



Email signatures

Administrator manual

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1. What the feature does

Alfrodin distributes email signatures along the groups your organisation is already mapped to in Alfresco. A signature is designed once, assigned to one or more groups, and appears automatically in the Outlook compose window for the members of those groups, for new messages as well as for replies.

- Central design from ready-made building blocks, in minutes and with a live preview.
- Assignment through Alfresco groups; if those come from Active Directory, the signature follows every staffing change by itself.
- Content from your systems: the Alfresco profile, an AD or LDAP sync and values held on a group. Twenty-three attributes are prepared, and your own can be defined centrally and used anywhere.
- Campaign-capable: signatures can be given a start and an end date and be limited to individual groups.
- All in your Alfresco: stored and versioned in a dedicated site.

2. Requirements

Area	Requirement
Alfresco	Community or Enterprise with REST API v1. Administrator rights are needed for the initial setup.
Outlook	Microsoft 365 on Windows, macOS or on the web.
Rights	An Alfresco administrator performs the setup. Day-to-day operation does not require administrator rights (chapter 4).

3. Concept: what is stored where

Alfrodin brings neither a service of its own nor a database of its own. Everything that makes up the feature lives in your Alfresco, in two places.

3.1 The signature site

A private site with the fixed technical identifier **alfrodin-signatures**; the display name is up to you. Its document library contains:

Location	Content
catalog.json	The catalogue: which signatures exist, their type, their group assignment, campaign periods and the order, which is also the priority.
fields.json	The attribute registry: which own attributes exist and which built-in ones are switched off.
groupFields.json	Attribute values that apply to entire groups, such as company name, address or legal details.
signatures/<id>/	Two files per signature: design.json as the editable definition and template.html as the template generated from it.
assets/	Images, that is logos and campaign banners.

All files are versioned. Every change to a signature creates a new version, and deleted items go to the trash. It is therefore always traceable who changed what and when.

3.2 The attributes on the person object

Personal details are not stored in the site but on the Alfresco user account. For this, Alfrocin installs a small content model that defines the twenty-three attributes. There are two reasons: the values remain available to other applications, and directory synchronisation can fill them (chapter 10).

3.3 How a signature comes about

Whenever a compose window opens, the same chain runs: Alfrocin determines the user's groups, filters the catalogue down to the signatures assigned to them that are currently active and of the matching type, takes the topmost one, inserts the attribute values and adds the result. Values on the person take precedence over values on a group.

4. Roles, rights and division of work

The feature knows three roles. The decisive point when coordinating with your IT department is this: **administrator rights are only needed for the setup and for master data, not for day-to-day operation.**

4.1 The three roles at a glance

Role	Technically	Responsible for
User	Read access to the signature site (everyone gets it through the EVERYONE group)	choosing or clearing their own default signature, where permitted
Signature administrator	SiteManager role in the signature site	creating, designing and deleting signatures, group assignment, priorities, campaigns, values on groups
Alfresco administrator	Member of the group ALFRESCO_ADMINISTRATORS	setup, content model, defining attributes, values on individual people

4.2 Tasks of the Alfresco administrator

These tasks cannot be delegated, because they happen outside the signature site and are tied to administrator rights in Alfresco.

Task	Where	How often
Run the setup	Settings / Modules, block "Email signatures"	once
Update the content model	happens automatically when the area is opened; button on the Attributes tab	after Alfrodin updates
Define attributes	Attributes tab	rarely
Values on individual people	People & groups tab	ongoing, not needed with directory synchronisation
Appoint signature administrators	Alfresco Share, members of the site	once

The setup function. The block under Settings / Modules is **shown exclusively to Alfresco administrators** and disappears as soon as the site exists. In a single pass it creates the site, grants read access to everyone, creates the folder structure and the catalogue, stores the three starter templates and installs the content model. The last step is the reason for tying this to an administrator: nobody else may write to Data Dictionary / Models. If only that step fails, the site is created anyway; the Attributes tab then offers to install the model afterwards.

Important: whoever runs the setup automatically becomes SiteManager and is therefore initially also the signature administrator.

4.3 Tasks of the signature administrator

All day-to-day work happens here, and it needs no administrator rights. The only prerequisite is the SiteManager role in the signature site.

- Create, design and delete signatures, upload logos and banners.
- Assign groups and set the order, which decides precedence.
- Set and end campaign periods.
- Maintain attribute values that apply to entire groups, such as company name, address, legal details and disclaimer.
- Decide whether users may choose their own default signature.

What they cannot do: define new attributes and maintain values on individual people. Both are master data and stay with the Alfresco administrator or come from the directory.

4.4 Handing over to the department

So that marketing or communications can work on their own, an administrator adds the people concerned in Alfresco Share as members of the signature site with the role **SiteManager**. From that moment they see the Management tab in the add-in and can do everything from section 4.3, without any further rights in the repository.

4.5 Working with the IT department

- **Setup by IT, operation in the department.** An administrator sets things up once and grants SiteManager roles. After that the department works independently.
- **Directory connection.** If the personal details come from Active Directory, nobody maintains people in Alfrodin. That removes the second reason for administrator rights entirely.
- **Time-limited rights.** IT raises the person responsible for setup and later model updates into the administrator group for a short while and demotes them afterwards. The Attributes tab shows when that is necessary.

5. Setting up step by step

5.1 Procedure

Email signatures are an **optional module**. You find it in the settings on the **Modules** tab, together with every other module Alfrodin brings along. Each module sits in a block of its own that names its state and can be expanded and collapsed. A module that has not been set up yet is expanded, because there is something to do; one that is set up is collapsed and carries the mark **Installed**. Setup and removal live in the same block: what you build in here, you also remove in here.

The tab is shown to Alfresco administrators only. Alfrodin recognises whether a module is set up by the read permission on the corresponding site. Users without that permission would see "not installed" there although the module is running.

- Sign in to the add-in as an Alfresco administrator.
- Open Settings / Modules. The block "Email signatures" appears as long as no site exists.
- Enter a display name for the site, for example "Email signatures", and start the setup.
- After a few seconds the entry "Email signatures" appears in the add-in's kebab menu.
- Appoint signature administrators (section 4.4).
- Review and adjust the three starter templates, then release them with "Publish".
- Upload a logo to the assets/ folder if you want to use the Enterprise template.

After the setup nothing is published yet. The three starter templates are **drafts**, and the setting "Users may choose their own default" is initially **off**. No signature reaches a mailbox before you release it. You decide what gets published and whether your users may choose their own defaults.

5.2 Removing the feature again

Everything Alfrodin creates during setup can also be removed again. The intended way is the button **"Remove email signatures"** in Settings under **Modules**, in the same place where the setup happens: as long as no site exists it reads "Set up email signatures", afterwards its counterpart. Both appear only when you are signed in with an Alfresco administrator account.

Prerequisite

Removal requires access to the path **/alfresco/service** on your Alfresco server (the web script console, see below). In some hardened environments an upstream proxy blocks this path. In that case the process stops with a corresponding message **before** anything is deleted; release the path temporarily for administrators. It is only needed while attribute assignments still exist on people.

What the process does

The confirmation dialogue first shows what was found: the number of signatures, the number of people with an attribute assignment and whether the attribute model is installed. To confirm, type the site identifier **alfrodin-signatures**. The removal then runs in a fixed order, and every step appears in the log:

- The attribute assignment (aspect **alfrodin:personTitles**) is removed from all people. Their personal settings, that is favourites, dashboard, recently visited areas and the profile picture, dashboard and recently visited areas, remain untouched.
- The site **alfrodin-signatures** is deleted permanently, together with all signatures, templates, images and the version history, without going through the trash.
- The attribute model in Data Dictionary / Models is deactivated and deleted.
- The local selection and the cache for automatic insertion are cleared.

About the helper script: for the first step Alfrodin places a small web script under **Data Dictionary / Web Scripts Extensions** for a few seconds and removes it immediately afterwards; the log records both. The detour is necessary because Alfresco's REST interface cannot safely remove an aspect from a person (reasons below). The script can only be called by administrators, can remove this one aspect and nothing else, and is deleted again even if the process is cancelled. Should the cleanup fail in an exceptional case, the log names the nodes concerned so that you can delete them in Alfresco.

Effect on other users: the menu entry disappears for every user the next time they open the task pane. Until then, automatic insertion may still use the previous signature from the mailbox cache; that cache clears itself the next time the task pane is opened.

Switching off temporarily instead of deleting: if you only want to pause the feature, delete nothing and instead remove the read permission of the **EVERYONE** group from the site in Alfresco. The area then disappears for all users, all signatures are preserved, and switching it back on is a single step.

⚠ **For your own scripts and tools: never send aspectNames to the people interface (PUT /people).** When reading, that interface returns an incomplete aspect

list; among others it hides **cm:preferences**, which holds all of a user's personal settings. A write operation, however, replaces the entire list, and cm:preferences cannot be added manually either (the interface rejects it with "NameSpace cannot be used by API"). Anyone who reads there and writes back therefore inevitably deletes the favourites, dashboard, recently visited areas and the profile picture of the person concerned. That is precisely why the removal uses the helper script described above.

6. The three starter templates

Three levels of detail are supplied. They contain placeholders only; the content comes from your own master data.

Template	Content	Delivered for
Minimal	Closing line and name	replies
Simple	Name with titles, company, address, mobile, email	new messages
Enterprise	additionally department, logo, all contact channels, legal details, privacy note, disclaimer	new messages

All lines are set to "hide when empty": a detail that has not been maintained leaves neither a gap nor a label without a value.

The examples are drafts and reach nobody until you explicitly publish them (section 8.1). That way nobody receives a sample signature in their mail before anything has been adapted to your company.

Proven approach: duplicate instead of starting over

A company signature is created faster from a copy than from scratch. Pick the starter template closest to your goal and create a copy through "Duplicate" in the row's menu. The copy brings everything ready-made with it: structure and order of the building blocks, spacing, font sizes and colours, the linking of the contact channels and above all the "hide when empty" setting on every single line.

After that you only change what is yours: the display name, the group assignment and the building blocks you do not need. That is done in a few minutes, whereas building it by hand costs time mainly through the many small details.

- The copy lands **directly below the original**, not at the end of the list. As the order is the priority, it is therefore already in a sensible place.
- It is likewise a **draft** and does not go live by accident. Publishing is a separate, deliberate step.

- Duplicating is also the shortest way to a second language version: create a copy, switch the language, translate the texts. Structure and design then stay identical by construction.

The starter templates themselves can be edited just as well. If you want to keep them for comparison, work on a copy instead; if you no longer need them, delete them.

Also supplied are a placeholder logo and a network icon in the assets/ folder, plus **example values of the fictitious "Beispiel GmbH"** (address, contact channels, VAT ID, commercial register including court, privacy link, disclaimer). They are attached to the group of signature administrators so that the Enterprise template looks complete right away.

Caution before going live: these example values permanently fill every gap that is maintained neither on the person nor in the Alfresco profile (rank 3 of the chain in chapter 9.3), although only for signature administrators. Delete them on the "People & groups" tab as soon as you work with real signatures, otherwise "Beispiel GmbH" may end up in a real email. You should likewise replace the placeholder logo with your own.

7. Designing signatures

The designer opens from the management area, either through "New signature" or through "Design" in the kebab menu of a row. The building blocks are on the left, the preview with your real profile data on the right.

The working area can be divided up: the separator between building blocks and preview can be dragged with the mouse, and the split is kept for next time. The preview has a zoom level (buttons at the top right, or Ctrl together with the mouse wheel) so that you can judge spacing and font sizes. The zoom affects the display only, not the signature.

7.1 Building blocks

Building block	Purpose
Text	one line made up of any number of elements: fixed text, placeholder, bold, italic, link
Image	graphic from the assets/ folder, with width and alternative text
Banner	like an image, intended as a campaign area
Divider	horizontal line in a colour of your choice
Blank line	deliberate spacing; an empty text block would collapse in emails

A **text** building block consists of elements, and every element has a type:

Element type	Behaviour
Attribute	inserts the maintained value; if it is empty, the place stays empty
Text	fixed text, always appears, including labels such as "Phone: "
Separator	from a list (comma, space, middle dot, vertical bar and others); appears only when there is actually something to its left and to its right

Always use this type for separators and not a text element with a comma in it. Only then does the character disappear together with a detail that has not been maintained. Otherwise you get lines such as "Hauptstrasse 1, 1010 Vienna," with a comma followed by nothing, because the country has not been maintained. Conversely, a text element is left untouched on purpose: "Beispiel GmbH | since 1998" is meant to keep its bar even when an attribute next to it is empty.

Every building block knows four settings: **hide when empty** (relating to one attribute), **spacing** in pixels as well as **size** and **colour** of the font. If the latter two are left empty, the font of the whole signature applies; the pre-filled field shows the inherited value. Image and banner blocks additionally have a **link target**, for example the network profile behind an icon.

Changing the order: drag a building block by the handle on the left of its header to the desired position; a line shows where it will land. Alternatively, the arrows next to it move it by one position each.

7.2 Placeholders

Placeholders are inserted from a list, not typed. They are divided into two groups: **Account** (name, display name, email from the Alfresco user account) and **Alfrodin attributes** (chapter 9). A special case is **name with titles**: it assembles function title, preceding and trailing title correctly and simply omits missing parts.

7.3 Fonts and corporate fonts

You can choose email-safe fonts or your own corporate font. You read the name of the corporate font from a TTF, OTF or TTC file through "Choose font file"; the file is neither stored nor sent anywhere.

Important: email programs cannot load fonts. Your corporate font only appears for recipients who have it installed on their device. A fallback from the list of safe fonts is therefore mandatory. With "Simulate fallback font" the preview shows exactly what recipients without your corporate font will see.

7.4 Image sizes and sharpness

For automatic insertion to work, the finished signature including its embedded images is held in a small cache in the mailbox. That cache is limited, which is why Alfrodin is economical with images.

- **Images that are too large are reduced automatically.** Below the image selection you see the file size and whether that is necessary. Reducing can cost sharpness, so it is announced beforehand.
- **Recommendation:** at most 8 KB per image. An image width of about twice the display width is enough for a sharp appearance, including on high-resolution screens.
- **The display width is limited** to 800 pixels, because the body of an email is rarely wider, and additionally to the width of the image itself. Enlarging an image beyond its original size only makes it blurry without making the file bigger.
- Animated GIF images are not reduced, because they would turn into a still image. Keep them small from the outset.

7.5 Banners: embedded or referenced

With the banner block you decide where the image comes from. The choice has consequences, which are shown right next to the option in the interface:

Image source	Advantage	Disadvantage
Embedded	Always appears, even when the recipient blocks external images.	Subject to the size limit and reduced if necessary.
Referenced	Any size, without a limit, and replaceable at any time without changing the signature.	Many email programs block external images until the recipient allows them.

Rule of thumb: your company logo belongs embedded, it has to appear always and it is small. A large campaign banner is usually better off as a referenced image, not least because you can then still swap the motif after sending. Referenced images need a publicly reachable address; a file from a protected Alfresco site is not suitable for this.

8. Assignment, order and campaigns

8.1 Type, language and groups

When creating a signature you set four things, and the same four can be changed later through "Edit": **display name**, **type** (new messages, replies and forwards, or all), **language** and **groups**.

No group means: applies to all users. The group search queries the server from the second character entered and also shows site groups. The language is mandatory and described in section 8.4.

Draft or published

Every signature is either **published** or a **draft**. A draft reaches nobody, not even the groups assigned to it, and it carries a clear marker in the list. You switch through the signature's menu: "Publish" or "Withdraw as draft".

You need this in two situations. First, to prepare a signature calmly without half-finished work landing in mailboxes. Second, to put a signature on hold temporarily without deleting it; its design and version history are preserved. The draft state outweighs everything else: a draft stays invisible even within a running campaign period.

Why this switch is needed: an empty group list means "all users" and not "nobody". Without the draft state there would be no way to create a signature without delivering it to someone at the same time.

8.2 Order is priority

Belonging to several groups is the normal case: someone in sales who is also on the management board matches several assigned signatures. The list in the management area is therefore also the order of priority. For every user, the **topmost signature that is assigned to them, published and currently active** wins per type. Drafts and expired campaigns are skipped.

As a rule of thumb: special cases at the top, the general house template at the bottom. The house template then applies to everyone who is not a special case.

Changing the order: the two arrows at the right-hand edge of a row move the signature by one position each. Every change is saved immediately; there is no separate save step.

What happens to the other matches depends on section 8.5. If free choice is released, the user can make one of the others their default under "My signatures". If it is not released, they can see them but cannot change anything; this order alone then decides.

As the list grows longer, a **search field** appears above it. It only hides rows and leaves the order untouched, because that order is the priority.

8.3 Campaigns

Through "Campaign period" a signature receives a start date, an end date or both; both limits are inclusive. Outside that period the signature is inactive and is skipped in the priority order, without anyone having to remove it. Combined with a group assignment, a campaign can be limited to individual areas, for example a trade fair invitation for the sales team only.

The state is shown on the signature: the management list shows the period as a badge, marked "scheduled" before the start date and "expired" after the end date, with no extra word in between. Expired campaigns therefore remain visible until they are deleted, but are recognisable as finished at a glance. Under "My signatures" the period is shown on the signature as well; only running campaigns appear there.

When the switch takes effect: in automatic insertion, start and end apply the next time the task pane is opened after the boundary, not to the minute. Under "My signatures" the view is always current.

8.4 Multilingual signatures

A German and an English version are **two entries in the same list**, both assigned to the same group. There is deliberately no second catalogue per language: the order of this one list is the priority, and with two lists it would no longer be decidable which one wins.

Every signature carries a language, chosen when it is created and in the edit dialogue, and it is mandatory. That also applies to campaigns: a banner with text is just as language-bound as a closing line. The default is the language you are currently using Alfrodin in. In both lists the language appears as a short code on the signature, even when only a single language is maintained.

The signature language is independent of the languages Alfrodin itself is operated in. You can maintain an Italian signature even though Alfrodin does not offer Italian as an interface language. Under "Frequent" at the top you find Alfrodin's interface languages together with the languages you have already used. Below that, "Business languages" lists around 50 languages common in business, and "More

languages" lists all the rest. The groups serve orientation only: **every language remains selectable**, none is excluded. Once used, a language appears at the top in the quick selection from then on. The name is shown in your interface language; what is stored is the two-letter language code (for example "it").

Under "My signatures" your staff choose their language once and from then on always receive the matching version, including with automatic insertion. This choice only appears once the catalogue holds more than one language, because before that there would be nothing to decide.

This language choice also takes effect when you have not allowed free choice of the default signature (section 8.5). The user is not choosing someone else's signature, only the version in their language.

Which signature applies in the end is decided by this order:

Rank	Rule	Applies when
1	The user's fixed choice (star), including an explicit opt-out	only when free choice is allowed
2	The user's language choice: the first assigned signature in that language	always
3	Order in the management area: the first assigned one at all	always

Important in practice: if a user has fixed a particular signature with the star, that one wins even when it belongs to a different language than their language choice. The more specific beats the more general, otherwise the star would have no effect. In this case Alfrodin points that out below the language choice, so that nobody searches in vain for why the language does not take effect. Anyone who wants the language choice to apply clears the star.

8.5 Letting users choose

The switch "Users may choose their own default" releases the choice. When it is on, everyone can set one of the signatures assigned to them as their default under "My signatures", or opt out entirely for one type; in that case the native Outlook signature is suppressed as well. When it is off, the catalogue order alone applies.

9. Attributes

Attributes are the properties that are inserted into the signature through placeholders. Twenty-three are built in, and you can create more.

9.1 Built-in standard set

Group	Attributes
Titles	function title, preceding title, trailing title
Position	position, department, division, company
Address	street, postal code, city, country (three forms, see below)
Contact	phone, mobile, fax, website, LinkedIn
Legal	VAT ID, commercial register, register court, privacy link, disclaimer

The country in three forms. Depending on the purpose, a line needs a different spelling, which is why there are three separate attributes. Maintain only the ones you use:

Attribute	Content	Example
Country code	two letters according to ISO 3166-1 (alpha-2)	AT
Country	long form in the local language	Österreich
Country, international	English short form according to ISO 3166-1	Austria

Selection instead of typing: in the people dialogue, and likewise when maintaining group values, the list **Select country** sits above the fields. One choice there fills all three attributes together and consistently. The three fields below show the result and are **not directly writable**: maintenance happens exclusively through the list, so that the three forms cannot drift apart. To clear them, choose the first, empty entry of the list. The list is displayed in your interface language; for the English form, the standardised ISO name is always stored, so that the same value results no matter which device it is maintained on.

For domestic mail the local language is usually enough, for international correspondence the English form is customary, and the code fits into compact legal lines. A note on precision: ISO 3166-1 standardises only the code and the English short form; "Österreich" is the German name and is not part of the standard, which lists English and French only.

All of them are switched on by default. On the Attributes tab each can be switched off, which affects visibility in the selection lists only: values already maintained are preserved and continue to be rendered.

9.2 Your own attributes

"Add attribute" creates additional fields. The key is derived from the label and may contain lower-case letters and digits only. Creating is **additive**: once created, an attribute stays in the content model so that maintained values are not lost.

9.3 Where a value comes from: the order of precedence

For every attribute Alfrodin looks for the value in a fixed order and takes the first one it finds. This chain explains why some details appear even though nobody maintained them in Alfrodin.

Rank	Source	Maintained by
1	Value on the person (People & groups tab)	Alfresco administrator
2	Standard field in the Alfresco user profile, see below	the user themselves or directory synchronisation
3	Value on a group (People & groups tab)	signature administrator
4	nothing found: the line is omitted	none

A value on the person therefore always beats the group value, and a value maintained in Alfrodin beats the standard field of the profile. If someone is in several groups that carry values, the order of the group list decides.

What applies to an entire unit belongs on the group: company name, address, legal details, disclaimer. Only what differs per person is maintained on the person.

9.4 These attributes come from the profile without maintenance

Eight attributes have a counterpart in the Alfresco user profile and are read from there as long as nothing is maintained in Alfrodin (rank 2 of the chain). With a connected directory, synchronisation fills those same fields, so these eight are available without any additional configuration.

Alfrodin attribute	Field in the Alfresco profile
Position	Position
Phone	Telephone
Mobile	Mobile
Company	Company details: name
Street	Company details: address, first line

Alfrodin attribute	Field in the Alfresco profile
City	Company details: address, second line
Postal code	Company details: postcode
Fax	Company details: fax

The address lines can be used freely in Alfresco; the usual arrangement is assumed, with the street on the first and the city on the second line. If that does not match your setup, maintain the attributes concerned in Alfrodin, and rank 1 applies. All other attributes, such as country, department or the legal details, have no counterpart in the profile and have to be maintained.

9.5 Updating the attribute model

The attributes are stored in Alfresco as a content model. If the standard set grows with a new Alfrodin version, or if you create an attribute of your own, that model has to be brought up to date. This happens **additively**: attributes are only ever added, never removed or renamed. Maintained values remain untouched, and at no point is it necessary to delete anything.

Who triggers the update? Alfrodin is a pure add-in without a server service; the update therefore happens from within the add-in, in the name of the signed-in user. Since only administrators may write to Data Dictionary / Models, the rule is: **as soon as an administrator opens the Email signatures area, Alfrodin checks the model and brings it up to date if needed**, once per session and without asking.

If no administrator opens that area for a longer time, the model stays at its old level and a new attribute is missing from the selection lists. So that this does not go unnoticed, the Attributes tab shows a note with a button for updating immediately in that case. **Recommendation:** after every Alfrodin update, an administrator opens this area once.

A practical example: the standard set contains "commercial register" and "register court" as two separate attributes, because the number and the competent court are two independent mandatory details (§ 14 UGB in Austria, § 35a GmbHG in Germany). When such an attribute is added with a new Alfrodin release, it is missing from the selection lists until an administrator has opened the area once; values already maintained remain unchanged.

10. Connecting to Active Directory or LDAP

Alfrodin reads from Alfresco only. Whether a directory sits behind it is not visible to the add-in. The connection therefore falls into two parts that work independently of each other.

10.1 Groups come for free

Alfresco's directory synchronisation mirrors directory groups as Alfresco groups, including nested memberships. The assignment in the signature catalogue refers to exactly those groups. If somebody changes department, the signature moves with them as soon as the next synchronisation has run. No additional configuration is needed for this.

A note on organisational units: OUs are containers, not groups; membership of an OU is not mapped as a group membership. Use the existing departmental security groups, or maintain a mirror group per OU, as is common practice in many directories.

10.2 Attributes need a mapping

The twenty-three Alfrodin attributes live in the namespace **<http://www.alfrodin.com/model/email-signatures/1.0>** on the person object. So that directory synchronisation fills them, extend the mapping of the synchronisation subsystem. Place a context file of your own under `shared/classes/alfresco/extension/subsystems/Synchronization/` that sets the mapping table of the user directory. The key is the fully qualified name of the property, the value the attribute in the directory:

```
<entry key="{http://www.alfrodin.com/model/email-signatures/1.0}telephone"
value="telephoneNumber" />
<entry key="{http://www.alfrodin.com/model/email-signatures/1.0}department"
value="department" />
```

Two pitfalls. First, your table replaces the supplied one entirely; the standard entries for user name, first name, last name and email must therefore remain in it. Second, synchronisation is the leading source: if an attribute is mapped, the next run overwrites the value maintained in Alfrodin, and an empty directory field clears it. Decide per attribute whether it comes from the directory or is maintained by hand.

Common counterparts in Active Directory:

Alfrodin attribute	Directory attribute
Position	title

Alfrodin attribute	Directory attribute
Department	department
Division	division
Company	company
Street	streetAddress
Postal code	postalCode
City	l
Country	co
Phone	telephoneNumber
Mobile	mobile
Fax	facsimileTelephoneNumber
Website	wwwHomePage
Preceding title	personalTitle
Function title, trailing title	no standard attribute; can be mapped through extension attributes

10.3 What works without a mapping

The eight attributes from chapter 9.4 are available without any additional configuration: position, phone, mobile, company, street, city, postal code and fax. Standard synchronisation fills exactly those profile fields, and Alfrodin reads them from there. For all other attributes the mapping from 10.2 is required.

10.4 How long it takes

A change in the directory does not become visible immediately. It passes through Alfresco's directory synchronisation, whose interval you set yourself, and after that through the update in the add-in the next time the task pane is opened. Expect hours, not seconds.

11. Automatic insertion

When a compose window opens, Alfrodin inserts the applicable signature and at the same time switches off insertion of the native Outlook signature. The basis is a small cache in the mailbox, which the task pane updates when it is opened and after every change to the catalogue.

- **Prerequisite:** the task pane has to have been opened once after the setup so that the cache is filled.
- **Size:** the cache is limited. Images that are too large are reduced automatically (chapter 7.4); only if even that is not enough is the image omitted, and the management area points that out.
- **Campaigns:** the start and end of a campaign period take effect here the next time the task pane is opened after the boundary (chapter 8.3).
- **Embedded images** are sent along as an attachment, not as a reference to a server. They therefore also appear for recipients who block external content. Referenced banners (chapter 7.5), by contrast, do not burden the cache at all.

12. Security and data protection

12.1 Where the data is stored

Signatures, templates, images, catalogue and attribute values are stored exclusively in your Alfresco. Alfrodin operates no data storage of its own and stores no documents, signatures or personal data on the manufacturer's servers. In addition, Outlook keeps a rendered version of each user's own default signature in the mailbox so that it is available without delay when composing; that data stays within your Microsoft 365 tenant.

12.2 The data path

Alfrodin preferably talks to your Alfresco directly; the connection type is visible in the settings. Only if your server does not allow a direct connection from the browser does the request run, transport-encrypted, through a relay service of the manufacturer, which passes content through and does not store it.

12.3 Access protection

The signature site is **private**. All users receive read access through the EVERYONE group so that everyone gets their signature; write access is held only by members with the SiteManager role. Anyone who may not read the site does not see the feature in the add-in at all.

All rights are enforced by Alfresco, not by the add-in. The add-in hides functions for which the user lacks the rights; even if somebody bypassed that display, the server would reject the request. There is no way to see or change more through Alfrodin than the Alfresco account allows.

12.4 Content security

Signatures are built from building blocks, not from free HTML. The result is additionally filtered before insertion: only markup that email programs display safely is allowed, and links only to the protocols http, https, mailto, tel as well as embedded images. Scripts, embedded frames and event attributes are removed. Even a manipulated template field therefore cannot bring active content into the email.

12.5 Traceability

Every change to a signature creates a new version of the files concerned in Alfresco, with a timestamp and a user. Deleted items go to the site's trash. Who changed or assigned which signature and when is therefore verifiable with the usual Alfresco means, without Alfrodin having to keep a log of its own.

12.6 Data minimisation

Alfrodin does not record who used which signature when. There are no usage statistics and no feedback to the manufacturer. The attribute values that appear in signatures are exclusively business contact details that are communicated externally.

13. Introducing it in the company

- Set up the site and first create a signature without a group assignment, which therefore applies to everyone.
- Maintain the attributes that are the same for everyone on a group rather than on every person.
- Test with a small pilot group by assigning a second signature to that group only and placing it at the top.
- Only if you have to update Alfrodin for this feature first: allow up to a day for the new release to be distributed. Outlook in the browser receives it considerably faster than the desktop programs. If Alfrodin is already running in a release that includes email signatures, this point does not apply.
- Ask users to restart Outlook once after the distribution and to open the task pane.

14. Troubleshooting

Observation	Cause and remedy
The menu entry is missing	The site is not readable for the user. Check read access for all users; the management area shows a warning about this.
The setup card is missing	It appears only for Alfresco administrators and disappears as soon as the site exists.
No signature when composing	Open the task pane once, restart Outlook. If it appears in Outlook in the browser but not on the workstation, distribution of the manifest has not arrived yet.
Two signatures	A second source is also inserting a signature, for example a transport rule or a second add-in using the same event.
Attributes stay empty	Maintain values on the person or the group. With a directory connection, check the mapping from chapter 10.2.
New attribute missing from the list	The content model is older than the add-in. An administrator opens the area once, or uses the button on the Attributes tab.
People & groups or Attributes tab missing	Both require Alfresco administrator rights.
Logo missing	The file has to be in the assets/ folder and selected in the image block. Very large images are removed when caching.
Corporate font does not appear	Expected behaviour for recipients without that font. The fallback set applies; check it with the simulation.

15. Limits

- Fonts cannot be delivered along with the message; what matters is what is installed on the recipient's device.
- Signatures are tied to composing in Outlook. Messages from other programs or from servers do not receive them.
- Assignment happens through Alfresco groups. Groups from other sources have to reach Alfresco first.
- Maintaining values on individual people remains tied to administrator rights, because Alfresco provides no finer role for it.
- Very extensive designs are subject to a size limit of the email program.