Colligo Administrator 1.3

User Guide

Contents

Introduction

Colligo Administrator is the enterprise solution for managing Colligo software across all your users' devices. Colligo Administrator allows you to centrally administer your users' SharePoint sites, folders and favorites, making it easy for users to file emails and documents to the right locations and access the right content without having to understand SharePoint. Non-technical administrators can deploy and manage Colligo software all from right within a SharePoint interface.

Colligo Administrator is a system for managing and configuring Colligo products from a SharePoint server. Colligo Administrator consists of two components: the administrative server, which is a SharePoint site built on standard SharePoint (SharePoint 2010 or later), and the administrative client, which is built into Colligo's desktop and mobile client software products.

Key Features

- **Deploy:** Put email and document management into action across the enterprise
- **Manage:** Configure who has access to what

Benefits

- Simplify the deployment and administration of Colligo products for large groups of users
- Reduce training and support resources since users never need to configure Colligo products
- Enable non-IT users to easily grant or revoke employee access to SharePoint document libraries, lists and folders
- Ensure that the same SharePoint content is available automatically regardless of device or software version

Technical Requirements

Colligo Administrator runs on a standard SharePoint server, with no additional server software components required. Colligo applications are configured to communicate with Colligo Administrator via a license key. It is recommended that Colligo Administrator be put in its own site collection. As a minimum, you must be a SharePoint site designer but the Owner role is required to create and set up the site.

Colligo Administrator requires SharePoint Server 2010 or 2013.

Colligo Administrator requires a specific license key. Please contact sales@colligo.com for more information.

Connecting Colligo Administrator with Colligo Applications

Colligo Administrator allows you to control the Colligo content your users can see. There are two parts to the setup process:

1. Configuring Colligo Administrator to determine what content is accessible (setting up sites, folders and favorites, control groups, applications, configuration settings, and Launchpad configurations).
2. Configuring Colligo applications (Colligo Email Manager, Colligo Briefcase, and Colligo Contributor Pro) to communicate with Colligo Administrator.

NOTE: To enable the functionality of Colligo Administrator, users must have the appropriate license key installed on the client side of the Colligo application.

Configuring Contributor Pro 6.0

To connect to the administrative site, you can use the ADMIN_SITE_URL msi property and set the value to the URL of your Administrator site. This creates a registry key in one of the following locations:

Operating Environment	Registry Key Location
64-bit OS	HKEY_LOCAL_MACHINE /Software/Wow6432Node/Colligo/Contributor
32-bit OS	HKEY_LOCAL_MACHINE/Software/Colligo/Contributor/

The key has the following values:

- **Value name**: AdministrativeSiteUrl
- **Value data**: the URL of the site you have defined
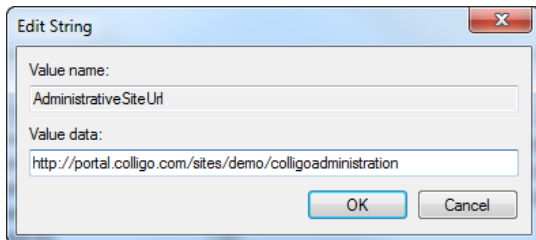
Configuring Colligo Briefcase for iOS

The Colligo Administrator site links to all iPads/iPhones/iPod Touches connected to your organization's network. All users with Colligo Briefcase will be connected to the Colligo Administrator site.

When users launch Colligo Briefcase, they will be prompted for their username and password for the Administrator site. Typically, these credentials will be the same as their Active Directory login. If the credentials are incorrect, users cannot access Colligo Briefcase.

Once users are logged in, the settings defined in Colligo Administrator, for each specific user or user group, apply to Colligo Briefcase.

Importing the Administrator Site Template (SharePoint 2010)
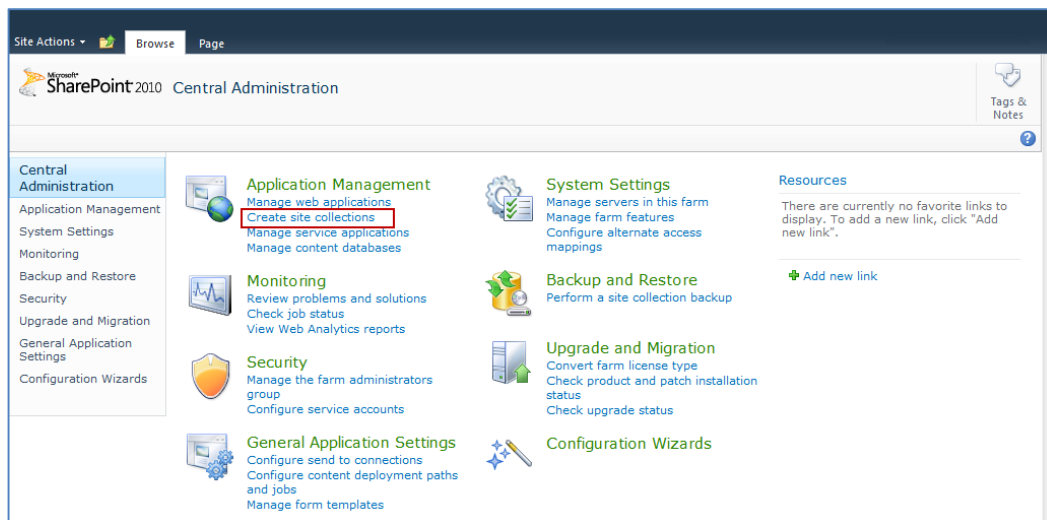
There are nine lists in Colligo Administrator:

1. **Sites**: this list determines which sites your users can see
2. **Favorites & Folders**: this list determines which SharePoint locations are Favorites or Folders and/or Offline locations
3. **Control Group**: this list determines which users cannot add, modify, or delete favorite/folder locations
4. **Applications**: this list determines which Colligo applications the Administrator site is applied to
5. **Configuration**: this list determines which settings apply to the targeted Colligo application
6. **Launchpad Control Group**: this list determines which users cannot add, modify, or delete the Launchpad settings, as set in the Launchpad Groups, Buttons, and Items lists.
7. **Launchpad Groups**: this list sets the names of the Launchpad Groups for specified users.
8. **Launchpad Buttons**: this list sets the names of the Launchpad Buttons that are attached to specified Groups.
9. **Launchpad Items**: this list sets the names of the Launchpad Items that are attached to specified Buttons.

Colligo provides an Administrator Site template (**Colligo Administrator Site.wsp**) that sets up all lists. If you choose to manually set up your own lists, please see **Appendix I**.

To import the site template:

1. In **Central Administration**, under the **Application Management** group, select **Create site collections**.

The **Create Site Collection** screen displays:

2. Enter the following information:
   a. **Web Application**: choose your preferred web application from the drop-down list
   b. **Title and Description**: enter a title and description for your site
   c. **Web Site Address**: choose the URL path from the drop-down menu, and enter the name of your site in the **URL** field
   d. **Template Selection**: click the **Custom** tab and choose **Select Template Later**
   e. **Primary Site Collection Administrator**: enter the user who is the primary site collection administrator
   f. **Secondary Site Collection Administrator**: enter the user who is the secondary site collection administrator
   g. **Quota Template**: choose a preferred quota template from the drop-down menu
3. Click **OK**.

The site is created and the following screen displays:
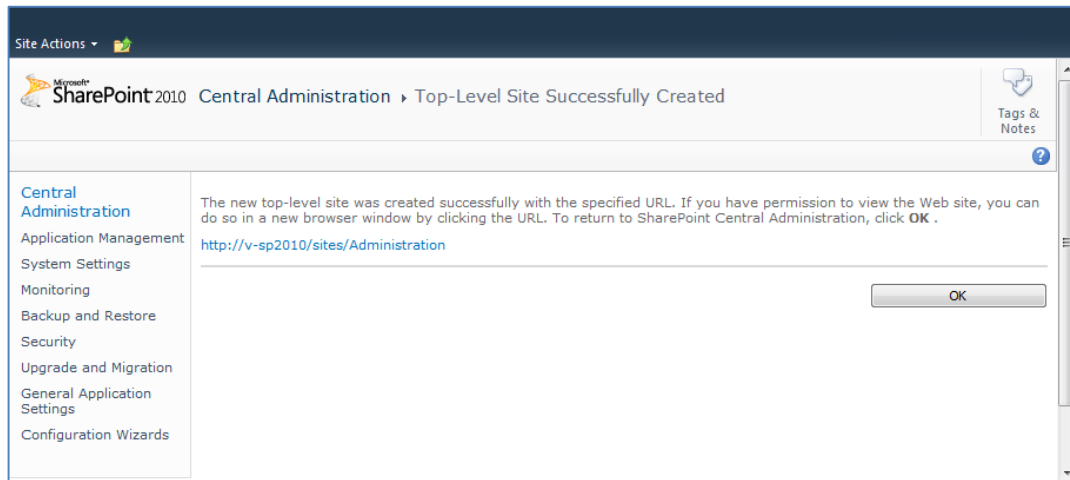
4. Click the new site link to display the **Template Selection** screen:
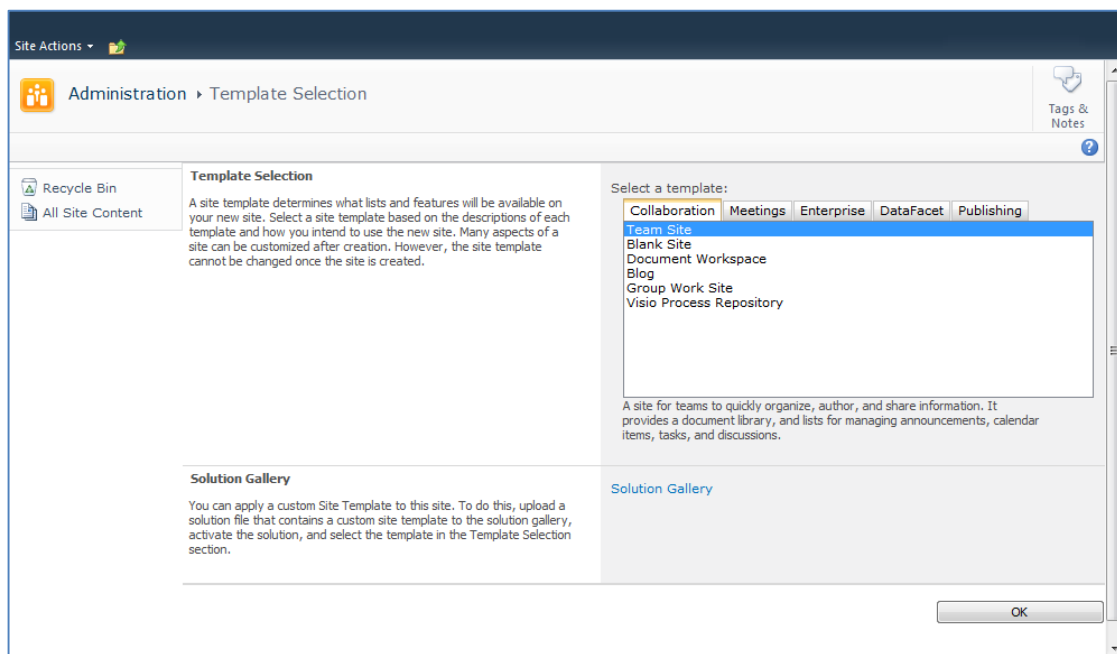
5. Click the **Solution Gallery** link.
    The **Solutions** screen displays:
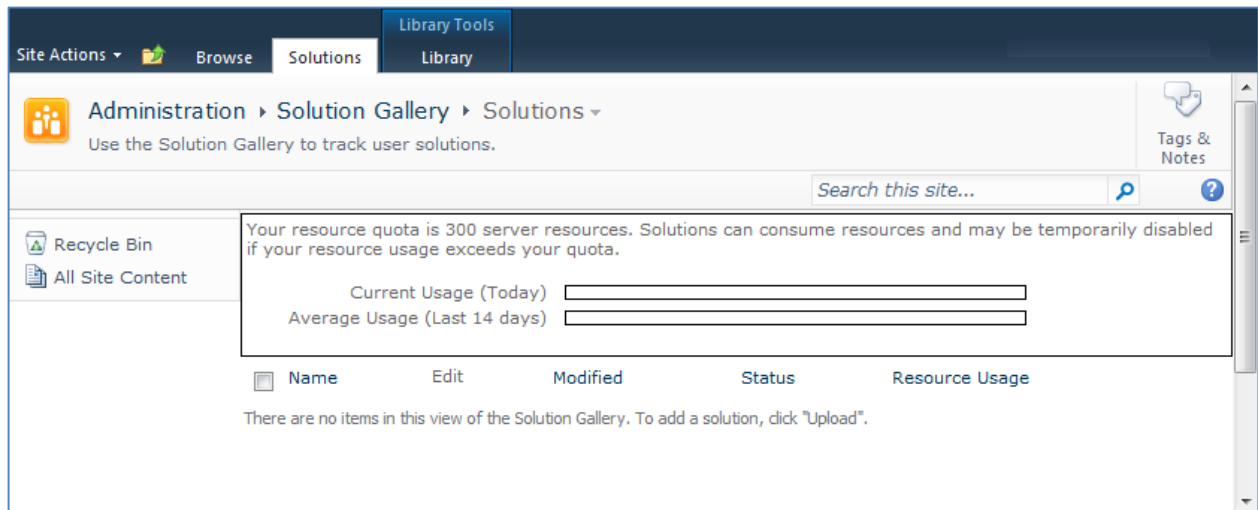
6. Click the **Solutions** tab to display the ribbon:
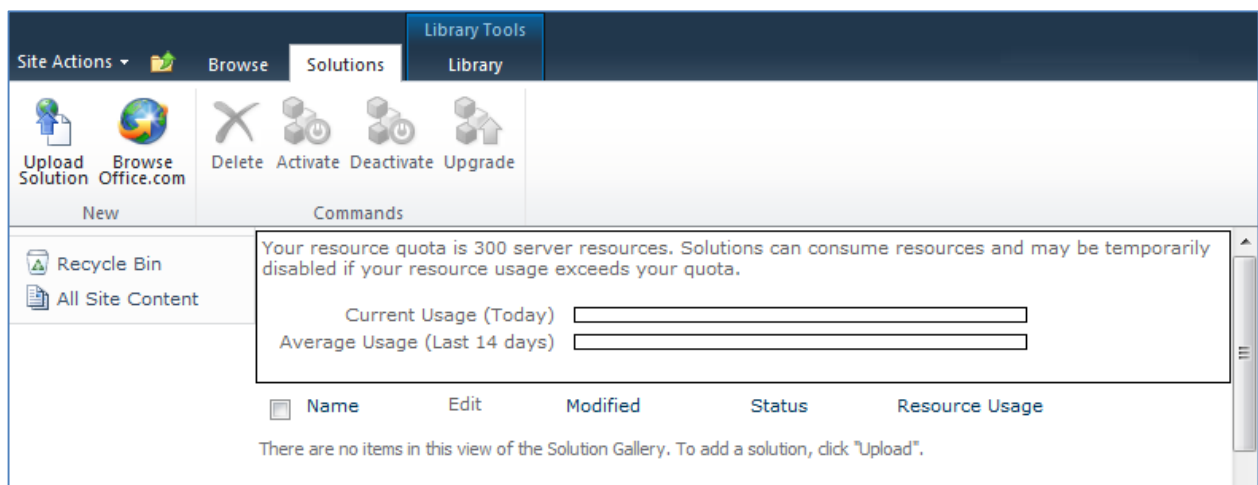
7. Click **Upload Solution**
    The **Solution Gallery – Upload Solution** screen displays:
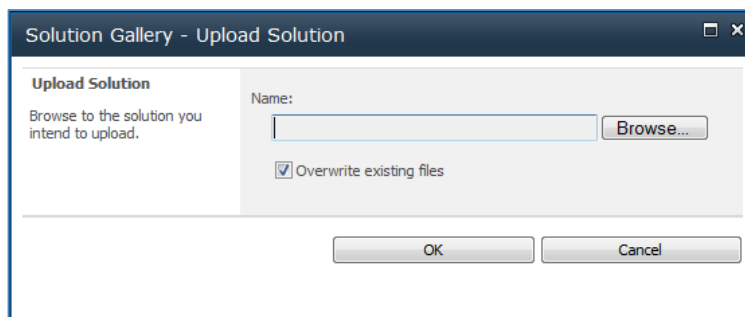
8. Click **Browse** and navigate to the **Colligo Administration Site.wsp** file that Colligo has provided.

9. Click **OK**.
    The **Solution Gallery – Activate Solution** screen displays:

10. Click **Activate**.
    The .wsp file displays in the **Solutions** list:

11. Click the **Administration** link to return to the **Template Selection** screen:
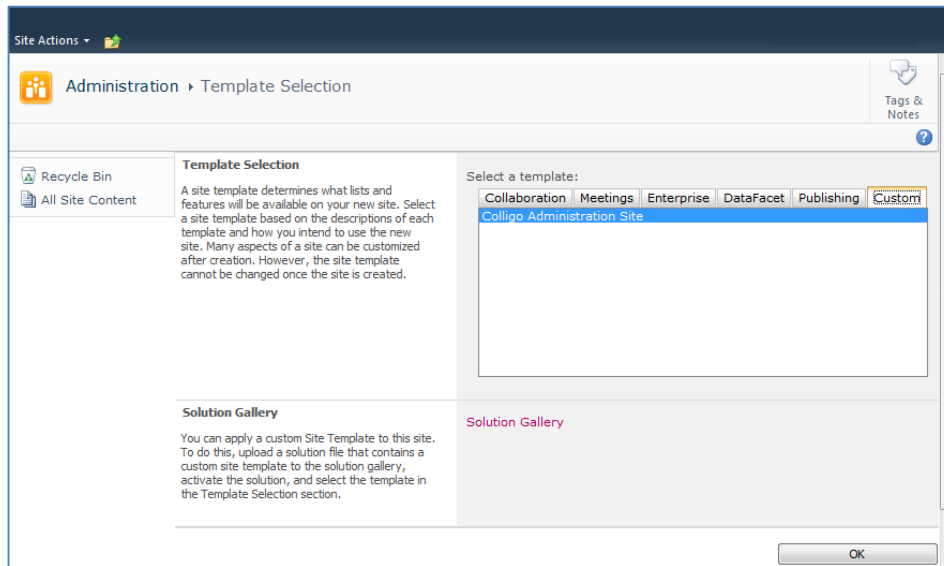
12. In the **Select a Template** section, click the **Custom** tab and select the **Colligo Administration Site** template that you have just uploaded.
13. Click **OK**.
    The **Set Up Groups for this Site** screen displays:
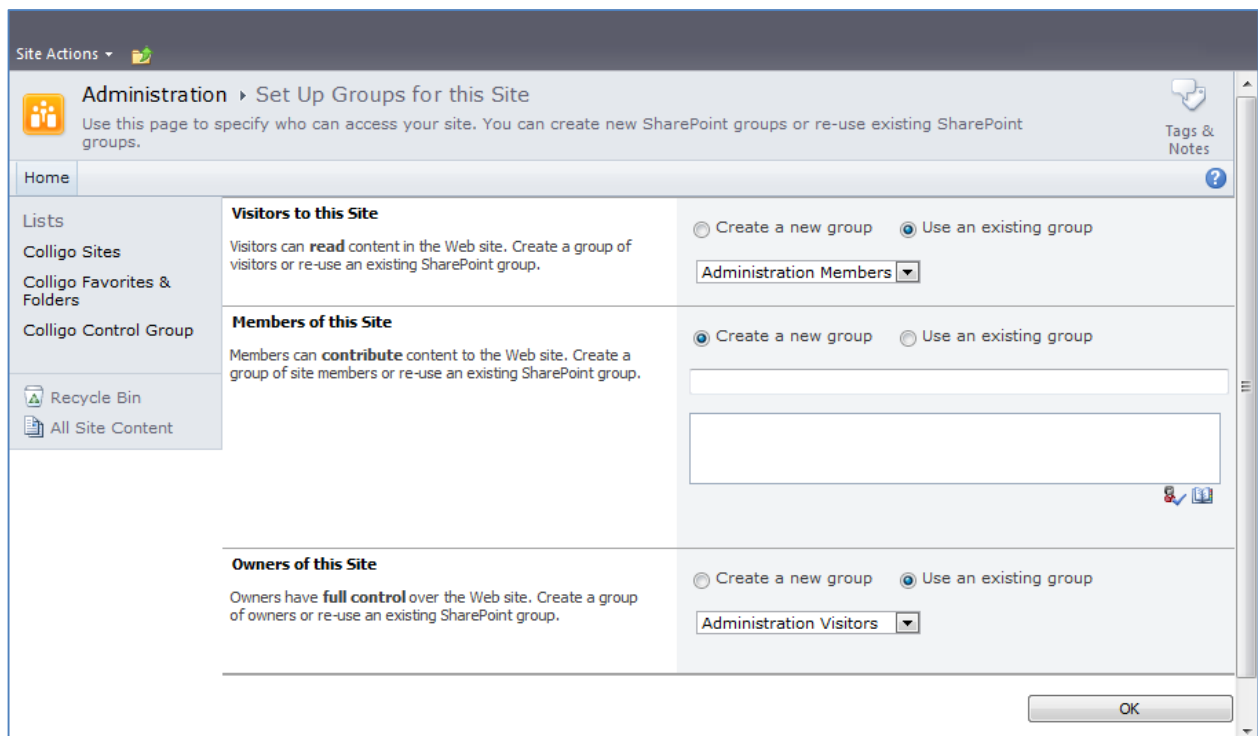
14. Create or use existing groups to assign access permissions to the site, and click **OK**.

    The **Home** tab of your Administration site displays. You can now begin to configure the Sites, Favorites and Folders, Control Groups, Applications, and Configuration settings for your users.

Importing the Administrator Site Template (SharePoint 2013)

There are nine lists in Colligo Administrator:

1. **Sites**: this list determines which sites your users can see
2. **Favorites & Folders**: this list determines which SharePoint locations are Favorites or Folders and/or Offline locations
3. **Control Group**: this list determines which users cannot add, modify, or delete favorite/folder locations
4. **Applications**: this list determines which Colligo applications the Administrator site is applied to
5. **Configuration**: this list determines which settings apply to the targeted Colligo application
6. **Launchpad Control Group**: this list determines which users cannot add, modify, or delete the Launchpad settings, as set in the Launchpad Groups, Buttons, and Items lists.
7. **Launchpad Groups**: this list sets the names of the Launchpad Groups for specified users.
8. **Launchpad Buttons**: this list sets the names of the Launchpad Buttons that are attached to specified Groups.
9. **Launchpad Items**: this list sets the names of the Launchpad Itemsthat are attached to specified Buttons.

Colligo provides an Administrator Site template (**Colligo Administration Site 1.3 wsp**) that sets up all lists. If you choose to manually set up your own lists, please see **Appendix I**.

To import the site template:

1. In **Site Settings**, under the **Web Designer Galleries** group, select **Solutions**.
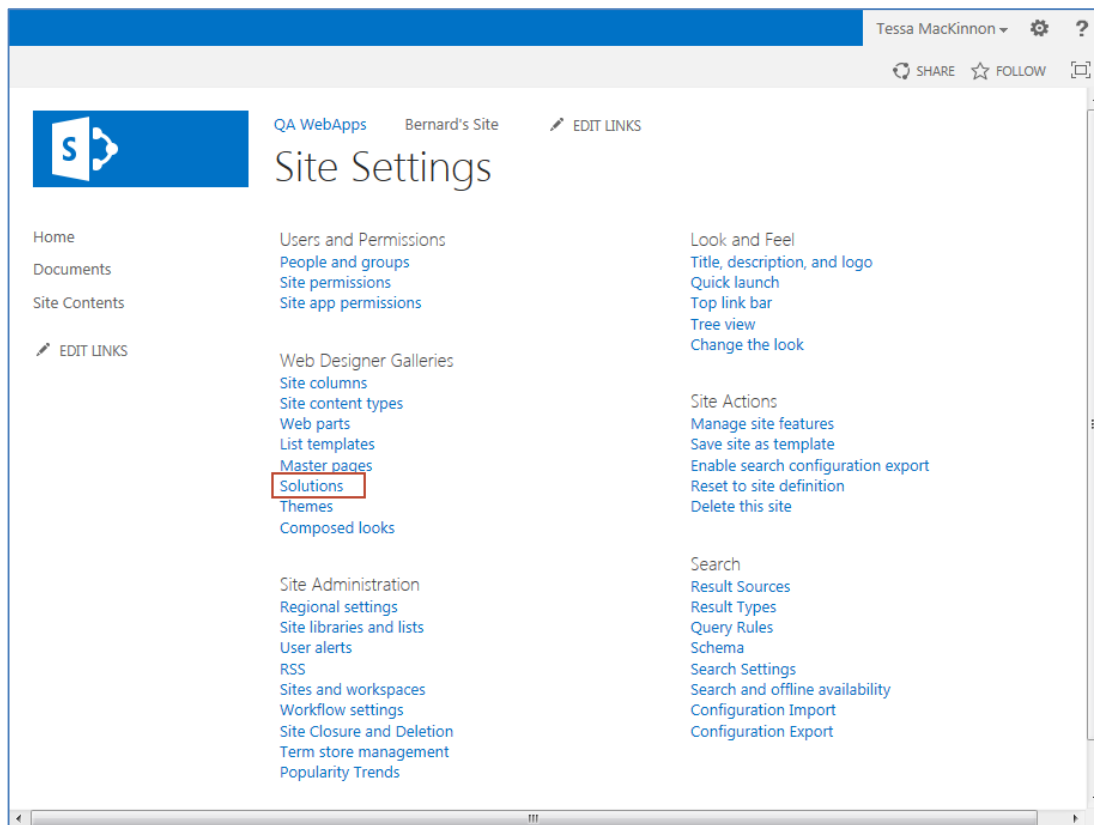
The **Solution Gallery** displays.

2. On the **Solutions** ribbon, click **Upload Solution**:
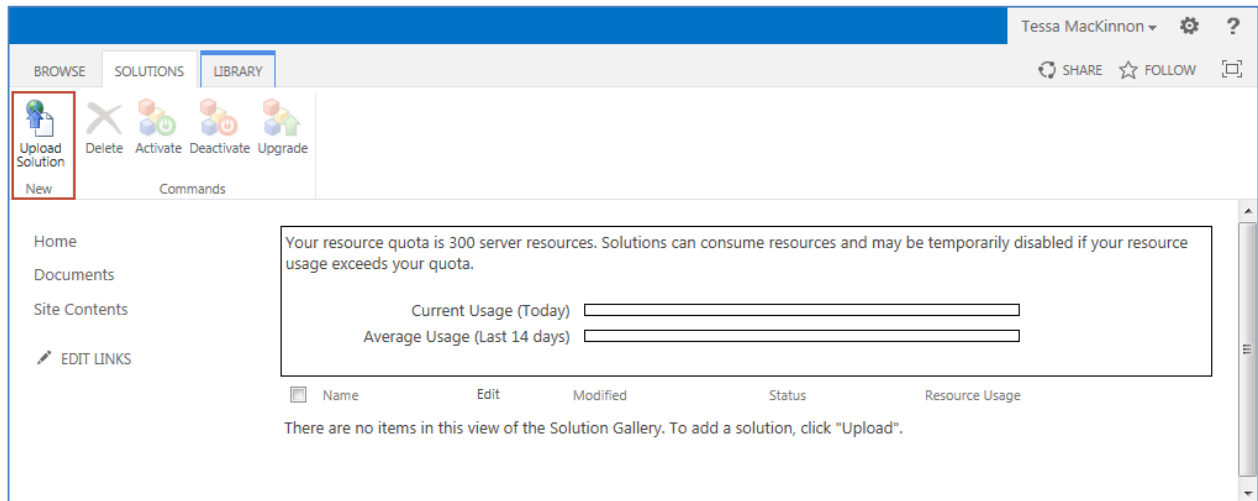
The **Add a document** window displays:
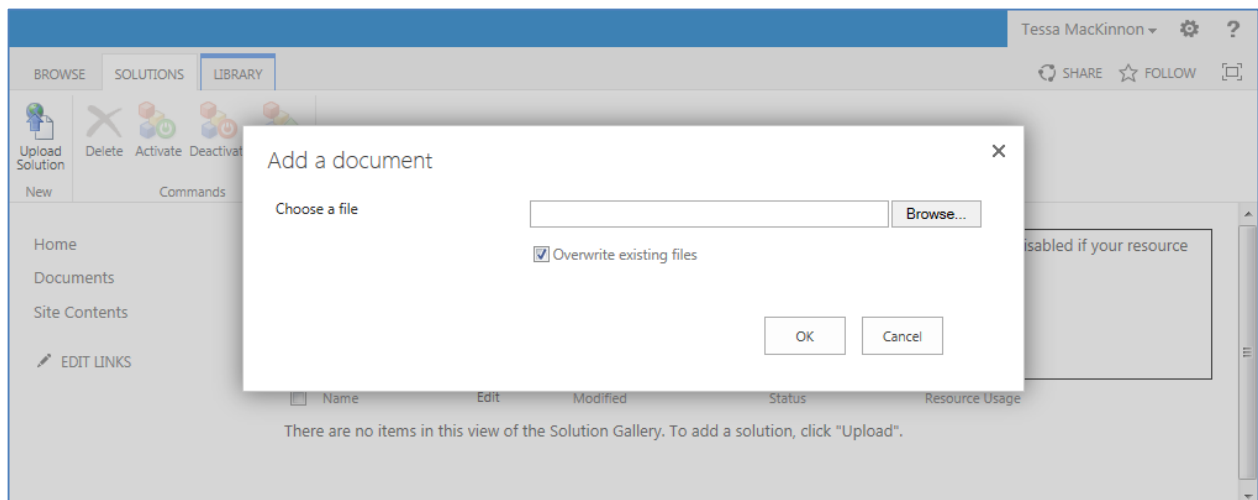
3. Click **Browse** and browse to the location of the .wsp file.
4. Click **OK**.
    The .wsp file displays in the Solutions list.
5. Click the checkbox beside the file name.
6. Click **Activate**:
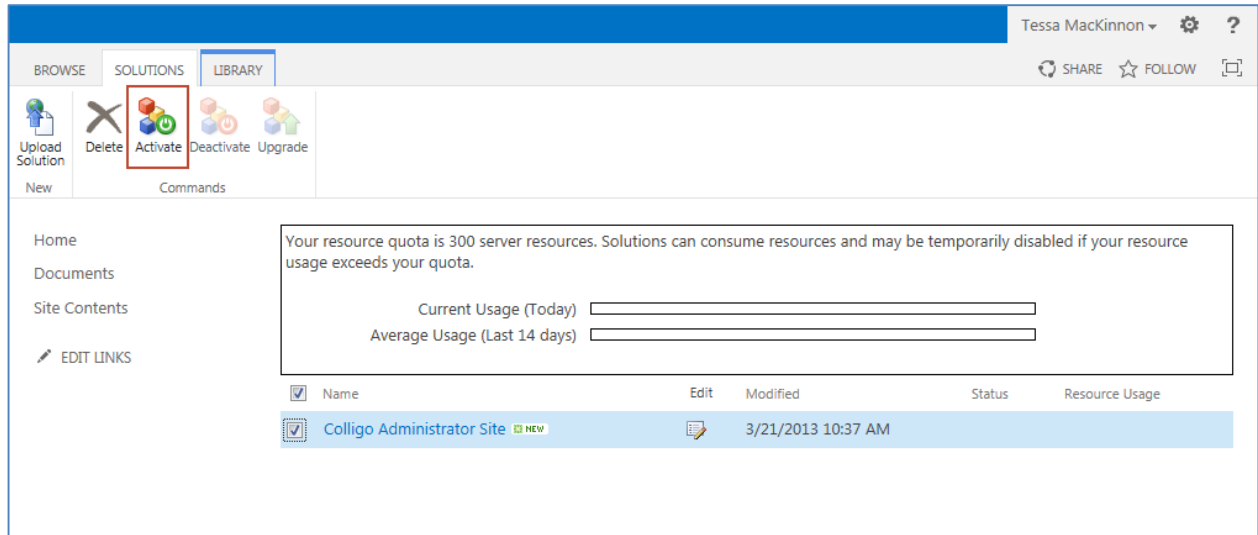
The **Solution Gallery – Activate Solution** window displays:
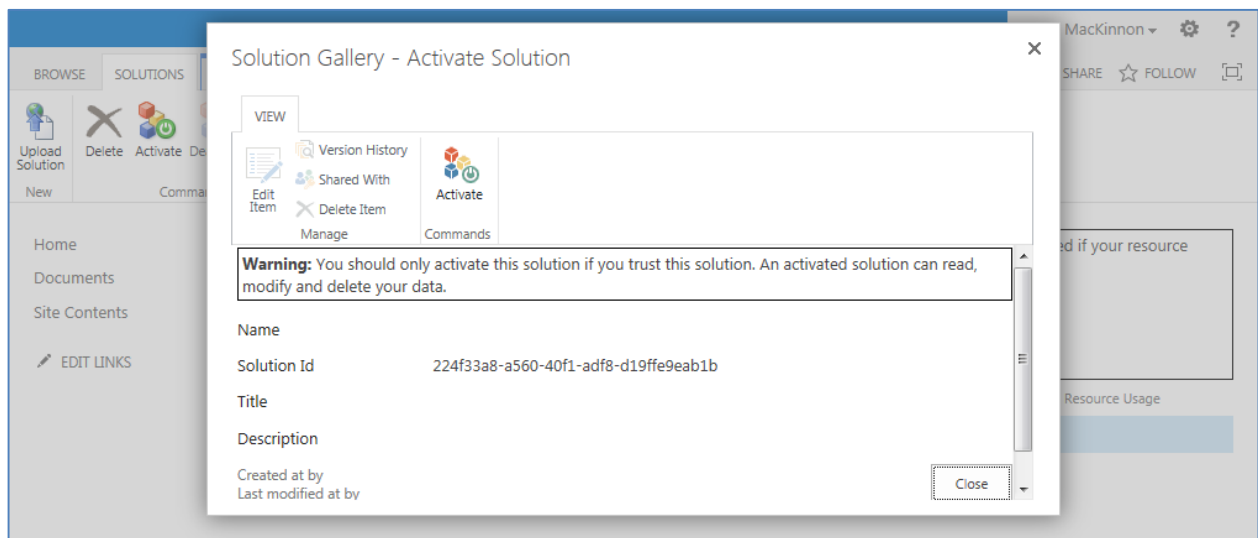
7. Click **Activate** and **Close**.
   Once the template is activated, you can create a site based on it.
8. To create the site, go to **Site Settings**, under the **Site Administration** group, select **Sites and workspaces.**
9. On the **Sites and Workspaces** page, click **Create**:
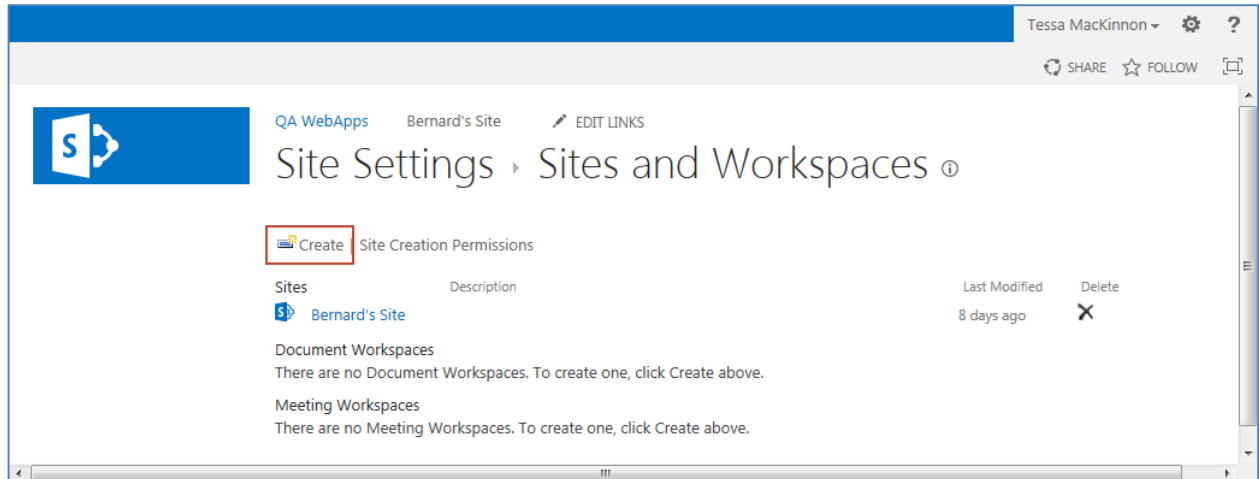
The **Site Contents > New SharePoint Site** displays:

10. Enter the following information:
    a. **Title and Description**: enter a title and description for your site
    b. **Web Site Address**: choose the URL path from the drop-down menu, and enter the name of your site in the **URL** field
    c. **Template Selection**: click the **Custom** tab and choose **Colligo Administrator Site**

    d. **Permissions:** choose if you want to use the same permissions as the parent site, or create unique permissions for the site

    e. **Navigation:** Choose if you want to display a link to this site on the Quick Launch of the parent site, and if you want to display a link to this site in the top link bar of the parent site

    f. **Navigation Inheritance:** Choose if you want to use the top link bar from the parent site

11. Click **Create**.

The **Home** tab of your Administration site displays. You can now begin to configure the Sites, Favorites and Folders, Control Groups, Applications, and Configuration settings for your users.

Colligo Sites List

The **Colligo Sites** list contains all the sites you are administering, and the users who have access to these sites. Users who you assign site access to within the site list can automatically see the site in their Colligo SharePoint Sites list on their clients.

NOTE: if you add a site that you are pushing to Briefcase for Windows, you must also add a folder from the site in the **Colligo Contents** section. The folder must be at the list or library level. If you do not add a folder, the site is not pushed.

Adding a Site

To add a new site:

1. In the **Colligo Sites** list, click **Add new item**.
    The **New Item** dialog displays:

2. Enter the following information:
    a. **Title**: enter the title of the site

        NOTE: this field is for display purposes only

    b. **Site Description**: enter a description of the site purpose or content

        NOTE: this field is for display purposes only

    c. **Site URL**: enter the URL address of the site

        NOTE: there are a number of merge fields that you can add to this field if you want the URL to be personalized for your users:

- [Username] eg. *dmackay*
- [QualifiedUsername] eg. *corporate_dmackay*
- [EnvironmentMYVAR] value of environment variable *MYVAR*
- [RegistryMYREGVAL] value of registry setting string from *HKCU/Software/Colligo/EmailManager/SystemConstants/MYREGVAL*

    d. **Applicability**: add the groups or users who you want to have configured for the site; if you leave this blank, all users have the site added in the client.

        NOTE: Active Directory groups are not supported in this field.

    e. **Site Options**: check the [**Add Email Manager Folder**] box to make the SharePoint site a Folder.

        NOTE: this option is not supported if Email Manager is installed in Offline mode.

    f. **Push to Application**: in the left column, select the application you want to push the site to and click **Add**; to remove an application, select it in the right column and click **Remove**.

    g. **Allow Sync to Application**: in the left column, select the application that will have offline access to the site and click **Add**; to remove an application, select it in the right column and click **Remove**.

3. Click **Save** to add the site to the list.

Adding a My Site

To push your users' My Sites without entering them each individually, you can use a variable to map to the configuration of your My Site URLs.

To determine the format of your My Site URL:

1. From a SharePoint location, click on your My Site location:
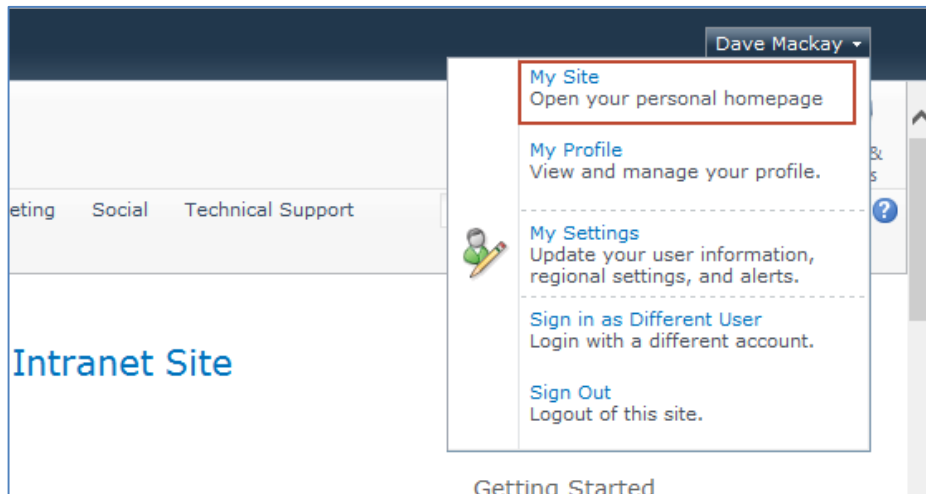
2. In the My Site home page, click **My Content**.

The browser address bar displays your My Site URL:
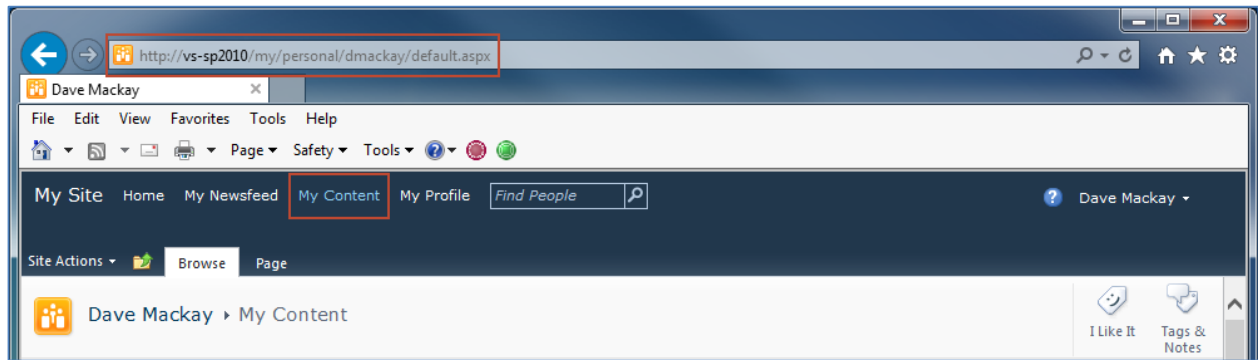
In this example, theMy Site URL is: http://vs-sp2010/my/personal/dmackay.

NOTE: remove any characters after the username. Eg. "/default.aspx"

3. Add the following generic site entry to the Colligo Sites list:
    http://vs-sp2010/my/personal/[Username]

When the site is pushed to each user, the username variable maps to each individual user name on each machine, so the site is then specific to that user.

Other possible variables include:

- [QualifiedUsername] eg. *corporate_dmackay*
- [EnvironmentMYVAR] value of environment variable *MYVAR*
- [RegistryMYREGVAL] value of registry setting string from *HKCU/Software/Colligo/EmailManager/SystemConstants/MYREGVAL*

The decision to use http://vs-sp2010/my/personal/[Username] or http://vs-sp2010/my/personal/[QualifiedUsername] will be based on how My Sites were configured in your company. Ask your SharePoint administrator if unsure.

Colligo Content

The **Favorites & Folders** list allows you to specify a SharePoint location as a Favorite or Folder and/or as an Offline location within the Colligo client for a group of users or an individual user.

NOTE: when adding a Briefcase for Windows location, it must be at the list or library level. If you add a subfolder of a list or library, the folder will not display.

Adding a Favorite or Folder Location

To add a new Favorite or Folder location:
1. In the **Colligo Content** list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the name of the favorite/folder
      NOTE: this name is for display purposes only
   b. **Favorite Description**: enter a description of the favorite/folder location
      NOTE: this description is for display purposes only
   c. **Favorite Site Reference**: select the URL of the site that contains the favorite/folder location from the drop-down menu
      NOTE: (If the URL of the site is not in this list you will need to add the Site to the Sites List).
   d. **Favorite Relative Path**: enter the Document Library name from the site address; for example if the site was http://MyServer/MySite/MyLibrary, the relative path is **MyLibrary**.
      NOTE: there are a number of merge fields that you can add to this field if you want the URL to be personalized for your users. *These fields are case sensitive.*

- [Username] eg. *dmackay*
- [QualifiedUsername] eg. *corporate_ dmackay*
- [EnvironmentMYVAR] value of environment variable *MYVAR*
- [RegistryMYREGVAL] value of registry setting string from *HKCU/Software/Colligo/EmailManager/SystemConstants/MYREGVAL*

e. **Applicability**: add the groups or users who you want to have configured for the site; if you leave this blank, all users have the locations added in the client.
NOTE: Active Directory groups are not supported in this field.

f. **Folder Options**: choose from one of the following options:

   i. **Email Manager Favorite**: select this option to add the location as a Favorite in Colligo Email Manager in your Outlook tree. Choosing this option means the content of the folder is only available when users are connected to their SharePoint network. Favorites display as a single location in the folder tree and users cannot navigate to any subfolders in the folder tree.

   ii. **Email Manager Folder**: select this option to add the location as a Folder in Colligo Email Manager in your Outlook tree. Choosing this option means the content of the folder is only available when users are connected to their SharePoint network. Users can navigate to subfolders of Folder locations in the folder tree.

   iii. **Email Manager Favorite (Offline)**: select this option to add the location as an offline Favorite in Colligo Email Manager in your Outlook tree. Choosing this option means that the content of the folder is downloaded to a user's local machine and is available to users when they are offline. Favorites display as a single location in the folder tree and users cannot navigate to any subfolders in the folder tree.

   iv. **Email Manager Folder (Offline):** select this option to add the location as an offline Folder in Colligo Email Manager in your Outlook tree. Choosing this option means that the content of the folder is downloaded to a user's local machine and is available to users when they are offline.

   v. **Briefcase for Windows (Offline):** select this option to add the location as an offline folder in both Briefcase interfaces (stand-alone and Windows Explorer extension). Choosing this option means that the content of the folder is downloaded to a user's local machine and is available to users when they are offline.

   vi. **Briefcase for iOS (Offline):** select this option to make this location offline in Briefcase for iOS. Choosing this option means that the content of the folder is available locally on a user's iOS device (iPad, iPhone, iPod).

   vii. **Briefcase for Mac (Offline)**: select this option to make this location offline in Briefcase for Mac. Choosing this option means that the content of the folder is downloaded and available locally on a user's Mac.

   viii. **Briefcase for Android (Offline):** select this option to make this location offline in Briefcase for Android. Choosing this option means that the content of the folder is downloaded and available locally on a user's Android device.

3. Click **Save** to add the Favorite or Folder to the list.

Colligo Control Group List

The **Colligo Control Group** list determines which users or groups have restricted control to specific actions in both Colligo Briefcase iOS and Colligo Email Manager Connected mode.

In Colligo Email Manager Connected mode, users placed in a control group cannot add, modify, or delete favorite/folder locations.

In Colligo Briefcase iOS, users placed in a control group cannot add sites to the application.

Adding a Colligo Control Group

To add users or groups to the control group:

1. In the **Colligo Control Group** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title of the control group
      NOTE: this name is for display purposes only
   b. **Group or User**: add the groups or users who are in the control group
      NOTE: Active Directory groups are not supported in this field.
3. Click **Save** to add the users or groups to the control group.

Colligo Applications List

The Colligo Applications list feeds into the Colligo Sites list (see **Colligo Sites List**).

Adding an Application

To add a new application:

1. In the **Colligo Applications** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. In the **Title** field, enter one of the following Colligo Applications to add to the list:
   a. **Email Manager**: add this application if you are using Email Manager 6.0 or Contributor Pro 6.0
   b. **Briefcase for iOS**: add this application if you are using Briefcase for iOS
   c. **Briefcase for Windows**: add this applications if you are using Briefcase for Windows 6.0 or Contributor Pro 6.0
   d. **Briefcase for Mac**: add this applications if you are using Briefcase for Mac
   e. **Briefcase for Android**: add this applications if you are using Briefcase for Android
3. Click **Save** to add the new application to the list.

NOTE: you can remove applications from this list if you don't want them to be displayed when configuring the other lists.

Colligo Configuration List

The Colligo Configuration list is a list of settings that are accessed by Colligo Briefcase for iOS and Colligo Email Manager.

Adding a Configuration

To add a new configuration item:

1. In the **Colligo Configuration** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title of the configuration setting (see table)
   b. **Applicability**: add the groups or users who you want to have access to the setting; if you leave this blank, all users have access to the setting
      NOTE: Active Directory groups are not supported in this field.
   c. **Application**: from the drop-down menu, choose the Colligo application that the setting will reference; if you leave this blank, the setting may apply to all Colligo applications
   d. **Configuration Site Reference**: from the drop-down list, choose the site that the setting applies to. Only the settings **Default Sync Limit** and **Default Sync Interval** can be set for individual sites.
   e. **Value**: specify the value of the setting

The following setting is configurable in Colligo Email Manager:

Configuration Title	Functionality	Possible Values
Launchpad Restore Defaults	This setting can be used to initiate a restore to the current Launchpad settings as defined in Administrator. User-created Groups are not changed. Each instance of this setting is handled by an Outlook client on start-up only once.	Optional: Use this field to differentiate between multiple instances of this setting for clarity.

The following settings are configurable in Colligo Briefcase for iOS:

Configuration Title	Functionality	Possible Values
Passcode Enforced	Enforces use of the passcode lock in the app if value is True	True / False
Passcode Value	Forces the passcode lock to be a specified value	Any 4-digit string
Passcode Lockout Time	Sets the passcode lockout timer to a specified value	0, 1, 2, 5, 10, 30, 60 mins
Passcode Data Erase	Enforces the feature for erasing data on 10 failed attempts when value is True	True / False
OpenIn Disabled	The option to open an item in a program is disabled when value is True	True / False
Email As Attachment Disabled	The option to email an item as an attachment is disabled when value is True	True / False
Email As Link Disabled	The option to email an item as a link is disabled when value is True	True / False
Print Disabled	The option to print a document is disabled when value is True	True / False
Default Sync Interval	Sets the default sync interval for sites	-1(Every Open), 0 (Manual), 15, 30, 60, 1440 (Daily)
Default Sync Limit	Sets the default sync limit for sites (in Mb) *NOTE*: this setting is applied on a site-by-site basis; you cannot set the Global Storage Limit for the entire application.	0, 10, 20, 50, 100, 200, 500, 1000
Sync on 3G Default	Sets the **Sync on 3G** setting to ON when value is True	True / False
OpenIn Approved Apps	The option to restrict the list of apps that display in the Open in list; any app listed in the Value field is an approved app and will display.	bundleID (com.dataviz.xxxx)
One Way Sync	Sets the application in read-only mode when value is True	True / False

Email Manager Launchpad Lists

There are four lists in Colligo Administrator that can be used to configure and manage the Launchpad ribbon feature in Colligo Email Manager:

- Launchpad Control Group
- Launchpad Groups
- Launchpad Buttons
- Launchpad Items
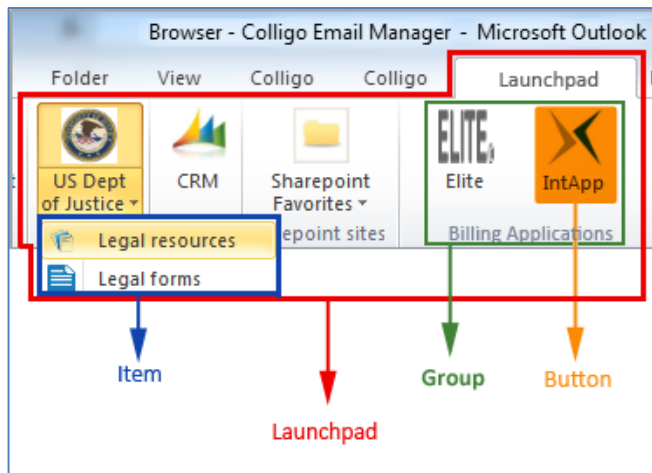
Unlike the other Administrator lists, all Launchpad list items are pushed to the Outlook client only once.

Additionally, the Colligo Administrator template includes an **Images** Library. You can upload images to this library and use these for the Icon fields in the Launchpad Buttons and Launchpad Items lists.

NOTE: you can choose to disable the push of Launchpad items if it interferes with your Outlook start-up time. For more information, see the following configuration setting:
http://www.colligo.com/support/setting/prevent-collig…launchpad-push/

Launchpad Control Group List

The **Launchpad Control Group** list determines which users or groups cannot add, modify, or delete any of the content in the Launchpad ribbon. Any users or groups placed in the Launchpad control group cannot see the **Add**/**Remove**/**Edit**/**Import**/**Export** buttons in the Launchpad configuration dialog.

To add to the Launchpad control group:

1. In the **Colligo Control Group** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title for the users or groups
      NOTE: this name is for SharePoint display purposes only
   b. **Group or User**: add the groups or users who are in the control group
      NOTE: Active Directory groups are not supported in this field.
3. Click **Save** to add to the Launchpad control group.

Launchpad Groups List

The Launchpad Groups list is a list of the groups that display in the Launchpad ribbon. You can configure the name of the group, who sees it, if it's modifiable, and which Buttons are attached to it.

To add a new Launchpad group:

1. In the Launchpad **Group** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title for the group
   b. **Screen Tip**: enter a screen tip that displays when a user hovers the mouse over a group in Launchpad
   c. **Description**: enter a description of the group that displays when a user hovers the mouse over a group in Launchpad
   d. **Applicability**: add the groups or users who you want to have access to the setting; if you leave this blank, all users have access to the setting
   e. **Modifiable**: check the box if you want the group to be modifiable by users; ie. If this box is checked, users can edit the group (and its buttons and items) in the Launchpad configuration dialog
   f. **Buttons**: this list is populated by the items from the **Launchpad Buttons** list; to include a button in the group, select it in the left-hand column and click **Add** to move it to the right-hand column. To remove a button from the group, select it in the right-hand column and click **Remove**.
3. Click **Save** to add the new Launchpad group to the list.

Launchpad Buttons List

The Launchpad Buttons list is a list of the buttons that can be added to groups in the Launchpad ribbon; items added to this list feed into the Launchpad Groups list. You can configure the name of the button, and which Items are included in it.

To add a new Launchpad Button:
1. In the Launchpad **Buttons** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title of the button
   b. **Website URL**: enter the URL of the web page associated with the button
   c. **Screen Tip**: enter a screen tip that displays when a user hovers the mouse over a button in Launchpad
   d. **Description**: enter a description of the button that displays when a user hovers the mouse over a button in Launchpad
   e. **Icon**: enter the URL for the location of the image file for the icon; this could be a location on the Internet or a location in the Images Library in Colligo Administrator. In the second field, enter a description for the icon.
   f. **Items**: this list is populated by the items from the **Launchpad Items** list; to attach an item to a button, select it in the left-hand column and click **Add** to move it to the right-hand column. To remove an item from a button, select it in the right-hand column and click **Remove**.

Launchpad Items List

The Launchpad Items list is a list of the items that can be attached to buttons in the Launchpad ribbon; items added to this list feed into the Launchpad Buttons list. You can configure the name of the item, and its associated icon.

To add a new Launchpad item:

1. In the **Launchpad Items** SharePoint list, click **Add new item**.
   The **New Item** dialog displays:

2. Enter the following information:
   a. **Title**: enter the title of the item
   b. **Website URL**: enter the URL of the web page associated with the item
   c. **Screen Tip**: enter a screen tip that displays when a user hovers the mouse over an item in Launchpad
   d. **Description**: enter a description of the item that displays when a user hovers the mouse over an item in Launchpad
   e. **Icon**: enter the URL for the location of the image file for the icon: this could be a location on the Internet or a location in the Images Library in Colligo Administrator. In the second field, enter a description for the icon.

Appendix I

If you want to set up your own lists instead of using the template, use the following column headings and properties for each list:

List name: **Colligo Sites**
- **Title**: (Single line text) [Required] [Not referenced by client applications]
- **Site Description**: (Multi-line text) [Not referenced by client applications]
- **Site URL**: (Single line text) [Required]
- **Applicability**: (Person or Group) [Multiple selections ok]
- **Site Options**: (MultiChoice – Checkboxes)
  - o Option: **Add Email Manager Folder**
- **Push to Application:** (Lookup - Multiple) [Reference Application > Title]
- **Allow Sync to Application:** (Lookup - Multiple) [Reference Application > Title]

List name: **Colligo Content**
- **Title**: (Single line text) [Required] [Not referenced by client applications]
- **Favorite Description**: (Multi-line text) [Not referenced by client applications]
- **Favorite Site Reference**: (Lookup – Dropdown) [Reference Colligo Sites > Site URL]
- **Favorite Relative Path**: (Single line text) [Required]
- **Applicability**: (Person or Group) [Multiple selections ok]
- **Folder Options**: (Choice – Radio buttons)
  - o **Email Manager Favorite**
  - o **Email Manager Folder**
  - o **Email Manager Favorite (Offline)**
  - o **Email Manager Folder (Offline)**
  - o **Briefcase for Windows (Offline)**
  - o **Briefcase for iOS (Offline)**
  - o **Briefcase for Mac (Offline)**
  - o **Briefcase for Android (Offline)**

List name: **Colligo Control Group**
- **Title**: (Single line text) [Required] [Not referenced by client applications]
- **Group or User**: (Person or Group) [Single selection] [Required]

List name: **Colligo Applications**
- **Title**: (Single line text) [Required]

List name: **Colligo Configuration**
- **Title**: (Single line text) [Required]
- **Applicability**: (Person or Group) [Multiple selections ok]
- **Application**: (Lookup - Dropdown) [Reference Application > Title]
- **Configuration Site Reference**: (Lookup-Dropdown) [Reference Site > Site URL]
- **Value**: (Single line text)

List name: **Launchpad Control Group**
- **Title**: (Single line text) [Required] [Not referenced by client applications]
- **Group or User**: (Person or Group) [Single selection] [Required]

List name: **Launchpad Groups**
- **Title**: (Single line text) [Required]

- **Screen Tip**: (Single line text)
- **Description**: (Multi-line text)
- **Applicability**: (Person or Group) [Multiple selections ok]
- **Modifiable**: "Yes/No"
- **Buttons**: (Lookup – Multiple) [Reference Launchpad Buttons > Title]

List name: **Launchpad Buttons**
- **Title**: (Single line text)
- **Applicability**: (Person or Group) [Multiple selections ok]
- **Website URL**: (Single line text)
- **Screen Tip**: (Single line text)
- **Description**: (Multi-line text)
- **Icon**: (Picture)
- **Items**: (Lookup – Multiple) [Reference Launchpad Items > Title]

List name: **Launchpad Items**
- **Title**: (Single line text)
- **Website URL**: (Single line text) [Required]
- **Screen Tip**: (Single line text)
- **Description**: (Multi-line text)
- **Icon**: (Picture)