





Navigating Workspaces & Public Datasets

Functions within Workspaces

In Terra to share, delete, leave, or clone a workspace:

1. Login to anvil.terra.bio
2. Click on the  icon on the top left corner
3. Click on "Workspaces"
4. In the "My Workspace", "PUBLIC", or "Featured" tab click the  icon
5. Click on the function that you want to perform:



Clone



Leave



Share



Delete



*make sure you have the appropriate permissions to perform these functions

Sharing Workspaces

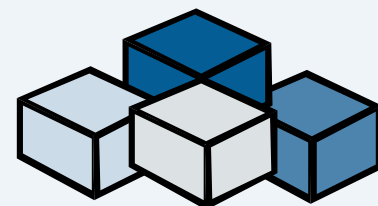
To share a workspace click on the  Share option:

- enter user emails you would like to share the workspace with
- select type of permission you would like the user to have (reader, writer, owner)

Cloning Workspaces

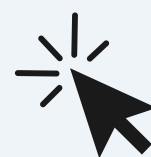
To Clone a workspace click the  icon and then click on the  (or *Clone*) option. There are two ways to clone a workspace: Quick Create Workspace and Create Workspace (longer format).

To quick create a cloned workspace:



Complete Basic Information and Billing tab

Enter Workspace name
Add an optional description
Select the Billing Project



Click on "Quick Create Workspace"

The cloned Workspace should now show up under your Workspaces.

To clone a workspace using the longer format:



Complete Basic Information and Billing tab

Add user emails and permissions in Sharing tab
Determine if additional security options tab settings are necessary
Click "Create Workspace"

Leaving and Deleting Workspaces

To leave a workspace click on the  Leave option:

- Click the "Leave Workspace" button

To delete a workspace click on the  Delete option:

- Type 'Delete Workspace' in the fill in space
- Note: the workspace will be permanently deleted with all its data and any users it is shared with will loose access

Cloned Workspace Components

Dashboard



a README for the workspace: it should contain information to help you understand the purpose and organization of the workspace

Data tab



Contains all the files associated with the Workspace: data, metadata, workflow outputs, etc.

Data Tables can link to files in other Workspaces or even files that live outside of Terra.

Using External Data

- To get started, find the pre-loaded data using [AnVIL datasets library](#) and export it into a new or existing workspace in AnVIL
- The [AnVIL Dataset Catalog](#) hosts NHGRI datasets (note access requirements)
 - Use data explorer to filter, search for datasets, and build your own custom dataset to export to AnVIL
- Pre-loaded data can also be found in featured and public workspaces which can be cloned for use