General Workspace Management

Your UMVibe site is made up of various workspaces. Workspaces are designated areas where people can work together to accomplish tasks. UMVibe supports multiple types of workspaces, including personal workspaces, where you can store items such as your personal files, calendars, and tasks; and team workspaces, where you can collaborate with team members by sharing ideas, files, and more.

This document is geared to give you additional information on managing your workspaces once you have already become familiar with personal and team workspaces. If you are new to UMVibe, it is recommended that you review the Personal Workspace and Profile and How to Create a Team Workspace documents first. Then, once you are familiar with these workspaces, continue learning more with this document.

Creating a New Workspace/Adding a Sub-Workspace
UMVibe enables you to create new workspaces in any workspace where you have appropriate rights.

- Navigate to the workspace where you want to create a new workspace.
- Click the Workspace menu.
- Select New Workspace. The New Workspace page will appear:

  ![New Workspace Page](image)

- Click in the Workspace Title field to enter the workspace name. If you leave this field blank, the workspace is titled “Workspace.”
- Select the type of workspace that you want to create.
  - If you select “Team Workspace,” the Team Members section will appear so that you can add team members.

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In the **Workspace Folders** section, click the checkbox to the left of each type of folder you want to include in your workspace.

In the **Announcement** section, if you want to send an e-mail announcement to team members, click the checkbox for **Announce the Creation of This Workspace**.

Click **OK**.

### Modifying a Workspace

After the workspace has been created, you can modify the workspace title and description, change the icon that represents the workspace, and upload attachments to the workspace.

- Navigate to the workspace that you want to modify.
- Click the **Workspace** menu.
- Select **Edit Workspace**.
- Modify the workspace as desired; then click **OK**.

### Deleting a Workspace

- Navigate to the workspace that you want to delete.
- Click the **Workspace** menu.
- Select **Delete Workspace**. The Delete Workspace page will appear:

  ![Delete Workspace Page](image)

- (Optional) Select **Purge this workspace immediately** if you want to purge the workspace so that it cannot be recovered.
  - **IMPORTANT:** Selecting this option means that the workspace and all folders and entries are *unrecoverable*; they are *permanently* deleted from the UMVibe site.
  - If you do *not* select this option, you can undelete the workspace as described on Pg 3 following.

- Click **OK**.
Un-deleting a Workspace
UMVibe enables you to un-delete a workspace that you previously deleted, restoring it to its previous location.

- Navigate to the workspace where the deleted workspace previously resided.
- Click the Trash folder in the Navigation Panel.
- The Trash page displays all workspaces, folders, and entries that have been deleted in or below the current workspace. Items that have been purged are not displayed because they are unrecoverable.
- Select the workspace you want to un-delete. In addition, select any folders which the workspace contained that you also want to restore.
- Click Restore.

The workspace and any folders that you selected are restored to their previous location.

Copying a Workspace
- Navigate to the workspace that you want to copy.
- Click the Workspace menu.
- Select Copy Workspace. The Copy Workspace page will appear:

![Copy Workspace](image)

- Use one of the following methods to copy the workspace:
  - Select the Destination Folder or Workspace – Use the Workspace tree to navigate to and select the folder or workspace where you want to copy the workspace.
  - Find the Destination Folder or Workspace – In the provided field, specify the name of the folder or workspace where you want to copy the workspace.
- Click OK.

Moving a Workspace
Moving a workspace is identical to the steps for copying a workspace described just above, except that you'll select Move a Workspace from the Workspace menu.
Generating Activity Reports for a Workspace

UMVibe enables you to generate reports about the activity that has occurred in a particular workspace.

- Navigate to the workspace for which you want to generate the activity report.
- Click the **View** menu.
- Select **Activity Report**. The Folder Activity page will appear:

![Folder Activity](image)

- Specify the following information:
  - **Report Activity Between** – Select the date range for which you want to generate the activity report.
  - **Report Workspace or Folder Activity** – Select this option to see how many views, adds, modifies, and deletes have been made in the folder. You can generate a report for the following categories of users:
    - **Team Members** – Views the activity of individual team members only.
    - **All Users** – Views the activity of all UMVibe users. This option shows the name of each user who has had some type of activity in the workspace.
    - **Summary** – View a summary of all the activity that has occurred in the workspace. This option does not list individual users.
  - **Report on Workflow State** – Select this option to view the activity of a workflow. You can select to show the average amount of time the workflow spent in each state, or show the number of entries that are currently in each state.
  - **Select the Folders for Reporting** – Select the folders about which you want to generate the activity report. If you select the workspace, UMVibe generates an activity report that includes all folders in the workspace.
- Click **OK**.
Defining a User-Friendly URL for a Workspace or Folder

A user-friendly URL for your workspace or folder can make it easier for others to navigate to the workspace or folder.

- Navigate to the workspace where you want to define the URL.
- Click the Workspace menu.
- Select Configure Views, URLs and Controls.
- Click the Simple URLs and E-mail Addresses tab.

- In the Define simple URLs for this folder or workspace section, select one of the predefined global keywords from the Define URL drop-down list.
- In the provided field, specify the desired URL for the folder or workspace.
- Click Add.
- Click Close.

To Delete a defined URL, select the URL in the Currently defined URLs section, then click “Delete selected URLs.”