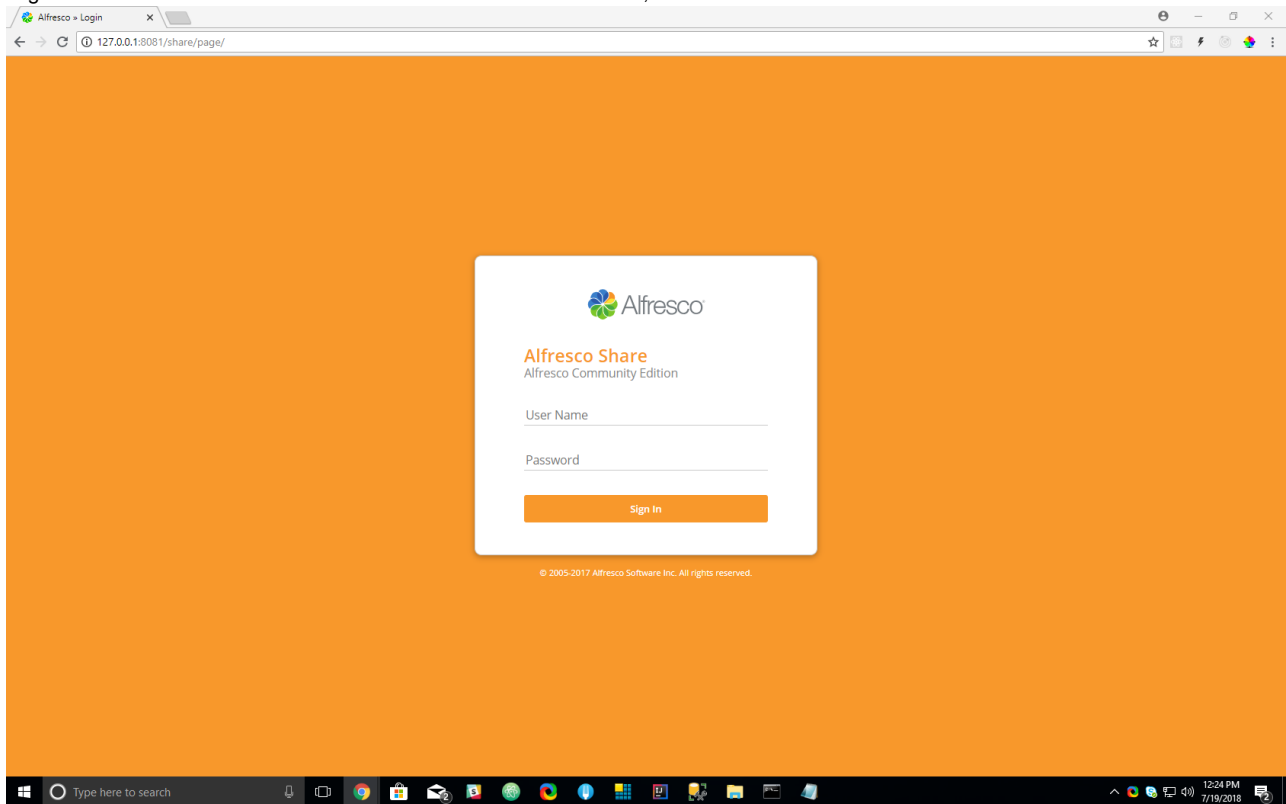


# Importing the Echo Vantage Alfresco content model

When setting up Alfresco for the first time, you'll need to import the content model used by Echo Vantage. This contains custom properties that allows us to associate a particular client with a document.

## Step-by-step guide

1. Open up Alfresco Share. This will be at `http://my.alfresco.domain:8080/share`. Change the port number to whichever port you have it configured for. The default is 8080.=
2. Log in to Alfresco. The default credentials are `User Name: admin, Password: admin`.



3. Click on Admin Tools in the nav bar at the top of the screen.

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

### Administrator Dashboard

**My Sites** Create Site

- Agency A This is a private location for Agency A
- Agency B Private location for Agency B
- EV\_Integration\_Tests The site used for integration tests in EV.

**My Tasks** Start Workflow

Active Tasks | Completed Tasks

Review the tasks assigned to you  
Different types of tasks can appear in this task list and you need to address each one. This could involve reviewing a document or simply accepting an invitation to a site.

**My Activities** Everyone's activities all items in the last 7 days

Yesterday

- Echo Vantage added folder [cngdLY] in EV\_Integration\_Tests 20 hours ago
- Echo Vantage joined site EV\_Integration\_Tests with role Manager 22 hours ago
- Aaron Pettengill previewed document [main-qimg-fa8ca55b5fc69716c7d86e4c2e00ad2f.png] in Agency B 22 hours ago

**My Documents** Ive Recently Modified

- banner.txt Created a minute ago by Administrator
- banner.txt Created 16 minutes ago by Administrator
- banner.txt Created 16 minutes ago by Administrator
- banner.txt Created 18 minutes ago by Administrator
- banner.txt Created 18 minutes ago by Administrator

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4. On the left side, click on Model Manager.

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


### Admin Tools

- Tools
  - Application
  - Category Manager
  - Module Browser
  - Node Browser
  - Search Manager
  - Tag Manager
  - Model Manager**
  - Sites Manager
- Repository
  - Replication Jobs
- Users and Groups
  - Groups
  - Users

#### Administration and Management Console

Options

Theme: Light Theme

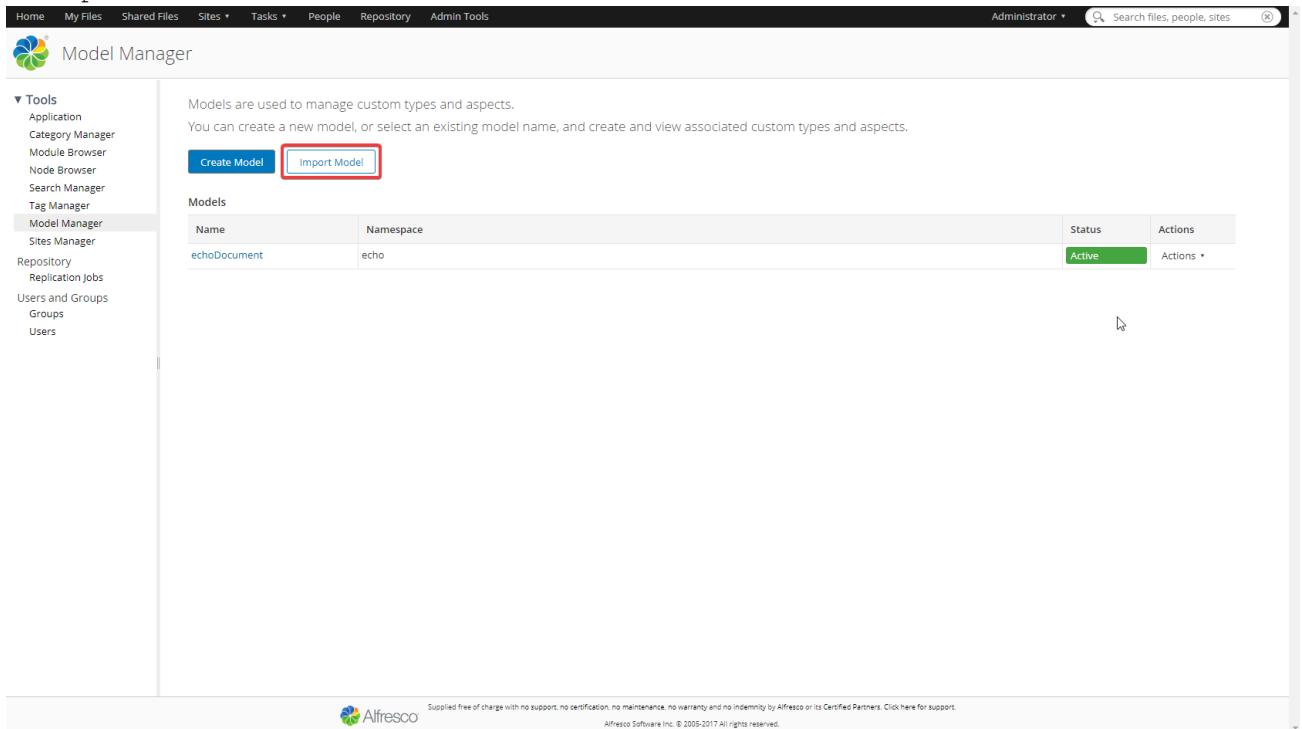
Logo:  Upload Reset

Maximum recommended image height is 48 pixels.

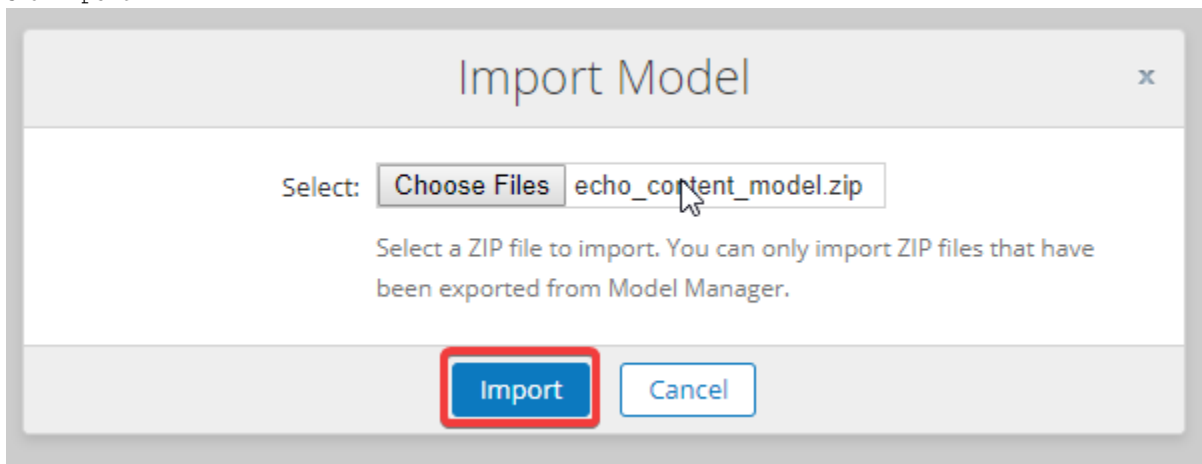
Apply

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5. Click Import Model.



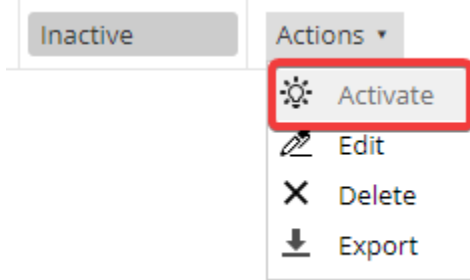
6. Click Choose Files and select the echo\_content\_model.zip file that we provided to you.
7. Click Import.



8. You should see the content model appear in the list on this page. On the right hand side, the Status will be Inactive.



9. Click the Actions dropdown on the right and choose Activate.



10. You are now ready to upload documents through Echo Vantage!

If you would like to be able to upload documents directly through Alfresco while still being able to interface with Echo Vantage, follow the steps [here](#).