Finding What’s New

One key to effective and efficient teamwork is knowing what people are working on and what they are saying. UMVibe enables you to view and act on new entries by using the What’s New page. You can view new entries, comment on entries, and more.

From the Landing Page, click on the What’s New menu in the Action Toolbar:

The What’s New page will initially default to a “Site Wide” perspective. By clicking the appropriate category in the What’s New Navigation Panel, you can view entries for any of the following categories:

- **Current folder or workspace** – Displays new entries in the folder or workspace that you are in when you click What’s New in the Action toolbar.
- **My Favorites** – Displays new entries in your favorite places.
- **My Teams** – Displays new entries in your teams.
- **Followed People** – Displays new entries that have been added by the people you are following.
- **Followed Places** – Displays new entries that have been added to the places you are following.
- **Site Wide** – Displays new entries that have been added anywhere in the UMVibe site.
Viewing a New Entry
The title of a new (unread) entry will appear in bold, blue text and will have a blue “bubble” to the left of it. To the right of the title will be the type of entry (task, wiki, file, discussion, etc.) in grey text. The following example shows a new entry titled “Vibe Workspace Administrators,” which is located in a Calendar folder:

To view an entry:
- Click on the title of the entry.
- The entry will open. You will be able to view, modify, make comments, etc.

To return to the What’s New page, select Close in the upper right corner of the entry.

Actions Menu
While on the What’s New page, to the far right of each entry is the Actions menu ( ). This menu will allow you to do the following:

- Mark the entry as Unread.
- Reply to the entry.
- Share the entry.
- Subscribe to the entry.
- Tag the entry.

Displaying Only Unread Entries
By default, the What’s New page displays all entries. If you want to display only Unread entries:
- On the What’s New page, click Showing all entries in the upper right corner.
- Then click Show Unread.