



# THE COLLABORATOR

ENTERPRISE CONTENT MANAGEMENT AND COLLABORATION SERVICES



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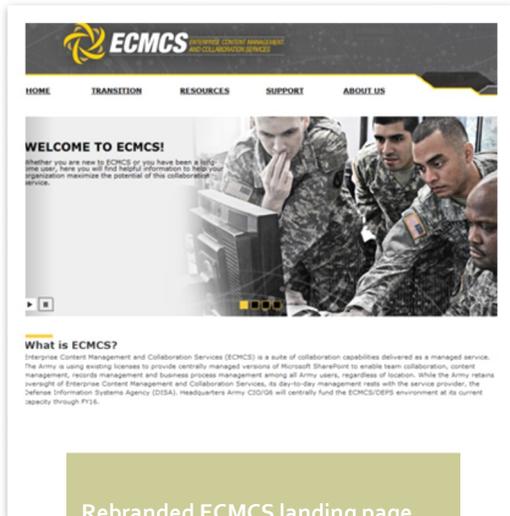
December 2015

## Rebranded ECMCS Website

We are pleased to announce that the rebranded ECMCS site is live and operational. You are invited to browse the site and review the new and exciting features that were deployed as part of this re-branding effort.

reorganized hierarchy, and an updated content layout. The improved organization of documents, guides, and other artifacts allows users to find resources quickly and effortlessly. If users would like to review additional information, links are conveniently located within the site to direct users to the appropriate partner organizations (DISA, MilSuite, AESD, etc.)

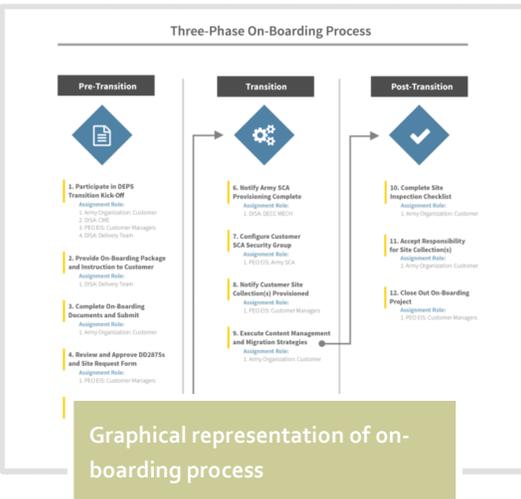
The updated site also outlines the ECMCS on-boarding process. Here new organizations will find the supporting documentation outlining roles and



Rebranded ECMCS landing page

The refresh included updates to the ECMCS logo and layout. This visually unites both the website and The Collaborator newsletter, keeping the branding consistent. The homepage also features a Content Slider which showcases the latest in ECMCS news and announcements. This allows the user to progress through the content at their own pace, allowing individuals to choose which topics to focus on.

The new site design also improves the user experience through a visually clean design,



Graphical representation of on-boarding process

responsibilities, key on-boarding deliverables, content migration, and other support documents that guide an organization through the three-phase on-boarding process.

Visit the site at <https://army.deps.mil/army/sites/ecmcs>

### Inside This Issue:

- Rebranded Website..... 1
- Customer Sat Survey .. 2
- Office 2013 ..... 2
- Managing PII ..... 2
- NINETEX Workflows... 3

### About ECMCS:

ECMCS provides enterprise level content management and collaboration capabilities to the Army Soldier and workforce to enhance and promote universal file sharing, collaboration, access to team sites, workflows, documents, and records. As a managed service, ECMCS will significantly reduce redundant investments in applications and content storage, resulting in federated enterprise services and reduced costs.



## New in FY 2016: Customer Satisfaction Survey

ECMCS is seeking to better understand the ability of Department of Defense (DoD) Enterprise Portal Service (DEPS) to meet the mission of Army organizations and capture information on user's experience. In the upcoming fiscal year 2016, the ECMCS team will release a survey designed to capture this data from the user population. The customer satisfaction survey topics will include:

1. User satisfaction of DEPS
2. Knowledge and use of available capabilities and supporting tools
3. Identification of future "must have" features which support the mission
4. Areas for improvement across DEPS

As we get closer to Q2 FY16 an email announcement will alert users of this upcoming survey. Your participation will assist in delivering a collaboration service that meets the mission needs of all Army organizations.



## Office 2013 Interoperability with SharePoint 2010



As Army organizations transition to Office 2013 there has been an increase in help desk tickets reporting interoperability issues when utilizing DEPS. Microsoft revised the way SharePoint 2010 and Office 2013 authenticate and connect, on ECMCS that impacts users exporting lists to Excel and publishing PowerPoint slides to slide libraries. Currently no resolution exists to resolve this issue, however DISA is actively working this problem. In the meantime, the following workaround was provided by DISA :

To successfully utilize Microsoft Office 2013, users should first browse to DEPS from Microsoft Internet Explorer and authenticate via the web browser. Once authenticated, certain Microsoft Office 2013 applications will utilize the connection established via the web browser, users should be able to open and save documents accordingly. This workaround should function for Microsoft Word, Excel, InfoPath, and Visio documents only. This workaround currently does not allow the ability to publish PowerPoint slides to slide libraries, or synchronize with Access databases.

## Managing Personally Identifiable Information (PII)

Per the DEPS Governance Plan, personally identifiable information (PII) is allowed on the service, in conjunction with a signed DD2930 Privacy Impact Assessment Form, found on the ECMCS transition page. Remember it is the responsibility of each ECMCS participating organization to ensure that the security permissions for any PII is properly provisioned; more specifically, please monitor the use of the "NT Authority\Authenticated Users" security group closely. The use of this security group gives access to all CAC holders across the DoD and an organization could inadvertently provision access to sensitive data.



## Best Practices for Nintex Workflows

The ECMCS team often receives inquiries from Army organizations indicating their workflows are not operating as designed. In most cases the root cause of these issues is the overall design of the workflow itself, as opposed to some sort of misconfiguration on the DEPS environment. By following industry best practices when developing Nintex workflows on DEPS a user can mitigate many of the workflow design issues that typically impact organizations and cause workflow failures.

*“.the root cause of these issues is the overall design of the workflow itself, as opposed to some sort of misconfiguration on the DEPS environment.*

Adhering to the following guidance will help users improve the performance and reliability of their Nintex workflows and avoid service latency across ECMCS:



1. Break up large complex workflows
2. Keep workflows under 500KB
3. Break up workflows to use multiple task lists
4. When dealing with a large number of Update List Item actions, insert a Commit Pending Changes task to force the workflow to execute its changes immediately
5. Be mindful of multiple workflows accessing the same list items at the same time
6. Ensure workflow triggers make sense. Be sure your workflow logic accounts for instances where multiple workflows could be unintentionally initiated.
7. Each workflow should be configured with its own workflow history list
8. Regularly review the workflow history list and address any issues that are hindering the successful completion of workflows.
9. Use workflows for small, discreet units of work.

## PD EC2M POCs

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