for a file.



Best Practice Tip: Always write a good first paragraph, this will appear in the ExecutiveSummary and in other views such as the multi-entry view and, in some cases, the front page and project newspaper.

Adding Labels with the Instant Publisher

Labels can be added at the article (title) or paragraph level.

1. **Article Level:** To add labels to the article level, click the label chooser



to launch the *Add a Label* form. This form works the same as the [Add New Article](#) form.

2. **Paragraph Level:** To add labels to paragraphs, click the Labels button in the button bar. A project selector and label list appears at the right of the form. Left-click and drag a label to the end of a paragraph. It will appear in this format: `[[::ProductAlpha:todo]]` where *ProductAlpha* is the project name and *Todo* is the label name.

here is a link. And, for fun, here is a screen capture, I captured a section of our web page: traction® HOME PRODUCT SOLUTIONS Revolution'. A right-hand sidebar titled 'Labels' shows a list of labels including 'Bug:Closed', 'bulletin', 'Document', 'done', 'FAQ', 'Feature', 'Feature:Idea', 'Feature:Maybe', 'Feature:Rejected', 'feedback', 'feedback:reviewed', 'GUI', 'headline', 'inquiry:closed', 'Integration', 'Issue', 'Issue:Closed', 'news', 'notice', 'P1', 'P2', 'P3', 'price', 'todo', 'V2', and 'V2_1'. The 'todo' label is highlighted. At the bottom, a list of attachments is shown: '1. ProductAlpha Concept Paper.txt (1 KB)' and '2. ScreenCapture1.jpg (8 KB)'."/>

A concept paper for the new product

File Edit View Insert Server Tools Help

Submit Attach Capture Labels Search Offline

Project: ProductAlpha

Labels: ::ProductAlpha:feedback

Title: A concept paper for the new product

Attached @1 is a document for review. It details the basic concepts for the new product.

Next step is to write a final draft. [[:ProductAlpha:todo]]

If you want to review the current spec sheet, look at ProductAlpha0 in Traction or see the same document on our website, [here is a link](#).

And, for fun, here is a screen capture, I captured a section of our web page:

traction®

HOME PRODUCT SOLUTIONS

Revolution

Labels

Project: ProductAlpha

Group: topic

Bug:Closed
bulletin
Document
done
FAQ
Feature
Feature:Idea
Feature:Maybe
Feature:Rejected
feedback
feedback:reviewed
GUI
headline
inquiry:closed
Integration
Issue
Issue:Closed
news
notice
P1
P2
P3
price
todo
V2
V2_1

1. ProductAlpha Concept Paper.txt (1 KB)
2. ScreenCapture1.jpg (8 KB)


When you are satisfied with your entry, click *Submit* to send it to Traction. All the images in your selection are attached to the Traction article, see below for the result:


A concept paper for the new product


ProductAlpha102: November 25, 2003 2:24 am 

Posted by Einstein


 [Cross References](#);  2 Attachments


[feedback](#) 

Attached @1 is a document for review. It details the basic concepts for the new product. 01 

Next step is to write a final draft. 02 

[todo](#) ☐

If you want to review the current spec sheet, look at [ProductAlpha0: Traction TeamPage Spec Sheet](#) in Traction or see the same document on our website, [here is a link](#). 03 

And, for fun, here is a screen capture, I captured a section of our web page: 04 



05 

 [Add a Comment on this Article](#)

-  1. [ProductAlpha Concept Paper.txt](#) (1.2 KB)
-  2. [ScreenCapture1.jpg](#) (8.2 KB)

Related Entries:

[references](#) (1)

[ProductAlpha0: Traction TeamPage Spec Sheet](#)

Doc289: March 22, 2008 4:21 PM, Posted by Documentation Importer

The Traction® Instant Publisher™ (*TIP* for short) is an optional Windows application that, when loaded, will appear as a Traction logo in your system tray. TIP V2 runs using Microsoft's .NET which, if not already present on your system, will be installed when you install TIP V2. It supports rich text editing, drag and drop operation, screen capture, and management of file attachments.

TIP V2 makes it very fast and easy to:

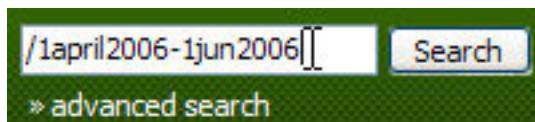
1. Publish: Compose new Traction articles, Right-Click Publish from Internet Explorer, and clip content from many desktop applications, capture in image of a portion of your screen
2. Edit: You can choose to use the TIP V2 as your default editor
3. Comment: You can choose to use the TIP V2 as your comment form

Default Time Slice

Doc63: March 22, 2008 3:54 PM, Posted by Documentation Importer

This preference allows a user to set their default time slice. In Traction, the term "time slice" refers to the starting and ending dates of for the range of time from which content is presented on a given page.

Time slice may be changed using a [Navigating with the Rapid Selector](#), or by navigating with the calendar controls in most standard skins.

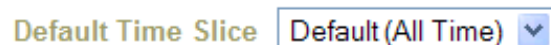


Changing time slice using the rapid selector.



Changing time slice using the calendar.

The default time slice refers to the time slice that is used when a user has not navigated into a specific time slice.



The term "time slice" refers to the starting and ending date of the range of time from which content is being displayed in a given page. The default time slice is used if none has been explicitly selected (by means of a rapid selector expression, an advanced search query, or calendar interface navigation).

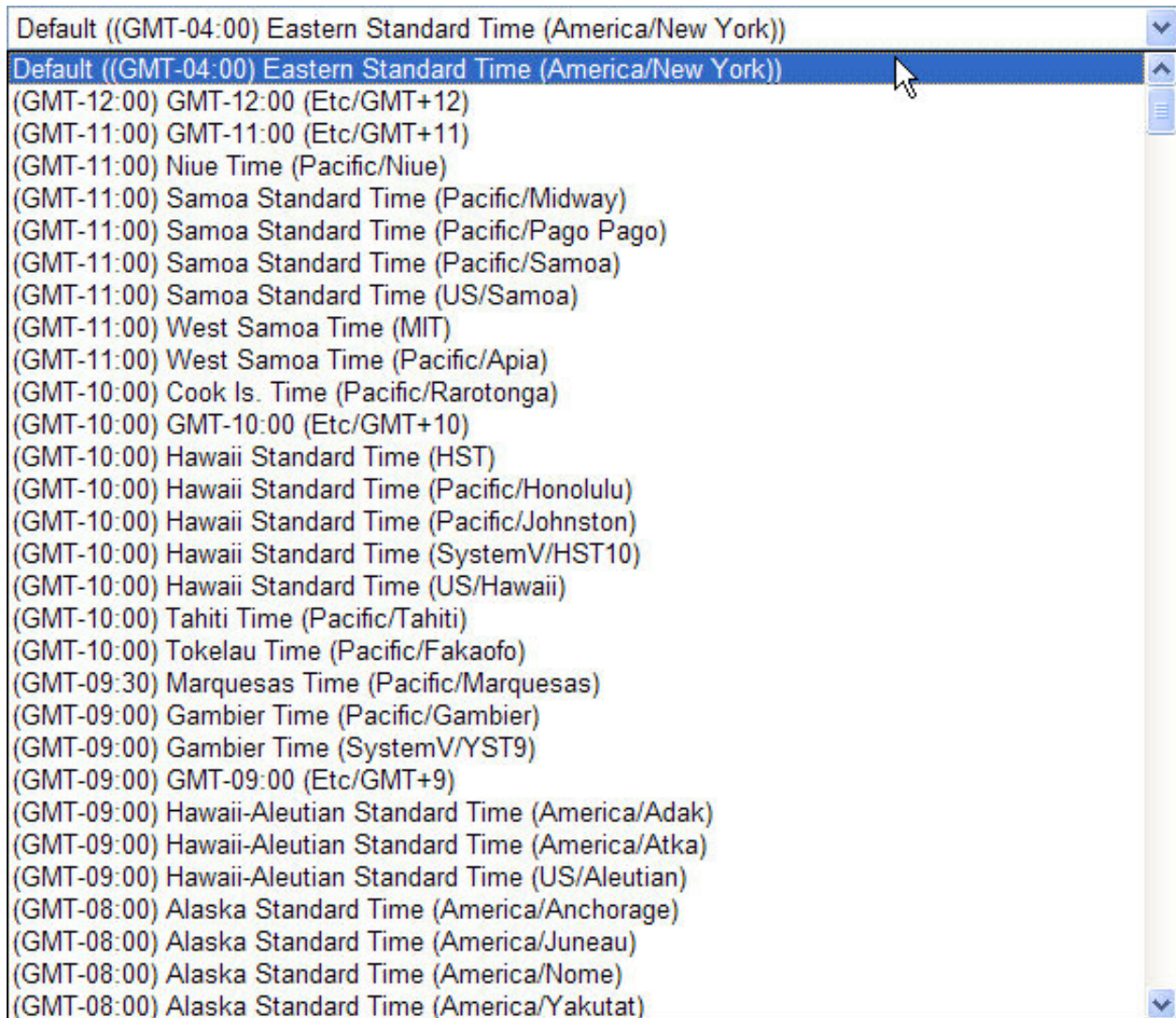
It is very common to set the default time slice to All Time so that content doesn't disappear at the end of a month, quarter, or other interval. Traction beginners often find this more intuitive.

Note: This preference used to be set on a per project basis. As of version 3.7, this is a user preference.

Time Zone

Doc291: March 22, 2008 4:21 PM, Posted by Documentation Importer

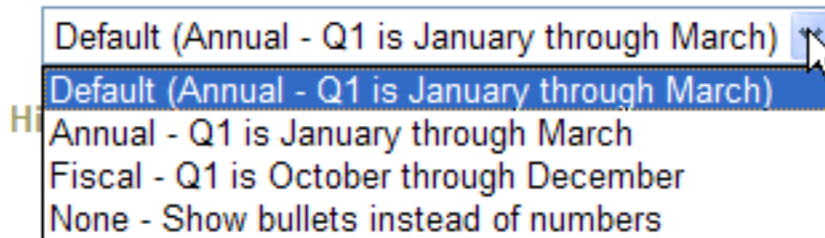
Traction records time in GMT. Traction's default time zone will be based on time zone set for the computer Traction runs on. If the computer is located in a different time zone from most users, you can set the default time zone to the time zone where the users are. Users who use your server from different time zones can specify their own time zone, and dates and times will be displayed relative to their time zone.



Calendar Quarter Format

Doc21: March 22, 2008 3:46 PM, Posted by Documentation Importer

Calendar Quarter Format



The default calendar follows the Annual year:

<	2003		>
Q1	Jan	Feb	Mar
Q2	Apr	May	Jun
Q3	Jul	Aug	Sep
Q4	Oct	Nov	Dec
Show All Years			
Show current year			

You can alternately choose to display the default fiscal year. Note that the quarters are *numbered* differently.

<	2003			>
Q2	Jan	Feb	Mar	
Q3	Apr	May	Jun	
Q4	Jul	Aug	Sep	
Q1	Oct	Nov	Dec	
Show All Years				
Show current year				

You can also show bullets instead of numbers.

< 2003 >

» Jan Feb Mar
 » Apr May **Jun**
 » Jul Aug Sep
 » **Oct** Nov Dec

 Show All Years
 Show current quarter

Start Page

Doc282: March 22, 2008 4:21 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

As of Traction 3.7, it is possible to specify what page users will see by default when they visit a Traction server. This default page is specified in terms of a [Introduction to the Rapid Selector Guide](#).

Traction Software server setup

General People Projects Network License Server Files Email **Defaults**

Journal **User Preferences** User Subscriptions Project Settings Project Newspage

Browser Time **Display** Comments Files Editing Email Composition Profile Page

Start Page

The Start Page is the default view that is displayed when you access Traction. The view is described in the Online Help by entering the Traction ID of the article. See the Online Help for more information.

The default behavior is still for users to be directed to the server's front page.

Default Chunk Size

Doc58: March 22, 2008 3:53 PM, Posted by Documentation Importer

When any Traction view involves multiple entries, there may be so many results that it is impractical or

inconvenient to display them all in a single page. Therefore, Traction supports a behavior called "chunking", in which results are reported in chunks or blocks of 25, 50, or some other more convenient size. This preference allows users to specify how many results they want to see on a single page.

Default Chunk Size Default (25) ▼

When a reverse chronological, topic, or other multi-entry view contains more than a certain number of entries, Traction can partition the list of entries into "chunks". Traction's interface allows the user to change the size of the chunk whenever a chunked view is loaded in the browser, but this option allows the user to choose what size chunk should be used by default.

This is the default chunk size only; the chunk size can be changed for any particular view using the standard chunk navigation controls that typically appear, along with a sorting control, at the bottom of the page. Users can even ask for *all* results to be displayed in a single page.

1-25 | **26-50** more results
 show 25 ▼ per page, newest first ▼ go
[show all results](#)

Snippet Length

Doc280: March 22, 2008 4:20 PM, Posted by Documentation Importer

The term "snippet" refers to a summary based on the first several words or characters appearing in a Traction article. Snippets are used in search result views to highlight search hits in the resulting articles.

Show Snippets ▼
 Search Filter Active searching for task ? x

Searching All Projects

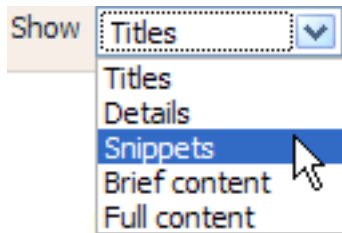
February 3, 2006

Sample Engineering Task List

Engineering22 | February 3, 2006 | 6:54:13 PM EST | Posted by admin

... This is an example *task* list for the Engineering team. Each ...

Snippets volume can be used even when the page does not represent search results, by selecting "Snippets" in the volume control that appears near the top of the page in most skins.



This preference allows users to choose their preferred relative length for snippets.

Snippet Length Default (Medium) ▾

Snippets are brief portions of content displayed in the Snippets volume.

Show Item ID's

Doc271: March 22, 2008 4:20 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

Show Item ID's Default (yes) ▾

Item ID's are the permanent identifier of the item, which the item's labels are attached to. Even if you move an item around in an article or add another item in front of it, its ID will always be the same. In most skins, they appear at the end of the paragraph and begin with a 0, like 03.

In the example below, item numbers are shown in yellow and ID's in green. Item numbers are a straight count, whereas ID's can be rearranged during edits. Comments and labels are attached to ID's. IDs are also displayed in the bottom right corner of the hover.

This article illustrates comment depth


Comment60 (#) | TrackBack | May 12, 2005 | 5:50:52 PM EDT


Posted and Edited by Chris Nuzum | View edit history

 2 Comments

(1) This is a new article. 01 

(2) This is the second paragraph. 02 

(3) This paragraph was added between the second and third. It's *number* is three, but it's *ID* is 04. 04 

(4) And this is the third. 03 

Show Item Numbers

Doc272: March 22, 2008 4:20 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

Show Item Numbers Default (no) ▼

Item Numbers number each item relative to the start of the article. They make it easy to refer to a particular item in an article. In most skins, they appear in parentheses to the left of each item, like (3).

In the example below, item numbers are shown in yellow and ID's in green. Item numbers are a straight count, whereas ID's can be rearranged during edits. Comments and labels are attached to ID's. IDs are also displayed in the bottom right corner of the hover.

This article illustrates comment depth


Comment60 (#) | TrackBack | May 12, 2005 | 5:50:52 PM EDT


Posted and Edited by Chris Nuzum | View edit history

 2 Comments

(1) This is a new article. 01 

(2) This is the second paragraph. 02 

(3) This paragraph was added between the second and third. It's *number* is three, but it's *ID* is 04. 04 

(4) And this is the third. 03 

Label Icons

Doc153: March 22, 2008 4:06 PM, Posted by Documentation Importer


Label Icons


Default (Icons in the left margin, labels in the right margin) ▼
Default (Icons in the left margin, labels in the right margin)
No Icons
Icons in the left margin, labels in the right margin
Icons and labels in the right margin
Icons ONLY in the right margin

shows where the label appears. If you would
ence affects the Modern skin and is

Note: This option was formerly used by the *Modern* skin only. As of version 3.7, there are no skins that still support this preference.

This is the default display (Icons in the left margin, labels in the right margin):





Zoom In -- Nice to Have: Based on a key combination, allow for Zoom in so that the user can fine tune the capture and be sure to include or exclude borders or other fine features of an image they are capturing. 02 

7 comments

Feature:Idea
P1

This is both on the right:



Zoom In -- Nice to Have: Based on a key combination, allow for Zoom in so that the user can fine tune the capture and be sure to include or exclude borders or other fine features of an image they are capturing. 02 M

Feature:Idea 
P1 

7 comments

This is icons only. Note: if a label doesn't have an icon, the text of the label *will* be displayed.

Zoom In -- Nice to Have: Based on a key combination, allow for Zoom in so that the user can fine tune the capture and be sure to include or exclude borders or other fine features of an image they are capturing. 02 M

7 comments

This is no icons:

Zoom In -- Nice to Have: Based on a key combination, allow for Zoom in so that the user can fine tune the capture and be sure to include or exclude borders or other fine features of an image they are capturing. 02 M

Feature:Idea
P1

7 comments

Transclude Titles By Default

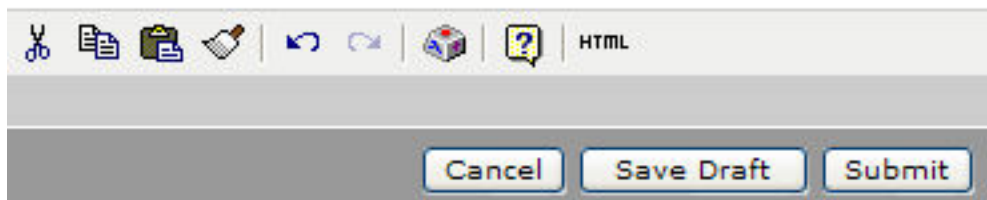
Doc302: March 22, 2008 4:23 PM, Posted by Documentation Importer

Transclude Titles By Default 

If yes, the title of cross-referenced articles will be displayed in the referencing article; e.g. a cross reference to "Acme23" will display as "Acme23: This is a great feature".

When you type a cross-reference (or "citation") in an article, e.g.

This is a cross-reference to **comment38**.



it is normally displayed as a hyperlink that shows the current title of the article linked to:

And this is the third. 03 ⓘ

This is a cross-reference to [Comment38: Usage of this system](#). 05 ⓘ

If you don't have permission to see the article linked to, it displays as ordinary text.

If you want to preserve the hyperlink, but don't want to show the title by default, you can set this option to No. The resulting view will then look like:

And this is the third. 03 ⓘ

This is a cross-reference to [Comment38](#). 05 ⓘ

Hide System Articles

Doc130: March 22, 2008 4:04 PM, Posted by Documentation Importer

Hide System Articles

Articles are automatically created to indicate edits, reclassifications, erasures, and unlogged email messages. If yes, these articles will be hidden from most views. They will still be accessible from the list of cross references.

Normally records of reclassifications, updates, etc. are not displayed in full chronology views. This

preference allows users to indicate whether these records should be included in full chronology views.

Note: these records display only in *full* views, not in *brief* views.

Here is a sample label change and edit (update) record.

August 30, 2006



Updates Engineering22, Sample Engineering Task List

Engineering69 | August 30, 2006 | 7:38:24 PM EDT

Posted and Edited by admin | [View edit history](#)

Changed wording of 3rd task.

[Show Actual Contents of this Version](#)

Engineering22, Sample Engineering Task List



Changes Labels on Engineering22, Sample Engineering Task List

reclassification

Engineering70 | August 30, 2006 | 7:38:39 PM EDT

Posted by admin

Item 04 Added: [+::Engineering:done](#)

Removed: [::Engineering:todo](#)

Note that label change records are labeled "reclassification" and can be shown in a topic view at any time, even without enabling this option:

August 30, 2006

Engineering22, Sample Engineering Task List

Changes Labels on Engineering22, Sample Engineering Task List

reclassification

Engineering70 | August 30, 2006 | 7:38:39 PM EDT
Posted by admin

Item 04 Added: +::Engineering:done
Removed: ::Engineering:todo

July 12, 2006

Engineering47, Frequently Asked Questions

Changes Labels on Engineering47, Frequently Asked Questions

reclassification

Engineering65 | July 12, 2006 | 11:25:49 AM EDT
Posted by admin

Article Level Added: ::Engineering:bulletin

Custom Label Actions

Doc54: March 22, 2008 3:52 PM, Posted by Documentation Importer

You can rearrange the set of label actions that appear in your context menu. The default set of *Label Actions* is defined by Server Administrators on the page [Server Setup - Journal](#). You can include actions that are not normally included, exclude those that are, and change the order in which the actions you include are listed.

Normally the default actions are selected:

Custom Label Actions

The Active actions will appear in the Action submenu of the Traction Context Menu.

☒ Use Default Actions - uncheck this if you wish to override the selection of actions specified for this server.

Inactive

↑

↓

+

Active

↑

↓

[-] To Do

Done

Priority 1

Priority 2

Priority 3

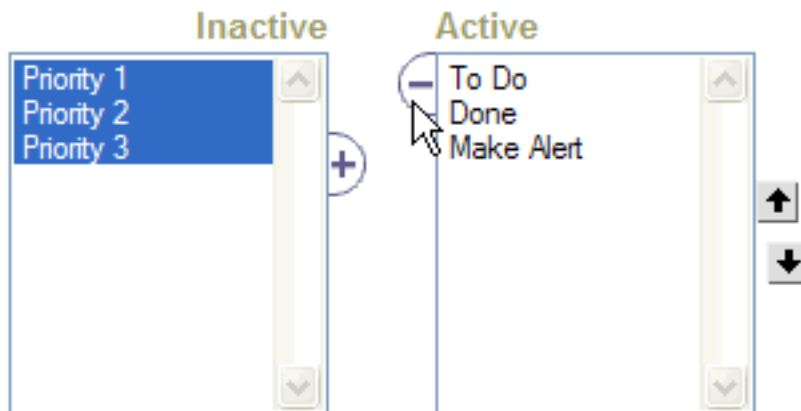
Make Alert

↑

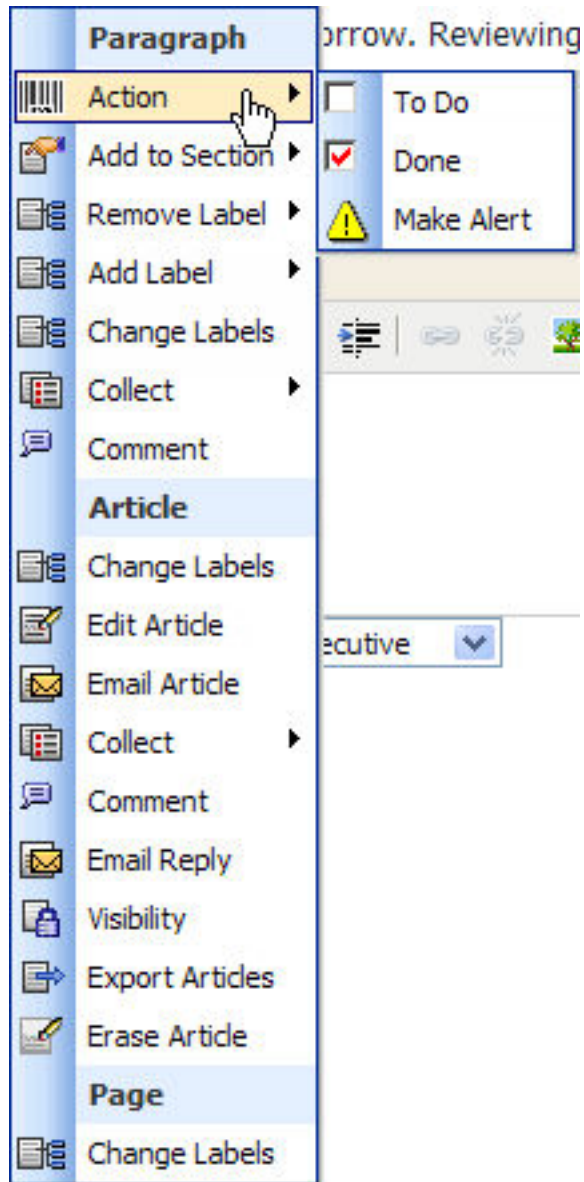
↓

If you wish to change this, you can select Active actions and click (- to make them inactive and use the up and down arrows to rearrange them. You can also make inactive actions active and place them where you like.

For example, by setting the labels actions to this:



After you click the *Apply* button to save your changes, the context menu's Action submenu will reflect the contents of the "Active" list:



Amount of Ancestral Context to Include with Comments in News Feeds

Doc10: March 22, 2008 3:45 PM, Posted by Documentation Importer

Amount of Ancestral Context to Include with Comments in News Feeds

Default (Parent Item Only) ▼

This setting governs the amount of ancestral context to include with a comment when it appears in syndicated news feeds (e.g. RSS or Atom). The parent refers to the paragraph or item commented on. The parent may itself be a comment on another paragraph. Ancestry refers to all parents and their parents. Full thread refers to the entire hierarchy of relations to which the given article belongs.

This preference allows users to control how much context is present in the RSS and Atom feeds they get from Traction. See [Amount of Ancestral Context to Include with Comments in Email Notifications](#) for a more detailed explanation.

Comment Depth

Doc37: March 22, 2008 3:48 PM, Posted by Documentation Importer

Comment depth

This is the depth to which comments on comments will be displayed in the single article view. If set to 0, no depth limit will be enforced.

☒ Use the default value (3)


This setting lets you control how many levels of nesting will be displayed. When the specified limit is reached, the lowest-level comment will report the number of comments directly on it.

This article illustrates comment depth

Comment60 (#) | TrackBack | May 12, 2005 | 5:50:52 PM EDT

Posted by Chris Nuzum


 Cross References |  1 Comment

This is a new article. 01 


Article Comments

This is a comment. 

[Chris Nuzum, Comment61, May 12, 2005, 5:51:01 PM EDT] 

This is a depth 2 comment. 

[Chris Nuzum, Comment62, May 12, 2005, 5:51:12 PM EDT] 

This is a depth 3 comment. 

[Chris Nuzum, Comment63, May 12, 2005, 5:51:21 PM EDT] 



[1 Comment on this comment](#) 

To see the remaining comments, you can click that link.

re: This article illustrates comment depth

Comment63 (#) | TrackBack | May 12, 2005 | 5:51:21 PM EDT


Posted by Chris Nuzum

 Cross References |  1 Comment


re: This article illustrates comment depth 

This is a depth 2 comment. 

[Chris Nuzum, Comment62.00, May 12, 2005, 5:51:12 PM EDT]

This is a depth 3 comment. 01 

Article Comments

This is a depth 4 comment. 

[Chris Nuzum, Comment64, May 12, 2005, 5:51:30 PM EDT] 

This is a depth 5 comment. 

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT] 

If you prefer to have all comments always shown, you can set the depth to 0.

Comment depth

This is the depth to which comments on comments will be displayed in the single article view. If set to 0, no depth limit will be enforced.

☐ Use the default value (3)

This will let all comments be displayed.

This article illustrates comment depth


Comment60 (#) | [TrackBack](#) | May 12, 2005 | 5:50:52 PM EDT

Posted by Chris Nuzum


 [Cross References](#) |  1 Comment

This is a new article. 01 


Article Comments

This is a comment. 

[\[Chris Nuzum, Comment61, May 12, 2005, 5:51:01 PM EDT\]](#) 

This is a depth 2 comment. 


[\[Chris Nuzum, Comment62, May 12, 2005, 5:51:12 PM EDT\]](#) 

This is a depth 3 comment. 

[\[Chris Nuzum, Comment63, May 12, 2005, 5:51:21 PM EDT\]](#) 

This is a depth 4 comment. 

[\[Chris Nuzum, Comment64, May 12, 2005, 5:51:30 PM EDT\]](#) 

This is a depth 5 comment. 

[\[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT\]](#) 

Note: This preference is advisory for skins; certain skins may ignore this setting.

Comment Sort Order

Doc38: March 22, 2008 3:48 PM, Posted by Documentation Importer

Comment Sort Order

When multiple comments appear on an item, this setting specifies the order in which they should appear.

Traction usually displays comments in a threaded fashion so it's easy to determine what the comment's author is referring to. Ordinarily, the threads that refer to the same article or paragraph are stacked in chronological order, with the oldest thread at the top and the newest thread at the bottom.

Article Comments

Most users will elect to use the default values for comment-related preferences.
Admin Guy / Comment327 / August 30, 2006 / 7:57:51 PM EDT

It is good to know that the features are present so that users can customize Traction's web interfaces when they need to.
Admin Guy / Comment328 / August 30, 2006 / 7:58:20 PM EDT

The comment sort order feature allows users to specify the order in which comment threads should be stacked.

Naturally, the preference applies only to the order for the thread roots on a given article or paragraph. Groups of comment threads on other articles or paragraphs will be sorted independently.
Admin Guy / Comment329 / August 30, 2006 / 8:00:29 PM EDT

This preference allows users to reverse this behavior, so that the newest comment threads appear at the top and the oldest appear at the bottom.

Article Comments

The comment sort order feature allows users to specify the order in which comment threads should be stacked.

Naturally, the preference applies only to the order for the thread roots on a given article or paragraph. Groups of comment threads on other articles or paragraphs will be sorted independently.
Admin Guy / Comment329 / August 30, 2006 / 8:00:29 PM EDT

Most users will elect to use the default values for comment-related preferences.
Admin Guy / Comment327 / August 30, 2006 / 7:57:51 PM EDT

It is good to know that the features are present so that users can customize Traction's web interfaces when they need to.
Admin Guy / Comment328 / August 30, 2006 / 7:58:20 PM EDT

Reference Types to Be Displayed as Comments

Doc1088: July 12, 2009 3:36 PM, Posted by Christopher Nuzum

By default, Traction displays comments, outgoing email, incoming email, and trackbacks as inline comments. Using this control, you can customize the reference types that are displayed inline.

Show Location for Attachments in File Details

Doc273: March 22, 2008 4:20 PM, Posted by Documentation Importer

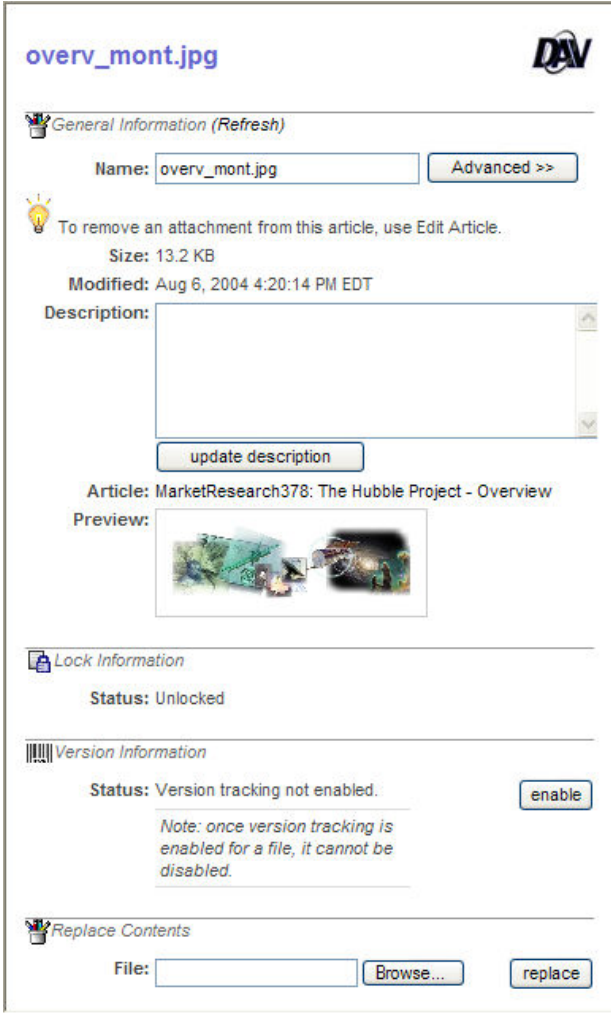







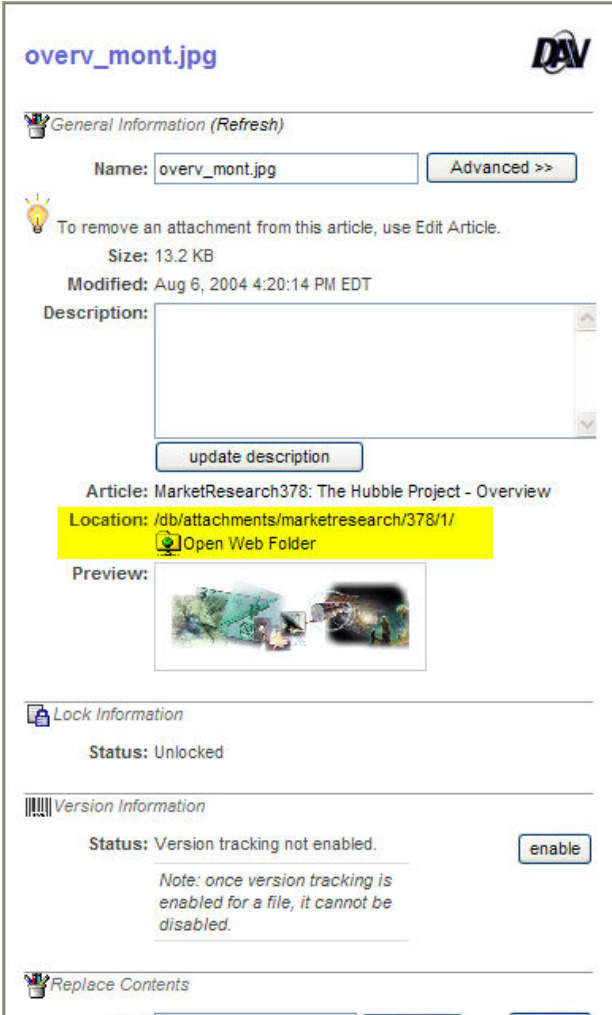








Show Location for Attachments in File Details Default (no) ▾

If yes, the folder location for attachments will be displayed in the file details view.

See also [TeamPage Options and Configuration Settings](#) in the WebDAV chapter.

Normally the location link is not shown.

Enabling this option causes the link to be displayed.

 <p>overv_mont.jpg </p> <p> General Information (Refresh)</p> <p>Name: <input type="text" value="overv_mont.jpg"/> <input type="button" value="Advanced >>"/></p> <p> To remove an attachment from this article, use Edit Article.</p> <p>Size: 13.2 KB</p> <p>Modified: Aug 6, 2004 4:20:14 PM EDT</p> <p>Description: <input type="text"/></p> <p><input type="button" value="update description"/></p> <p>Article: MarketResearch378: The Hubble Project - Overview</p> <p>Preview: </p> <hr/> <p> Lock Information</p> <p>Status: Unlocked</p> <hr/> <p> Version Information</p> <p>Status: Version tracking not enabled. <input type="button" value="enable"/></p> <p><i>Note: once version tracking is enabled for a file, it cannot be disabled.</i></p> <hr/> <p> Replace Contents</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="replace"/></p>	 <p>overv_mont.jpg </p> <p> General Information (Refresh)</p> <p>Name: <input type="text" value="overv_mont.jpg"/> <input type="button" value="Advanced >>"/></p> <p> To remove an attachment from this article, use Edit Article.</p> <p>Size: 13.2 KB</p> <p>Modified: Aug 6, 2004 4:20:14 PM EDT</p> <p>Description: <input type="text"/></p> <p><input type="button" value="update description"/></p> <p>Article: MarketResearch378: The Hubble Project - Overview</p> <p>Location: /db/attachments/marketresearch/378/1/  Open Web Folder</p> <p>Preview: </p> <hr/> <p> Lock Information</p> <p>Status: Unlocked</p> <hr/> <p> Version Information</p> <p>Status: Version tracking not enabled. <input type="button" value="enable"/></p> <p><i>Note: once version tracking is enabled for a file, it cannot be disabled.</i></p> <hr/> <p> Replace Contents</p> <p>File: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="replace"/></p>
--	---

Show Edit Button for Microsoft Office Documents

Doc268: March 22, 2008 4:20 PM, Posted by Documentation Importer

Show Edit Button for Microsoft Office Documents

Allows you to launch Microsoft Office applications and save the edited document directly to the Traction server, rather than creating a temporary copy on your desktop. This is only available in Internet Explorer. To configure your Internet Explorer security settings to allow this feature, please see [the help guide](#)

This option is explained in the [TeamPage Options and Configuration Settings](#) portion of the WebDAV instructions.

Show Lock Option for Files

Doc274: March 22, 2008 4:20 PM, Posted by Documentation Importer

Show Lock Option for Files


If yes, for WebDAV enabled files the option to Lock a file will appear in the file details view.

This option is described in the [TeamPage Options and Configuration Settings](#) section of the WebDAV chapter.

Show Open Folder Icons for Attachments

Doc275: March 22, 2008 4:20 PM, Posted by Documentation Importer

Show Open Folder Icons for Attachments

This is only available in Internet Explorer. If yes, the attachments list will show a yellow open folder icon  that will open the web folder. From there, attachments can be edited using WebDAV enabled applications as if they were files on your computer.

This option is explained in the [TeamPage Options and Configuration Settings](#) portion of the WebDAV instructions.

Show Add Link for Sections

Doc266: March 22, 2008 4:19 PM, Posted by Documentation Importer

The term "sections" refers to newspaper-like sections, that are simply queries that aggregate articles according to some set of criteria. Many sections are driven by labels, or are simply lists of recent articles. In many cases, Traction can offer users the option to add an article to a section, and will initialize the Create New Article's "Labels" field with any labels that are necessary for the new article to appear in the section. This preference allows users to indicate whether they want the "Add" button to appear when it is possible for them to add an article to a section.

Show Add Link for Sections Default (yes) 

Each section has an option to show a link to add articles to the section. If this is set to no, these links will not appear regardless of the section setting.

Use Rich Text Edit Mode When Supported

Doc310: March 22, 2008 4:24 PM, Posted by Documentation Importer

An increasing number of browsers support HTML rich text editing, also called WYSIWYG editing ("What You See Is What You Get"). Normally rich text editing is enabled by default for new articles, comments, email replies, and the cover letters that go with emailed articles.

[illegible]

This setting allows users to deactivate rich text editing.

Use Rich Text Edit Mode When Supported Default (yes) ▼

Starting with version 3.6, Traction supports a rich text edit mode for creating and editing articles and comments. This option allows users to choose whether or not to use rich text mode when it is supported by their browser.

When rich text edit mode has been deactivated, all the rich text controls for formatting text, inserting images and links, etc., are not displayed. Instead, the user has access to the raw article content.

Edit Comment330

Choose Draft / Template... ▼

Load Draft

?

Project: Comment

Labels: Choose

Edit Attachments (2)

Edit Relationships (0)

Edit Sections (0)

Title:

```

[[01]]I took many pictures when I visited Kyoto.

[[02]][[ image Comment330@1 205x132x0 ]] [[ image Comment330@2 205x120x0
]]

[[03]]I had a lot of good times and made many new friends!

```

☐ Plain Text - Short lines of text keep original line wrapping behavior.

▲ Simplify HTML

Describe Changes:

To link to another article, type its Traction ID, e.g. `MyProject62`. Using Internet Explorer on Windows, you can also drag and drop article links from a Traction page right into the add/edit form.

Style Article ▼

Cancel Save Draft Submit

Note: When plain text edit mode is in use, the [Set Plain Text when Posting](#) user preference comes into play.

Set Plain Text when Posting

Doc260: March 22, 2008 4:19 PM, Posted by Documentation Importer

In plain text edit mode, users have the option of checking the "Plain Text" checkbox. When activated, this option makes it so that users do not have to manually add HTML
 tags when they want line breaks; instead, they only have to press enter to insert a normal line break, and Traction will replace it with a
 when the article is displayed.

Edit Comment331

Choose Draft / Template... ▾

Load Draft ?

Project: Comment

Labels:

Choose

Edit Attachments (0)
 Edit Relationships (0)
 Edit Sections (0)

Title:

[[01]]I don't need to type an HTML BR tag to get a line break.
Traction inserts one automatically at display time when I check the
"Plain Text" checkbox.

☒ Plain Text - Short lines of text keep original line wrapping behavior.

▲ Simplify HTML

Describe Changes:

To share an article with members of another project, add a label from that other project. As long as members of that other project have Access permission to your project, they'll be able to read the article.

Style

Article ▾

Cancel

Save Draft

Submit

Line Break Demonstration

Comment331 | August 30, 2006 | 8:34:25 PM EDT

Posted by Jordan Frank

I don't need to type an HTML BR tag to get a line break.

Traction inserts one automatically at display time when I check the "Plain Text" checkbox.

This preference allows users to set the default state of the "Plain Text" checkbox.

Set Plain Text when Posting

If yes, the New Article and Comment windows will default to having Plain Text checked. This setting can still be changed before submitting the article.

Automatically Saved Drafts

Doc699: January 13, 2009 4:55 PM, Posted by Paul Needham

Sort email reply templates alphabetically

Doc281: March 22, 2008 4:21 PM, Posted by Documentation Importer

By default, the email reply templates are sorted alphabetically:

Email Reply to InBox3

Project:

Labels:

To:

Cc:

Bcc:

From:

Subject:

----- Shared Templates -----

Choose Draft / Template...

----- Drafts -----

Sample Draft

Market Notes

----- Shared Templates -----

Sorry for the Inconvenience

Thank You for your Suggestion

This article illustrates comment depth

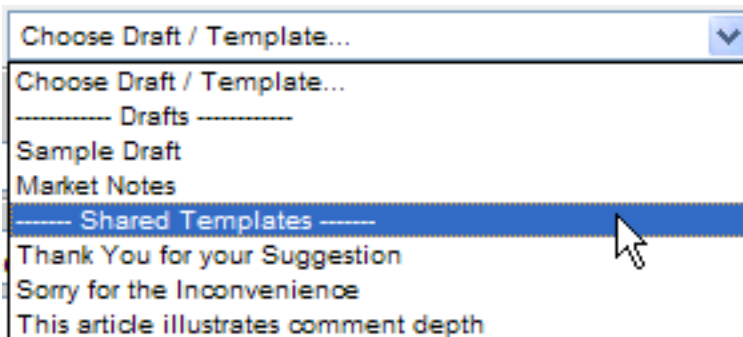
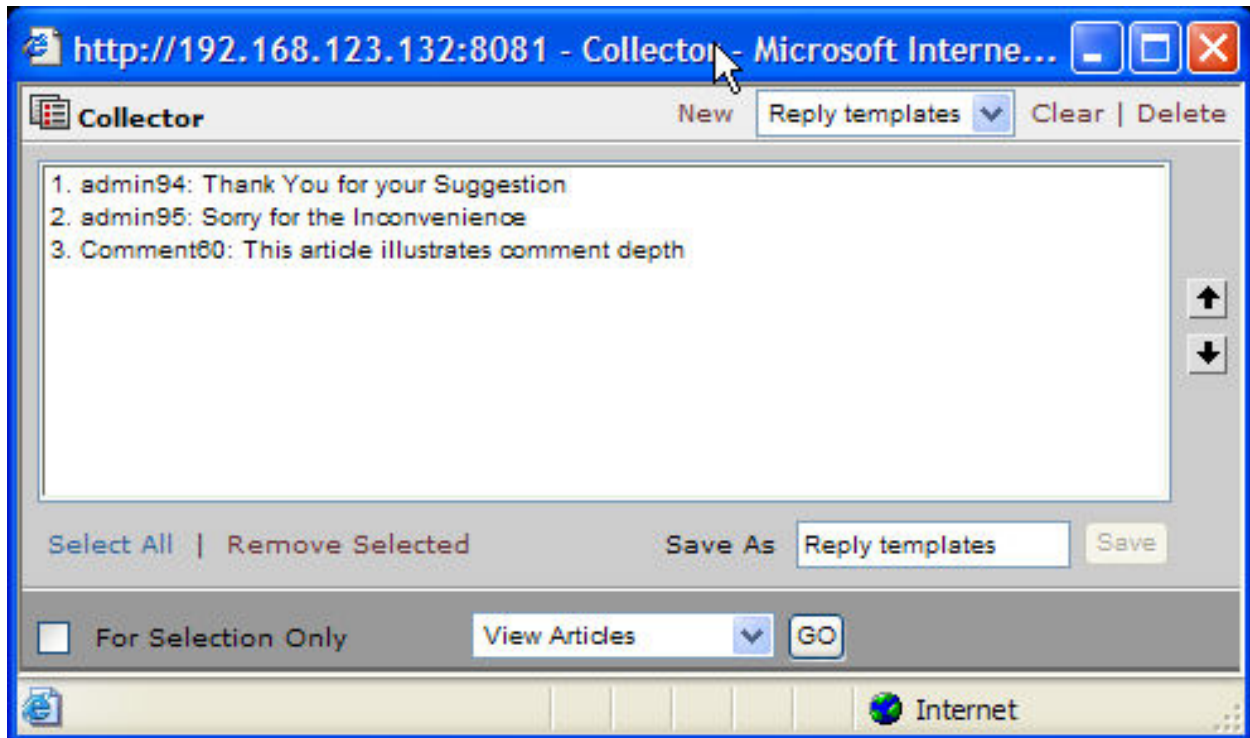
B I U ABC | | | | | | | | Paragraph | |

| | | | | | HTML

☒ **Plain Text**- Short lines of text keep original line wrapping behavior. [Simplify HTML](#)

Cancel Save Draft Send

Turning them off sorts them in the order of the source collection:



Bcc Me when I Send Email

Doc20: March 22, 2008 3:46 PM, Posted by Documentation Importer

Bcc Me when I Send Email Default (no) ▼

If yes, when you email articles from Traction using either the Email Articles or the Email Reply forms, the BCC field will be prefilled with your preferred email address.

If set to Yes, the Bcc field of the *Email Articles* form will be initialized with the sender's default email address.

To

Cc

Bcc

From

Separate multiple email addresses with commas, semicolons, or spaces.

Email Articles As

Doc78: March 22, 2008 3:55 PM, Posted by Documentation Importer

Email Articles as

When emailing an article, you can choose how the article is sent. The default is Both Text and HTML. This setting can still be changed before the article is sent.

Log Emailed Content

This controls the default for how messages are sent on the Email Articles form.

Email Articles from Traction - Compose

To

Cc

Bcc

From

Separate multiple email addresses with commas, semicolons, or spaces.

Send as

☒ Include

☐ Include

☐ Include

☐ Include labels

Include headers

This article will be logged to

☒ Log message content.

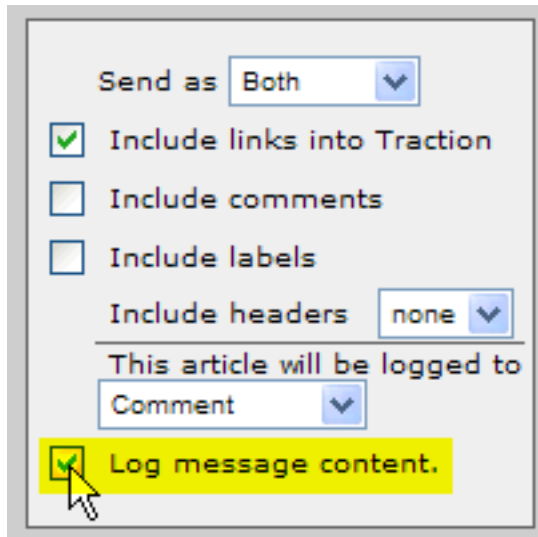
Log Emailed Content

Doc160: March 22, 2008 4:07 PM, Posted by Documentation Importer

Log Emailed Content

When emailing articles from Traction, users can choose whether any message content sent with the emailed articles will be included in the body of the article logged. The Email Articles form will default to the setting chosen here, but it can still be changed before the articles are sent.

This controls the default value of the *Log email content* checkbox on the email articles form.



Send as: Both

☒ Include links into Traction

☐ Include comments

☐ Include labels

Include headers: none

This article will be logged to: Comment

☒ Log message content.

Email Digest

Doc899: February 22, 2009 3:51 PM, Posted by Paul Needham, Edited by Jordan Frank

The Email Digest is the most commonly-used type of notification

Traction supports [Email Notifications](#), [Jabber Notifications](#) and [RSS and Atom feeds](#), but the most popular notification type is the Email Digest. Traction can generate an email summary digest automatically, for each user. The digest includes content from each project depending on each user's individual permissions and preferences.

The digest summarizes new content since the last time it was sent to any given user. The content in the digest is based on the projects that can be seen by the user, the projects selected to be in the digest (My Digest Projects), and the sections which determine what content to include, and how.

Block Digest Format - Grouped by Activity

The default format is the **Block** digest skin with content **grouped by Activity**. The **Block 2** skin format is nearly identical, but shifts the contents of the right column to the bottom of the digest. **Block 2** is a better choice when users may have small format devices like iPhones. This format looks to the Digest Sections to determine what content to include - but then organizes the content entirely by project.


Because it organizes comments by Thread, the grouping by Activity format is especially good for scenarios where there is a reasonable to high amount of discussion. Note that comments in Project B threaded against an article in Project A will show up threaded against the article title in Project A.

You can see in the screenshot of the Activity styled digest below that a series of comments in the current digest period (April 1, 2008 to June 30, 2009) are threaded against an article published in February 2007.

traction
Traction Demo Digest
Alcoa Team

Truck Parking Too Close to Fuel Lines

Jordan Frank / Alcoa234 / February 15, 2008 / 11:18:42 AM EST / 4 Comments




Here is the truck:

This truck is HUGE. The spot its in is the only place we can park it.

Jordan Frank / Alcoa294 / April 3, 2008 / 4:39:19 PM EST / 0 Comments

There is a spot around sector G2 where it could park, if other employees can park elsewhere.

Jordan Frank / Alcoa299 / May 6, 2008 / 10:09:25 AM EST / 0 Comments



its blocking the sunset view too

Who really cares about this sunset anyway? Please rate your opinion?

Jordan Frank / Alcoa295 / April 3, 2008 / 4:39:48 PM EST / 0 Comments

Competitor

Welcome to the Digest

This is the email digest. It contains a summary of activity in the Traction Demo journal for the time period April 1, 2008 through June 30, 2008.
[→Read digest online through present](#)

Active Projects


- Alcoa Team
- Competitor
- ExecutiveTeam
- HR
- MarketResearch
- Wiki Space

Discussions

- Truck Parking Too Close to Fuel Lines (4)
- Health Care Policy (2)
- RSS Plug In for Newsgator (2)
- Trip Report: Welsh Supply Co. 6/21/2005 (1)
- Posting a new article (1)
- Q2 Results for ABC Corp (1)
- Company Car Options for Execs (1)

Block Digest Format - NOT Grouped by Activity

If the default is changed to group by section instead of by Activity, the digest lists out any sections that are specified and iterates over projects. It includes title and first paragraph of all new articles and comments. It generally organizes the information by project and raises important information (e.g. headlines) to the top:



Traction Starter Journal Digest

Headlines & News

[Welcome to the Starter Journal - Read this First](#)

admin / [Engineering0](#) / September 27, 2005 / 2:32:18 PM EDT / 0 Comments

Thanks for trying Traction. This journal may provide a good place to start, since it includes projects (group blogs) for teams typically found in any organization. You can modify this journal by adding new Traction blogs for groups in your organization (you can also turn off the starter projects), or create a new journal from scratch whenever you like. Sample content has been loaded into each project and some setup options have been used to configure each project to give you a jump start and a few examples. Please click the title of this article to read more.

Engineering Articles

[What is a Bulletin?](#)

admin / [Engineering33](#) / June 6, 2006 / 4:06:14 PM EDT / 0 Comments
[[bulletin, FAQ](#)]

The Bulletin label and corresponding section is used like a bulletin board to show key group information, regardless of how new or old it may be. If you navigate forwards or backwards in time, the contents of other sections may change to reflect the selected time period, but the Bulletin section will stay the same.

[Frequently Asked Questions](#)

admin / [Engineering47](#) / June 6, 2006 / 3:57:38 PM EDT / 0 Comments
[[bulletin, FAQ](#)]

This article includes a section which contains an alphabetically sorted list of article titles marked with the Engineering project FAQ label. The section is also configured to include a button users can click to add an FAQ. You may also add an FAQ to any other article in the system.

Executive Articles

[Sample Executive Idea, cross labeled to Engineering](#)

admin / [Executive0](#) / June 6, 2006 / 4:12:58 PM EDT / 0 Comments
[[Engineering, FYI](#)]

This is a sample article in the Executive project. Perhaps I had an idea following reading [Engineering4: Sample Engineering and Executive Status Report](#), and decided to share it with the Executive project members. At the time or thereafter, I wanted to share it with the Engineering group.

HR Articles

[re: Does the 401K policy allow for roll-overs](#)

admin / [HR7](#) / June 5, 2006 / 11:38:04 AM EDT / 0 Comments

The powerpoint attached to [HR1: 401K Policy](#) explains your options for changing your 401K after you leave the company. The short answer, however, is YES.

[Can I use sick days for paternity leave?](#)

admin / [HR6](#) / June 5, 2006 / 11:36:58 AM EDT / 0 Comments
[[question, to do](#)]

I will go on paternity soon and wonder if I can be paid for the time I will be out of the office. Is it possible to use my sick days during this period of time?

Intelligence Articles

[Intelligence Ethics Bulletin](#)

admin / [Intelligence4](#) / July 14, 2006 / 10:42:22 AM EDT / 0 Comments
[[bulletin](#)]

An Intelligence project may include a Bulletin entry about the Ethics guidelines which will show in the Bulletin section regardless of the time slice selected.

[Sample Intelligence Analysis on Apollo Objective](#)

admin / [Intelligence3](#) / July 14, 2006 / 10:34:25 AM EDT / 0 Comments
[[analysis, Apollo](#)]

This sample analysis has the Analysis label to categorize it as an analysis report and the Apollo label to associated it with the Apollo objective defined at [Intelligence0: Sample "Apollo" Intelligence Objective \(or KOT\)](#).

Welcome to the Digest

This is the email digest. It contains a summary of activity in the Traction Starter Journal journal for the time period September 27, 2005 through August 23, 2006.

Active Projects

[Engineering \(16 articles\)](#)
[HR \(6 articles\)](#)
[Intelligence \(5 articles\)](#)

Active Discussions

[Does the 401K policy allow for roll-overs \(1\)](#)

Configuring the Digest

The administrator can configure the look and feel of the digest (including the Group By option) with the [Digest - Customize Settings](#) controls. The admin can manage the content and organization of the digest with [Digest Sections](#) and by selecting which projects are included in the digest. The administrator can also indicate what days and times it should be sent.

Users can over-ride administrator settings to change the project list for their digest, adjust the sections and change how often it is sent.

The digest keeps everyone informed, provides an easy way to get up to date without leaving the email client, and generates "demand pull" to your Traction server.

Server Digests Enabled

Doc245: March 22, 2008 4:16 PM, Posted by Documentation Importer

☐ Server Digests Enabled

If checked, digests which are controlled by the server administrator will be sent to you. Server Digests (if any) are shown below as grey rows.

If this checkbox is selected, you will automatically receive all server digests that include articles that you are allowed to read. You can also configure your own [Personal Digest Information](#).

Note: This checkbox controls the same setting as the Server Setup [Recipients of Server Digests](#) control, except that it only affects the currently selected account.

Server Digest Mail Format

Doc243: March 22, 2008 4:16 PM, Posted by Documentation Importer

This preference allows users to choose the format in which server digests will be sent to them.

Server Digest Mail Format

- ☒ HTML only
- ☐ Text only
- ☐ Both Text and HTML

If you prefer not to receive HTML mail, you can select *Text only*.

Note: the text-only version of the digest may not be merely a plain text version of the HTML digest. Most digest skins use the same simple hard-coded text only digest, which does not use the digest sections.

Digest Projects

Doc67: March 22, 2008 3:54 PM, Posted by Documentation Importer

This preference allows users to choose which projects' content will appear in digests they receive.

Digest Projects ☐ Use Default Value

Exclude	Include
<div>HR</div> <div>Intelligence</div>	<div>Engineering</div> <div>Executive</div>
>>>	<<<

To skip content from certain projects in your digests, move them from the "Include" list to the "Exclude" list.

By default, all projects are in the "Include" list. Server administrators may elect to change the default "Include" list.

Note: Besides changing this default listing, however, server administrators may also choose to restrict which projects are *eligible* to have their content appear in digests. Projects that are disallowed at the server level will never be represented in any digest. See the [Projects to Include in Digest](#) topic for more information on that feature.

Digest - Customize Settings

Doc66: March 22, 2008 3:54 PM, Posted by Documentation Importer, Edited by Jordan Frank

The [Email Digest](#) is the most popular form of notification. The Default Digest format is the Block digest. Using Traction's Skin Definition Language (SDL), multiple alternative digests can be created.

Customize the Digest Skin Settings

The [Email Digest](#) page shows examples of the Block digest. The **Digest** setting controls which digest format will be used and the Customize button controls the look and feel of the digest skin itself. This setting is found in the following tabs for Admins and Users respectively:

- Server Setup | Preferences | Defaults | User Subscriptions | Digest
- Personal Setup | User Subscriptions | Digest

Digest Default (Block) ▼ Customize

Different digests vary in both appearance and content.

Clicking the **Customize** button displays the options available for the selected digest skin. The default *Block* digest has several options, including a choice of what color scheme to use, the text that should

appear in the subject and welcome message, and whether the content should group by Activity/Thread vs. by Project.

Note: the {0} variable refers to the Description field for the Current Journal (In the Server Setup | General | Current Journal tab).

Customize
Block
Digest Skin

Block

A clean and basic digest that includes activity counts by project and by thread.

Color
Blue
Edit...
New...

Choose a color to use with this skin.

Include Alternate Stylesheets
Default (no)

If yes, other colors will be served as alternate stylesheets. Some browsers will allow you to choose the specific stylesheet to use from the browser menu. This can be useful if you want to be able to switch between different color schemes quickly.

Include Images
Default (yes)

If yes, images will be included in the digest. Images reference the server and may require a login to see the images. This may not work in some email programs.

Digest Welcome Heading

Displayed above the digest welcome message. Use {0} in to refer to the journal name, and {1} and {2} to refer to the beginning and ending dates, respectively, of the time period covered by the digest.

Welcome to the Digest

☒ Use Default Value (Welcome to the Digest)

Digest Welcome Message

An introductory welcome message displayed in the body of the digest in an appropriate location. Use {0} in to refer to the journal name, and {1} and {2} to refer to the beginning and ending dates, respectively, of the time period covered by the digest.

☒ Use Default Value

This is the email digest. It contains a summary of activity in the {0} journal for the time period {1} through {2}.

Digest Subject

The subject of the digest email message. Use {0} to refer to the journal name; {1} to refer to the server name; {2} and {3} to refer to the starting date and time, respectively, for the interval covered by the digest; and {4} and {5} to refer to the ending date and time, respectively, for the interval covered by the digest.

{0} Digest

☒ Use Default Value ({0} Digest)

Digest Title

This title displayed at the top of the digest message body. Use {0} to refer to the journal name; {1} to refer to the server name; {2} and {3} to refer to the starting date and time, respectively, for the interval covered by the digest; and {4} and {5} to refer to the ending date and time, respectively, for the interval covered by the digest.

{0} Digest

☒ Use Default Value ({0} Digest)

Digest Logo Image URL

Specifies the URL of an image to be used as the logo in the digest. This can be a relative URL referring to an image on this Traction server, or an absolute URL for an image on any remote server.

/share/its/logos/itslogo.gif

☒ Use Default Value (/share/its/logos/itslogo.gif)

Digest Logo Image Link URL

Specifies the URL of the page users should see if they click on the logo image. This can be a relative URL referring to a page on this Traction server, or an absolute URL for a page on any remote server.

/traction

☒ Use Default Value (/traction)

Digest Footer Message

This message is displayed at the bottom of the digest mail message. Its purpose is to give some information about the digest, or to provide other information that the reader may find useful.

☒ Use Default Value

Traction® is a registered trademark of Traction Software, Inc. For more information, visit our website at http://www.tractionssoftware.com or email us at info@tractionssoftware.com.

Group by Activity Instead of by Section
Default (yes)

If set to yes, a variation of the digest will be rendered that combines all sections and shows each item only once, in context, using styles to denote the source section.

Close
Reset
Apply

Group by Activity Instead of By Section Setting

A setting that has a major influence on the organization of digests using the default *Block* skin appears at the bottom of the *Customize Block Digest Skin* window:

Group by Activity Instead of by Section Default (yes) ▼

If set to yes, a variation of the digest will be rendered that combines all sections and shows each item only once, in context, using styles to denote the source section.

Examples of each format appear in [Email Digest](#)

When set to yes, which is the default, the *Block* digest skin will not group articles and comments by section, but by project with styling elements to denote sections they belong to. Comments will be shown hierarchically under the articles/comments they are on. This digest organization works especially well when nested comments are frequently used, particularly if comments are posted in projects different than the projects that contain the articles being commented on.

Digest Sections

Doc69: March 22, 2008 3:54 PM, Posted by Documentation Importer, Edited by Jordan Frank

Configuring this section lets you control the contents of the Traction email [Digest](#). See [Sections Overview](#) for more information on the specific section settings controls.

Note: By default, Traction TeamPage may be set to use the *Block* digest skin with a default setting that causes the digest to *Group by Activity* instead of *By Section*. This settings uses the sections to determine what content should appear but then displays that content by project. This has the advantage of being able to cluster discussion threads together - rather than breaking each comment into its own entry in the digest. The Digest Section setup screen is described in this article. For an overview of the digest, . This *Block* skin default works as follows:

Group by Activity Instead of By Section Setting

A setting that has a major influence on the organization of digests using the default *Block* skin appears at the bottom of the *Customize Block Digest Skin* window:

Group by Activity Instead of by Section Default (yes) ▼

If set to yes, a variation of the digest will be rendered that combines all sections and shows each item only once, in context, using styles to denote the source section.

When set to yes, which is the default, the *Block* digest skin will not group articles and comments by section, but by project with styling elements to denote sections they belong to. Comments will be shown hierarchically under the articles/comments they are on. This digest organization works especially well when nested comments are frequently used.

You need to change this setting to "no" for the default or customized Digest Sections to be used in the *Block* digest skin.

Digest Sections

Digest Sections

You can customize Traction so that the sections you choose appear in your Digest.

☒ **Use Default Sections**

If you want to customize the sections, uncheck the *Use Default Sections* checkbox. The digest section editing interface will appear.

Sections

- Headlines & News
- Notices
- {0} To-Do
- {0} Done
- {0} Articles

Edit Selected Section

ID (optional) ☒ Active

☒ Use the Id to get the Title from a localized resource

Section Title

Show Section Title

☒ Show Add Article Link

Type

Labels

Search

Min

Max

☐ Ignore date range and include all articles

☒ Skip articles appearing in other sections ⓘ

☐ Repeat this section for each project (digest only)

Sorting

Volume

Width

Show ☒ Title ☒ Details ☐ Labels ☐ Comments ☐ Attachments

Include ☒ Articles ☒ Comments ☒ Trackbacks ☐ Other

Subsections 0 defined

For general instructions on using this interface to configure sections, see [Sections Overview](#)

In the context of digest sections, the label qualifier "::?" filters based on the list of projects selected in "My Digest Projects" rather than all projects which may be visible to a given user.

Email Notifications

Doc588: December 31, 2008 10:18 AM, Posted by Paul Needham, Edited by Jordan Frank

Many users are happy with the daily summary provided by the [Email Digest](#), a permission filtered newsletter format that concisely shows all new content, and packs discussions into threads. However, other users may prefer more immediate notification via [RSS/Atom Feeds](#), Email Notification or Jabber Instant Message Notifications.

Email Notification fits well with Email habits, provides nearly immediate notification and is highly

configurable so you can use it to monitor anything from all content, or a very specific search type query. Email Notification is based on Traction's Listener and Notifier facilities. As mentioned, a [Jabber Instant Message notifier](#) with similar capabilities is also available as a plug-in.

Email notification is setup in the *Server Setup | Defaults | User Subscriptions - Email Notifications* tab. Each user can override the default settings in the *My Account / Personal Setup | Subscriptions - Email Notifications* tab.

Notification Examples

The following examples show notification of a new Article (a "Health Care Policy") followed by a notification that its been edited and a notification about a comment on it.

New Article Notification


The example below shows a newly published article titled "Health Care Policy" with the label Policy. You can easily follow the links back to comment on the entry.

Health Care Policy

[Policy](#)

HR94 | April 29, 2008 | 4:04 PM

Posted by Jordan Frank

 3 Comments

The standard policy covers employees for basic health care requirements.

Dental Coverage is not provided.

Common Questions:

1. Is my family covered?
2. Are chiropractic visits covered?
3. When does coverage kick in?

Edit Notification

This example shows the case where the article above has been edited. Specifically, a paragraph (highlighted in green) was added and nothing was removed. For context, the edit comparison shows the paragraphs above and below the new paragraph.

re: Health Care Policy — Inbox

Delete

Junk

Reply

Reply All

Forward

Print

To Do

From: HR Project
 Subject: **re: Health Care Policy**
 Date: April 29, 2008 5:04:58 PM EDT
 To: Jordan Frank

Edited HR94 (Health Care Policy)
HR95: April 29, 2008 4:04:57 PM EST, Jordan Frank

Changes between HR94 and HR95

Show Complete History

HR94	HR95
April 29, 2008 4:04:28 PM EST Jordan Frank Original Version	April 29, 2008 4:04:57 PM EST Jordan Frank <i>Added paragraph about company paying 50%</i> Current Revision
[[01]]The standard policy covers employees for basic health care requirements.	[[01]]The standard policy covers employees for basic health care requirements.
[[02]]Dental Coverage is not provided.	+ [[07]]The company pays 50% of the premium and employees pay the other 50%. The employee share is taken out before taxes. [[02]]Dental Coverage is not provided.

Health Care Policy [Policy]
HR94: April 29, 2008 4:04 PM, Posted and Edited by Jordan Frank

The standard policy covers employees for basic health care requirements.

The company pays 50% of the premium and employees pay the other 50%. The employee share is taken out before taxes.

Dental Coverage is not provided.

Common Questions:

1. Is my family covered?
2. Are chiropractic visits covered?
3. When does coverage kick in?

[Add a Comment on this Article](#)

Comment Notification

As one component of Traction's exceptional support for threaded discussions, the comment example below shows the new comment and, for context, also includes quoted text to show you the text of the paragraph it comments on.



Fine Tuning The Email Notifier

Each Named User on a Traction TeamPage server can access their [My Account](#) link to manage their [Email Digest](#) and [Email Notifier Subscriptions](#). You can filter by:

- * [Your Events](#) vs. [Other Users' events](#): Just use this control to get notified of all activity.
- * [Projects](#): Fine tune by restricting notifications to Projects you want to monitor.
- * [Section](#): Use Section style configuration to tune notification to almost any query you can imagine.
- * [Event Type](#): As an alternate to "by Section" Turn down the clamp by choosing which event types (e.g. New Article vs. Edit vs. Addition or Removal of a Label) are of interest.


Preferred Email Address

Doc904: February 22, 2009 4:59 PM, Posted and Edited by Paul Needham

When setting up [Email Notifications](#) you can choose the email address that you want notifications sent to:

Preferred Email Address Default (paulneedham@criticalmarketing.com)

Choose the email address where you want to receive notification messages.



This list of addresses is based upon the set of addresses registered in your account profile, editable on the [Personal Setup](#) | [Personal Info](#) page.

As noted, your choices are limited to email addresses that have been registered in for your Traction TeamPage account, either by the server administrator or yourself. You can add or change these email

addresses as described in [Personal Information](#).

By default, the address used for email notifications will be the address chosen as your *Preferred* address in Personal Information.

Email Notification on Other Users Events

Doc80: March 22, 2008 3:56 PM, Posted by Documentation Importer

Email Notification on Other Users' Events Default (no) ▼

Send an email notification to my preferred email address any time other users add or modify an article.

This preference lets users activate or deactivate email notification for events triggered by other users. For example, if an email notifier is configured to notify users when a new article is posted in the Intelligence project, changing this preference's value to "yes" for a particular user will allow them to receive an email notification when any other user posts a new article to the Intelligence project.

Here's a sample notification of a reclassification:

☐ **Subject:** re: This article illustrates comment depth

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:22 PM

To: cjn@tractionsoftware.com

Comment70: May 12, 2005 6:22:02 PM EDT, by Chris Nuzum

Comment60.03: And this is the third. +headline

[Click here to view this article in Traction.](#)

Here's one example of a newly posted comment might be displayed (see [Amount of Ancestral Context to Include with Comments in Email Notifications](#)):

☐ **Subject:** re: This article illustrates comment depth

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:24 PM

To: cjn@tractionsoftware.com

re: This article illustrates comment depth

Comment71: May 12, 2005 6:24:22 PM EDT, by Chris Nuzum

re: This article illustrates comment depth

This is a depth 5 comment.

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT]


This is a depth 6 comment.

[Add a Comment on this Article](#)

[Show all comments on Comment60: This article illustrates comment depth](#)

Email Notification on Your Events

Doc81: March 22, 2008 3:56 PM, Posted by Documentation Importer

Email Notification on Your Events 

Send an email notification to my preferred email address any time I add or modify an article.

This preference lets users activate or deactivate email notification for events triggered by themselves. For example, if an email notifier is configured to notify users articles are edited in the Engineering project, changing this preference's value to "yes" for a particular user will allow them to receive an email notification of their own edits to articles in the Engineering project.

Here's a sample notification of a reclassification:

☐ **Subject:** re: This article illustrates comment depth

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:22 PM

To: cjn@tractionsoftware.com

Comment70: May 12, 2005 6:22:02 PM EDT, by Chris Nuzum

Comment60.03: And this is the third. +headline

[Click here to view this article in Traction.](#)

Here's one example of a newly posted comment might be displayed (see [Amount of Ancestral Context to Include with Comments in Email Notifications](#)):

☐ **Subject:** **re: This article illustrates comment depth**

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:24 PM

To: cjn@tractionsoftware.com

re: This article illustrates comment depth

Comment71: May 12, 2005 6:24:22 PM EDT, by Chris Nuzum

re: This article illustrates comment depth

This is a depth 5 comment.

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT]

This is a depth 6 comment.

[Add a Comment on this Article](#)

[Show all comments on Comment60: This article illustrates comment depth](#)

Subscribed Projects

Doc866: February 21, 2009 12:07 PM, Posted and Edited by Paul Needham

When setting up [Email Notifications](#), you can use the Subscribed Projects area to choose which sections to receive notifications on. When the *Use Default Value* checkbox is checked, the projects determined by the server administrator will be used:

Subscribed Projects

Select which projects to subscribe to. You can also choose whether or not to automatically subscribe to new projects as they are created or otherwise become available to you.

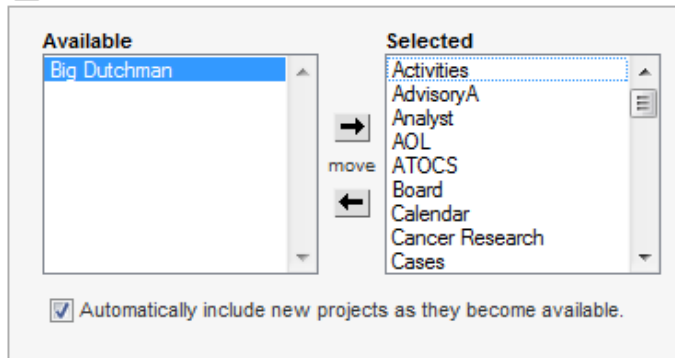
☒ Use Default Value

When you uncheck this checkbox, you can select which projects you don't want notifications on by placing them in *Available* and which projects you do want notifications on by placing them in *Selected*:

Subscribed Projects

Select which projects to subscribe to. You can also choose whether or not to automatically subscribe to new projects as they are created or otherwise become available to you.

☐ Use Default Value



If you want to be sure you are receiving notifications on new projects (that you are given read rights to) as they get created, make sure the *Automatically include new projects as they become available* checkbox is checked. If you want to selectively add projects yourself, uncheck this box.

This setting works in conjunction with the other Email Notification settings to determine when notifications will be sent. In particular, even if you leave all the available projects selected, you can confine notifications to specific projects based on how you [configure sections used to filter notifications](#).

Filter Notifications Using Sections

Doc576: December 30, 2008 8:46 PM, Posted and Edited by Paul Needham

When setting up defaults for [Email Notifications](#) at the server level or when defining this for an individual account in My Account / Preferences, Traction provides the option to use sections to filter notifications. See [Sections Overview](#) for more detailed information on section settings. By default, section filtering is active.

Filter Notifications Using Sections Default (yes) ▼

Define sections to get more control over what notifications you'll receive.

When the Use Default Sections checkbox is unchecked, a simplified Edit Section form will be shown to allow you to customize the sections used to help filter when you receive email notifications. Three sections are provided by default with only the Recent Articles section in an active state. You can either modify these sections or create new ones.

Subscription Queries

Define "sections" representing the queries you want to subscribe to for email notifications.

☐ Use Default Sections

Sections

Recent Articles

Recently Edited Articles

All Activity

↑

↓

move

New

Copy

Delete


Edit Selected Section

*Section Title

Recent Articles

☒ Active

Include Articles

Create Section from URL 

*Type

Recent Articles

Project

All Projects

Filter by

Search

Include

☒ Articles

☒ Comments

☒ Trackbacks

☐ Other

Filter by Status

☒ Published

☒ Draft

☐ Rejected

☒ Unlocked

☒ Locked

*Required

The Recent Articles section above will cause an email notification to be sent anytime a new article is created. Using the Filter By settings, you can further define the types of articles that trigger a notification.


Note that this setting is dependent on [Subscribed Projects](#) to define which projects are included in *All Projects*. Likewise, if you are only interested in receiving notifications on activity in a single project, you can remove all other projects in Subscribed Projects, which simplifies setting up sections in Subscription Queries, as you can have the sections apply to *All Projects*, when creating sections to trigger notifications on specific actions.

Tip: An alternative way to set up criteria for triggering email notifications is to use Advanced | [Filter Notifications by Event Type](#). You should determine if the desired notifications will be more easily defined using event types before setting up filtering by sections. Turning on filtering by event type will take precedence over any section filters you set up.

Filter Notifications by Event Type

Doc883: February 22, 2009 12:56 PM, Posted and Edited by Paul Needham

When setting up [Email Notifications](#), you will typically want to narrow the types of actions that you receive email notices on in order to avoid cluttering up your email system with unnecessary notifications. You can do this by [filtering using sections](#) or by filtering by event type. Note that if you turn both methods on at once, you will receive this warning:

 *You have configured your notification subscriptions to be filtered by both event type and section queries. Please note that event type filtering takes precedence, so that you will not receive notifications on events other than your subscribed event types, even if you have a section query that would otherwise cause you to be notified.*

You should select the filtering method that works best for narrowing down your email notifications in the manner desired and activate only that method.

When using filtering by event type, you simply place the types that you want notifications on in *Selected* and place the types you don't want notifications on in *Available*.

Advanced

Filter Notifications by Event Type

List the types of events for which you would like to receive notifications.

Notify On

You will only be sent notification of the events selected.

Available		Selected
Publish Article	<div>→</div> <div>move</div> <div>←</div>	New Article
Unpublish Article		Change Article Labels
Lock Article		Edit Article
Unlock Article		

As with filtering using sections, this setting interacts with other Email Notification settings. However, as opposed to filtering using sections, the event types chosen will always apply to all [Subscribed Projects](#).

Amount of Ancestral Context to Include with Comments in Email Notifications

Doc9: March 22, 2008 3:45 PM, Posted by Documentation Importer, Edited by Jordan Frank

Amount of Ancestral Context to Include with Comments in Email Notifications

This setting governs the amount of ancestral context to include when an email notification is sent or update. The parent refers to the paragraph or item commented on. The parent may itself be a paragraph. Ancestry refers to all parents and their parents. Full thread refers to the entire hierarchy the given article belongs to.

- Default (Parent Item Only)
- No Ancestors
- Parent Item Only
- All Ancestor Items
- Full Thread

When the email notifier sends a comment, you have the option to control how much context is provided around that comment. A range of options let you include no context at all, show the paragraph the comment is commenting on, or show the full thread with the new comment highlighted in yellow.

The default is the "Parent Item Only" option, which means that only the target paragraph, along with the target paragraph's article title and details:

☐ **Subject:** re: This article illustrates comment depth

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:24 PM

To: cjn@tractionsoftware.com

re: This article illustrates comment depth

Comment71: May 12, 2005 6:24:22 PM EDT, by Chris Nuzum

re: This article illustrates comment depth

This is a depth 5 comment.

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT]

This is a depth 6 comment.

[Add a Comment on this Article](#)

[Show all comments on Comment60: This article illustrates comment depth](#)

The "No Ancestors" option omits thread context altogether:

☐ **Subject:** re: This article illustrates comment depth

From: no_reply@tractionsoftware.com

Reply-To: no_reply@tractionsoftware.com

Date: 6:30 PM

To: cjn@tractionsoftware.com

re: This article illustrates comment depth

Comment72: May 12, 2005 6:30:12 PM EDT, by Chris Nuzum

This is a depth 7 comment.

[Add a Comment on this Article](#)

[Show all comments on Comment60: This article illustrates comment depth](#)

The "All Ancestors" option is like the "Parent Item Only" option, except that it causes the parent's parent to be displayed, as well as the parent's parent's parent, and so on:

re: This article illustrates comment depth

Comment74: May 12, 2005 6:31:03 PM EDT, by Chris Nuzum

This article illustrates comment depth

This is a new article. ...

[Chris Nuzum, Comment60, May 12, 2005, 5:50:52 PM EDT]

re: This article illustrates comment depth

This is a comment.

[Chris Nuzum, Comment61, May 12, 2005, 5:51:01 PM EDT]

re: This article illustrates comment depth

This is a depth 2 comment.

[Chris Nuzum, Comment62, May 12, 2005, 5:51:12 PM EDT]

re: This article illustrates comment depth

This is a depth 3 comment.

[Chris Nuzum, Comment63, May 12, 2005, 5:51:21 PM EDT]

re: This article illustrates comment depth

This is a depth 4 comment.

[Chris Nuzum, Comment64, May 12, 2005, 5:51:30 PM EDT]

re: This article illustrates comment depth

This is a depth 5 comment.

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT]

re: This article illustrates comment depth

This is a depth 6 comment.

[Chris Nuzum, Comment71, May 12, 2005, 6:24:22 PM EDT]

re: This article illustrates comment depth

This is a depth 7 comment.

[Chris Nuzum, Comment73, May 12, 2005, 6:30:34 PM EDT]

This is a depth 8 comment.

[Add a Comment on this Article](#)

[Show all comments on Comment60: This article illustrates comment depth](#)

The "Full Thread" option displays the entire thread. The newly added comment is highlighted with a yellow border:

re: This article illustrates comment depth

Comment75: May 12, 2005 6:31:28 PM EDT, by Chris Nuzum

[show comment added](#)

This article illustrates comment depth

Comment60: May 12, 2005 5:50:52 PM EDT, by Chris Nuzum

This is a new article.

This is the second paragraph.

This paragraph was added between the second and third. It's *number* is three, but it's *ID* is 04.

And this is the third. [\[headline\]](#)

This is a cross-reference to [Comment38: Usage of this system.](#)

Article Comments

This comment was posted later than the first comment.

[Chris Nuzum, Comment66, May 12, 2005, 5:55:58 PM EDT]

This is a comment.

[Chris Nuzum, Comment61, May 12, 2005, 5:51:01 PM EDT]

This is a depth 2 comment.

[Chris Nuzum, Comment62, May 12, 2005, 5:51:12 PM EDT]

This is a depth 3 comment.

[Chris Nuzum, Comment63, May 12, 2005, 5:51:21 PM EDT]

This is a depth 4 comment.

[Chris Nuzum, Comment64, May 12, 2005, 5:51:30 PM EDT]

This is a depth 5 comment.

[Chris Nuzum, Comment65, May 12, 2005, 5:51:39 PM EDT]

This is a depth 7 comment.

[Chris Nuzum, Comment72, May 12, 2005, 6:30:12 PM EDT]

This is a depth 6 comment.

[Chris Nuzum, Comment71, May 12, 2005, 6:24:22 PM EDT]

This is a depth 7 comment.

[Chris Nuzum, Comment73, May 12, 2005, 6:30:34 PM EDT]

This is a depth 8 comment.

[Chris Nuzum, Comment74, May 12, 2005, 6:31:03 PM EDT]

This is a depth 9 comment!

[Chris Nuzum, Comment75, May 12, 2005, 6:31:28 PM EDT]

When using the "full thread" option, users can click the "show comment added" link at the top right of the message body to jump right to the newly added comment.

Jabber Notifications

Doc891: February 22, 2009 3:03 PM, Posted by Paul Needham

Personal Password

Doc197: March 22, 2008 4:11 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

Changing a Personal Password

If this Traction deployment uses the Traction server itself for identity and authentication, users can change their passwords on the Personal Setup | Password page. Users with Server Setup permission can also change other users' passwords. (Users who have lost their password can also use the "Forgot your password?" feature from the login page.)

Note: Traction can authenticate users against an external LDAP or Active Directory server. Traction does not support changing passwords of users managed in an external directory server.

admin (1)
personal setup

traction ?

Permissions		Groups	Access Control List (ACL)	
Setup	Server	Project	<input type="text"/>	User <input type="text" value="admin"/>

Personal Info	Preferences	Password	Permissions
---------------	-------------	-----------------	-------------


☐ **Require Password Change**
If checked, this user will be required to change their password next time they log in.

☐ **Disable Password Change**
If checked, this user will not be allowed to change their password.

Current Password

New Password

Confirm New Password



If you forget your password, a Project Administrator or System Administrator can reset it for you.

Require Password Change

If checked, the user will be forced to change his or her password the next time he or she logs in.

Disable Password Change

This field is only visible to users with *Administer Server* permissions. Check this checkbox if you wish to disallow this user from changing his or her own password.

Current Password

This field will appear when you are looking at the Password page for your own account. Enter your current password.

Your Password

If you are a server administrator looking at someone *else's* Password page, you can reset their password. Be sure to enter *your own* password, *not* their old password. This is a security measure.

Your Password

New Password

Confirm New Password

New Password and Confirm New Password

Traction requires that you type the same password twice. If both match, you can press *Apply* to reset the password and set any other options specified above.

Permissions

Doc194: March 22, 2008 4:11 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

If you are not an administrator, this page provides you with a summary of your permissions in all projects.

bob (2)
personal setup

traction ?

Permissions Groups Access Control List (ACL)
Setup Server Project [v] User bob [v]

Personal Info Preferences Password **Permissions**

Exit

Security Principal

[Modify Principal](#)

Traction User Name bob
Traction User ID 2
Principal Type Traction User

Effective Permissions

Server	Login	Server Setup	Edit Stylesheets	Modify /pub Folder	Modify System Folders	Modify Account	Access Address Book	Send Diagnostic Feedback								
	✓					✓	✓	✓								
	Access	Read	Read Own Articles	Read Share Folder	Trackback	Comment	Author	Author via Email	Write Share Folder	Edit Own Articles	Modify Share Folder	Change Labels	Create New Labels	Erase	Erase Own Articles	Project Setup
Engineering	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Executive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
HR	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓			✓	
Intelligence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	

Starting with Traction Release 3.1, Access Control Lists are the default mechanism for specifying permissions. Above is a table showing the effective permissions for the server and for each project. Click the project name to launch the Access Control List editor for that project.

Exit

If you are an administrator, additional controls and links appear on this page:


Within the effective permissions section, each project's name is a link to that [Overview of the Project ACL Editor](#).

Effective Permissions

Server	Login	Server Setup	Edit Stylesheets		Modify /pub Folder	Modify System Folders	Modify Account	Access Address Book	Send Diagnostic Feedback							
	✓						✓	✓	✓							
	Access	Read	Read Own Articles	Read Share Folder	Trackback	Comment	Author	Author via Email	Write Share Folder	Edit Own Articles	Modify Share Folder	Change Labels	Create New Labels	Erase	Erase Own Articles	Project Setup
Engineering	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Executive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
HR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Intelligence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	

The *Modify Principal* link lets you modify the Principal associated with this user. For more information, see [Changing User Directories and Migrating Principals](#).

Security Principal

 [Modify Principal](#)

Traction User Name bob
Traction User ID 2
Principal Type Traction User

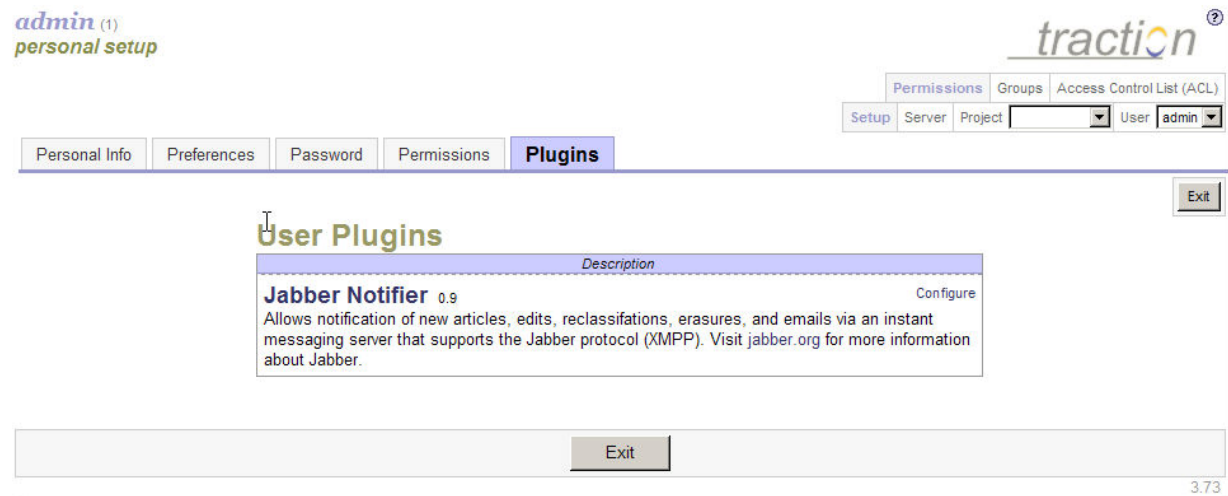


Plugins

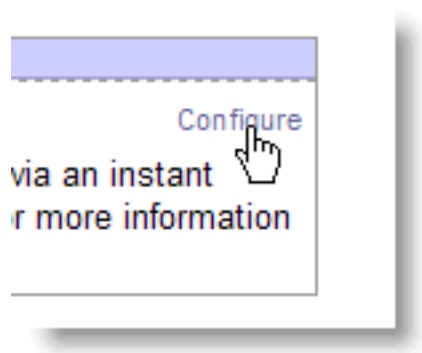
Doc200: March 22, 2008 4:11 PM, Posted by Documentation Importer, Edited by Christopher Nuzum

Configuring Plugins


The plugins tabs in Personal and Project Setup let you configure settings associated with plug0in extensions to Traction that have been installed by your server administrator.



For example, to configure the Jabber notifier, press the Configure link.



The configuration editor appears.


User Preferences for admin
?

Jabber Notifier

Allows notification of new articles, edits, reclassifications, erasures, and emails via an instant messaging server that supports the Jabber protocol (XMPP). Visit jabber.org for more information about Jabber.

User Preferences

Jabber Username

Your Jabber account name to which notifications will be sent.

Send Notification on Other Users' Events

yes ▼
Send an instant message any time other users trigger the events specified below.

Send Notification on Your Events

no ▼
Send an instant message any time I trigger the events specified below.

Notify On

You will only be sent notification of the events selected.

Available	Selected
<div> Edit Article Erase Article Email Article </div>	<div> New Article Change Article Labels </div>

Add >>>

Remove

Close

Reset

Apply

Press apply when you are finished editing the settings.