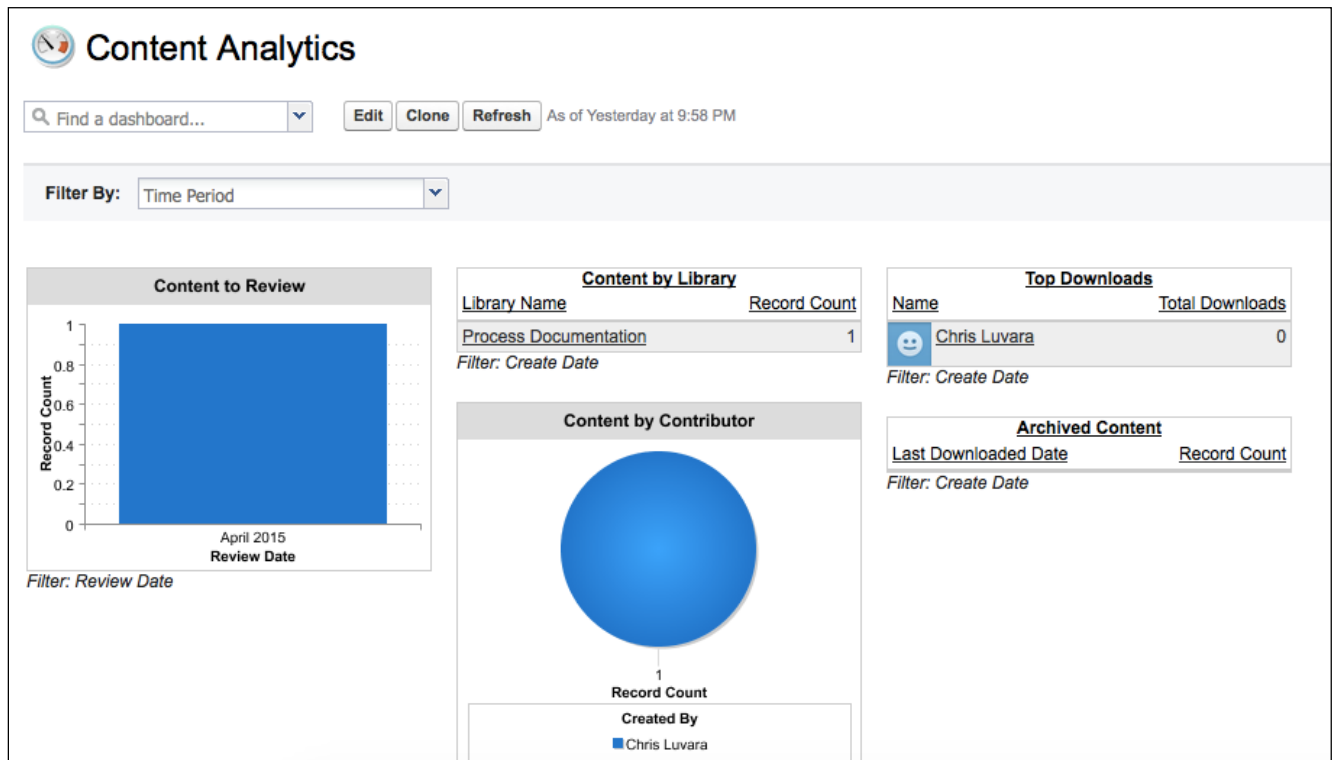


Content Analytics

Customization Guide

version 2.2



Introduction

TYSO Content Analytics gives actionable insight for managing your salesforce.com Content repositories.

Installing

Paste the URL provided via the Appexchange, or from TYSO directly into your browser. It's always recommended you install the package in a Sandbox or Developer account before installing directly into production.

Once you've reached in the installation screen, select the appropriate permissions and click "Install"

**Install TYSO Content Management**
By


☒ **Install for Admins Only**


☐ **Install for All Users**


☐ **Install for Specific Profiles...**

Install **Cancel**

App Name	Publisher	Version Name	Version Number
TYSO Content Management		Summer 2016	2.2

Additional Details [View Components](#)

Depending on your org, you may receive a message that the installation is in progress. You will receive an email when the installation is complete.

Congrats, you're on your way to having fresh content!

Components

Fields:

- **Review Schedule:** This is the schedule you would like to use to calculate the Review Date for Content. Values are None, Monthly, Quarterly or Annual.
- **Review Date:** This is the calculated date based on the Review Schedule, Last Modified Date on the Content or the Date Reviewed. It will use the most recent Last Modified Date or Date Reviewed to calculate the Review Date.
- **Date Reviewed:** This is the manually entered Date for when the Content was last reviewed.

Page Layout:

Be sure to copy the fields “Review Date”, “Review Schedule” and “Date Reviewed” to the Content layout.

Additional Information	
Age	419
Date Reviewed	
Review Schedule	Quarterly
Review Date	4/30/2015

Scheduling

Content Review notifications can be scheduled to be sent out on a daily basis. To schedule your notifications, follow the directions below:

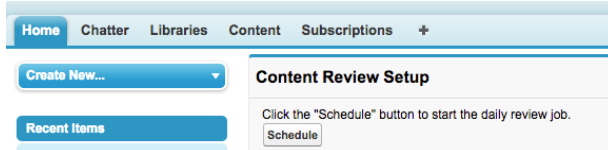
To Schedule with the provided setup utility (PREFERRED METHOD):

1. Click “Setup”
2. Click “Installed Packages”

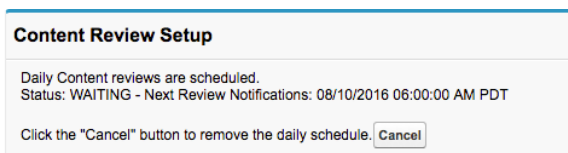
Find and click the “Configure” link next to the “TYSO Content Management App”.

Uninstall Configure	 TYSO Content Management	TYSO	2.2
Description TYSO Content Management includes Content Review Cycles, Reports, Dashboards, and Automated Expiration			

Click “Schedule”.



Congrats! Review notifications are now setup to be sent every morning at 6am. If you would like to cancel the job, simply click “Cancel”.



To Schedule and setup your own frequency of updates:

1. Click "Setup"
2. Click "Develop"
3. Click "Apex Classes"
4. Click "Schedule Apex"
5. Under "Job Name" enter "Content Review Notifications"

Schedule Apex

Schedule an Apex class that implements the 'Schedulable' interface to be automatically executed on a weekly or monthly interval.

Save Cancel

Job Name Content Review Notifications

Apex Class BatchContentReview

Schedule Apex Execution

Frequency ☒ Weekly ☐ Monthly

Recurs every week on

- ☒ Sunday
- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday

Start 1/29/2015 [1/29/2015]

End 2/28/2019 [1/29/2015]

Preferred Start Time 7:00 AM

Exact start time will depend on job queue activity.

Save Cancel

6. Under "Apex Class" use the magnifying glass lookup to find the class called "BatchContentReview"
7. Set the frequency and days you would like the notifications to be sent out.
8. Set the Start and End date for the notifications.
9. Set the time you would like the notifications to be sent out each day.
10. Click "Save"

If you would like to schedule notifications more than one time per day, follow the process above using a different run time. You will also need to change the Job Name to be unique as well.

To Cancel Your Scheduled Notifications

1. Click “Setup”
2. Click “Jobs”
3. Click “Scheduled Jobs”
4. Click “Delete” Next to your Content Review Notification jobs.

All Scheduled Jobs

[Help for this Page](#)

The All Scheduled Jobs page lists all of the jobs scheduled by your users. Multiple job types may display on this page. You can delete scheduled jobs if you have the permission to do so.

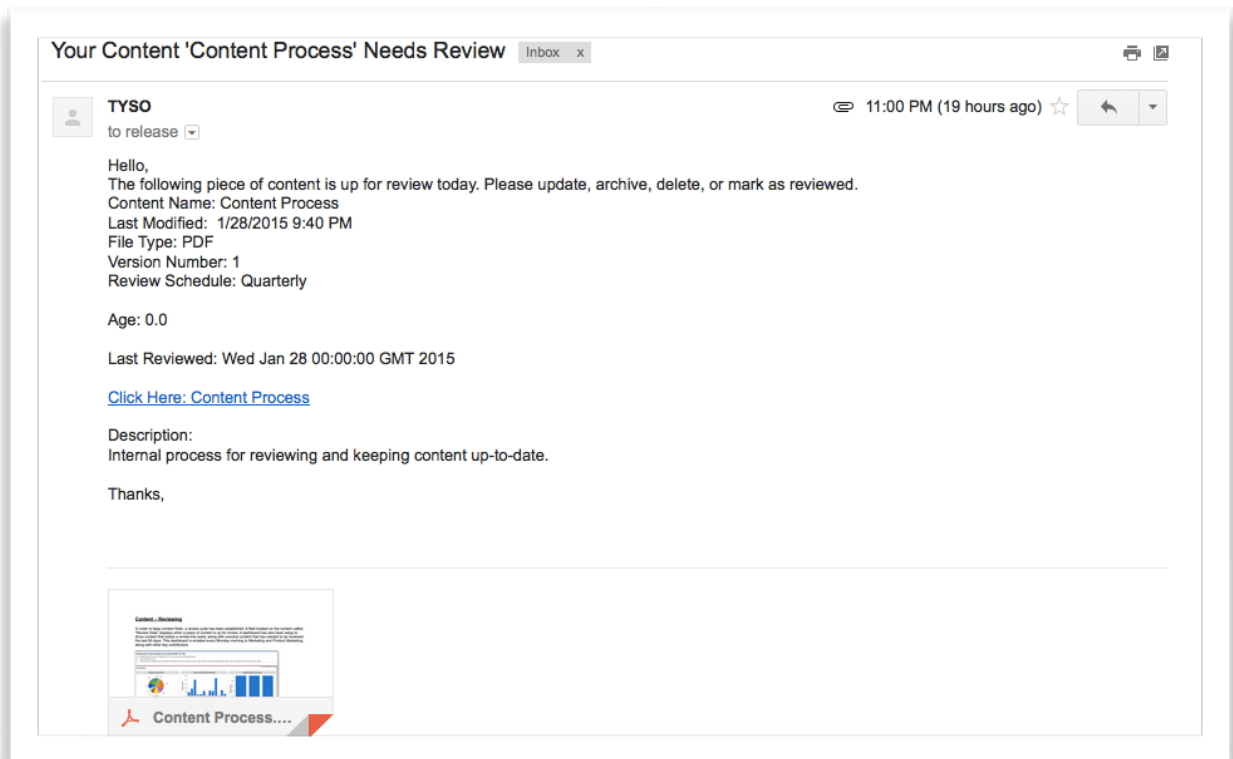
View: [All Scheduled Jobs](#) [Create New View](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#) [All](#)

Action	Job Name	Submitted By	Submitted	Started	Next Scheduled Run	Type
Manage Del	Content Review Notifications	Release_Chris	1/29/2015 6:42 PM		1/30/2015 7:00 AM	Scheduled Apex

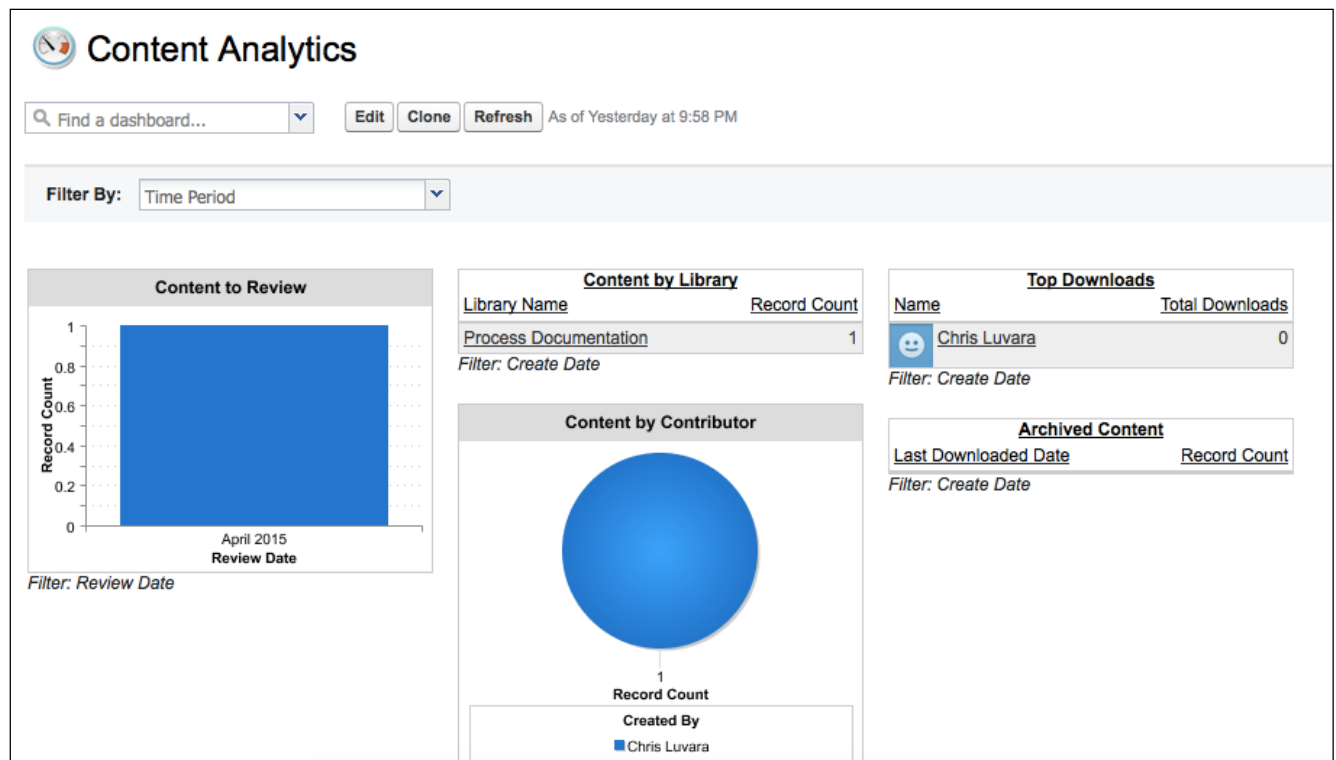
Notifications

Once the notification engine is scheduled, active users will receive an email on the day a piece of content is up for review. If the piece of content is less than 2mb in size, it will be emailed with the notification.



Reports & Dashboards

The Content Analytics dashboard is provided for an overview of Content usage and to help notify users of stale content.



Reviewing

In addition to the notifications, use the provided dashboard from the previous section to monitor which pieces of Content are up for review.

Updating the content (or archiving it) will take it off the report, and will reset the review date based on your selected Review Schedule (monthly = 30 days out, quarterly = 90 days out, annually = 365 days out).

How do I review the content?

1. To review the content, simply browse to the piece of content. Note the field “Review Date”.

Additional Information	
Review Date	10/19/2009
Date Reviewed	

2. Click “Edit” → “Edit Content Details”.
3. Look for “Additional Information” and “Date Reviewed”. Enter today’s date.

Additional Information	
Date Reviewed	10/19/2009 [10/19/2009]

4. Click “Save”.
5. The Review Date will now update to the correct future date based on your selected Review Schedule, and it will no longer be displayed on the dashboard until it is up for review again.