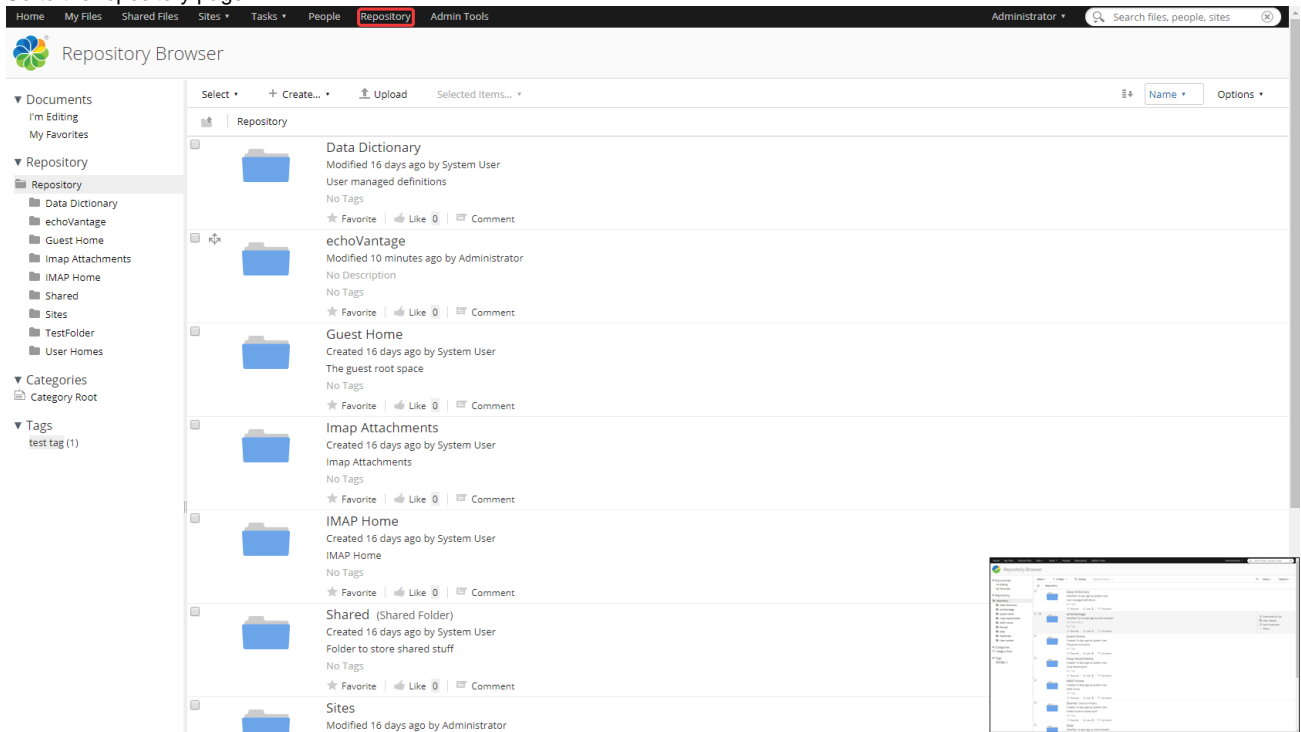


Adding rules to the Echo Vantage folder

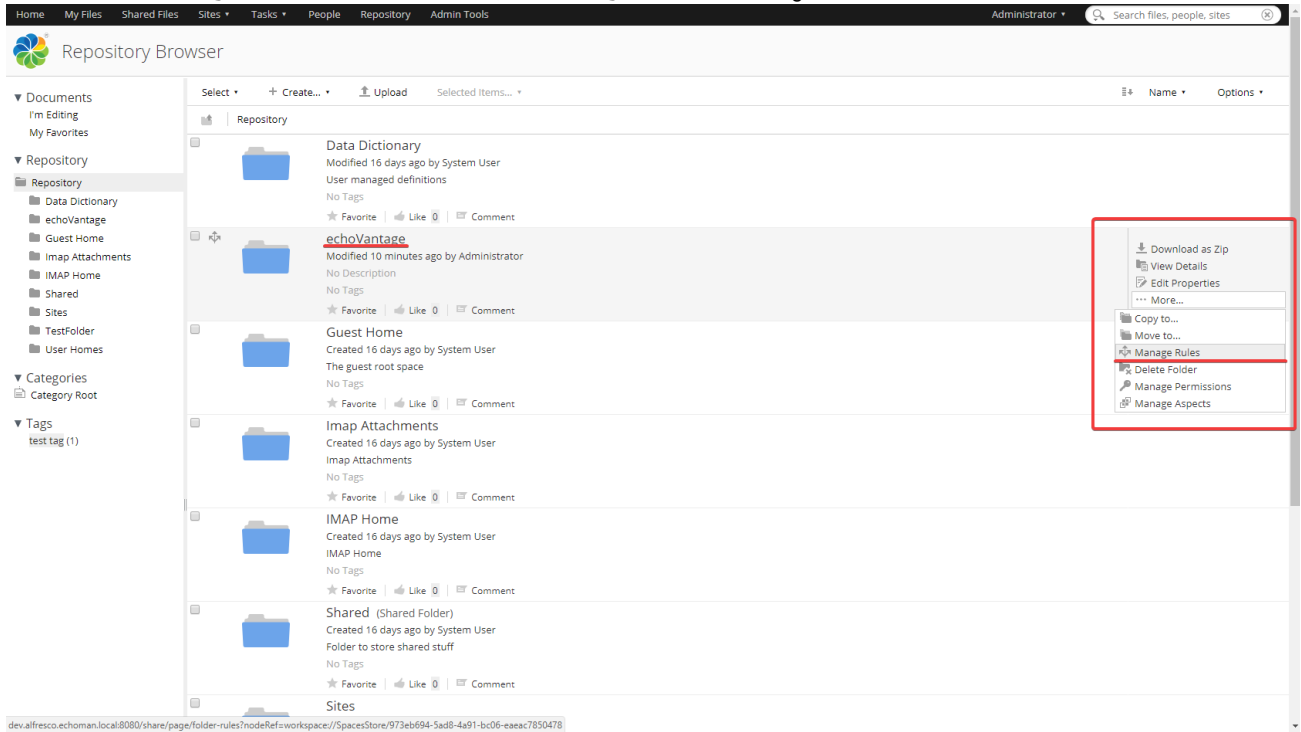
This article assumes you've already imported the Echo Vantage content model into alfresco. Now, in order to upload documents directly through alfresco and have them be usable with Echo Vantage, we have to create a rule on the main `echoVantage` folder that adds our `Echo Document` aspect.

Step-by-step

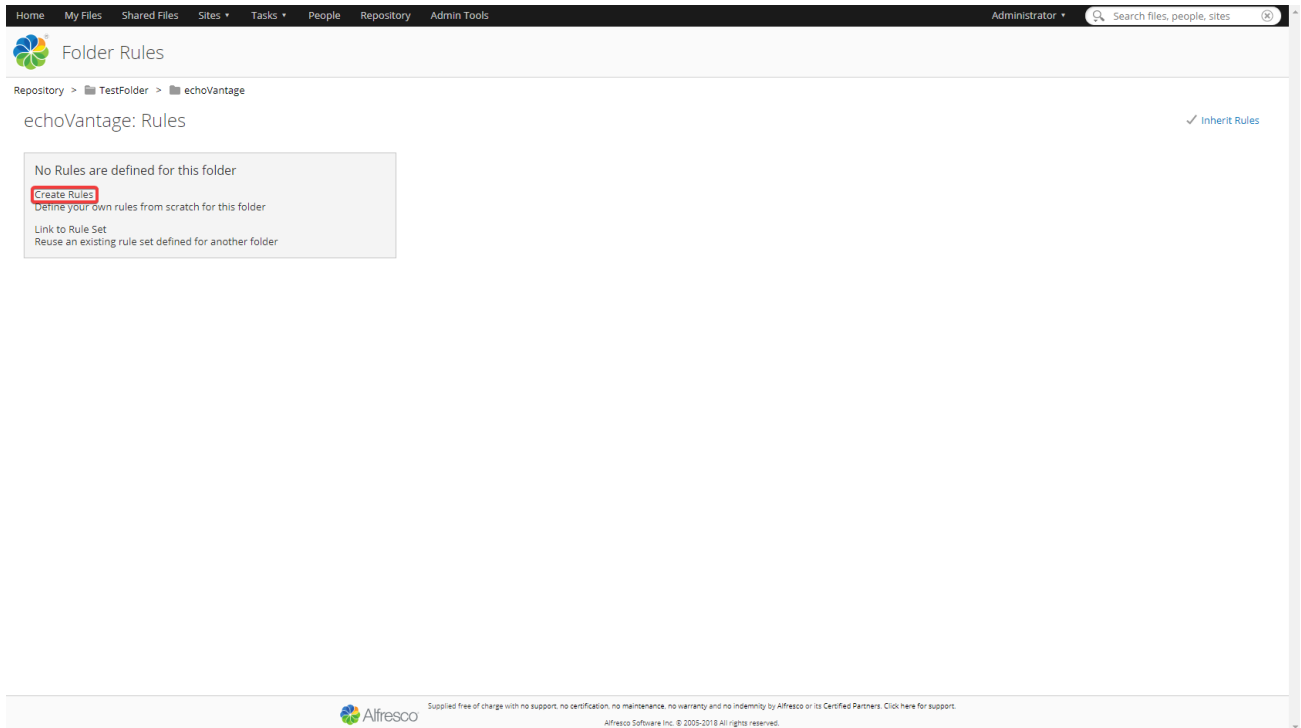
1. Go to the repository page.



2. Go to the echoVantage folder and select **More**, then **Manage Rules** on the right side of the screen.



3. Choose **Create Rules**.



4. Give the new rule a name, and under **Perform Action**, set it to add the Echo Document aspect. Also, make sure to check **Rule applies to subfolders**. Then click **Create**.

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

Folder Rules

New Rule

General

Name: *

Add Echo Document Aspect

Description: Adds the Echo Document aspect to all documents in the folder.

Define Rule

When: Items are created or enter this folder

If all criteria are met: All Items

Unless all criteria are met:

Perform Action: Add aspect Echo Document

Other Options

Disable rule

Run rule in background

Rule applies to subfolders

If errors occur run script: Select...

Create Create and Create Another Cancel

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5. You're done! The screen should now look like this:

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

Folder Rules

Repository > TestFolder > echoVantage

echoVantage: Rules

Inherit Rules New Rule Run Rules...

Rules from echoVantage

Drag rules and click Save to reorder.

1	✓	Add Echo Document Aspect Adds the Echo Document aspect to all documents in the folder.
---	---	--

Save Reset

Add Echo Document Aspect Edit Delete

Description: Adds the Echo Document aspect to all documents in the folder.

✓ Active

☑ Run in background

✓ Rule applied to subfolders

When: Items are created or enter this folder

If all criteria are met: All Items

Perform Action: Add 'Echo Document' aspect

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