Polly Workspaces - FAQs

What are Polly workspaces?

Polly workspaces lets users reduce clutter and organize their projects in a folder system of choice. It is the single source of truth for the entire team, allowing them to seamlessly access the most recent versions of their notebooks, find analyses reports, and sort through large data files. Get started with Polly workspaces here.

What content can users store on a Workspace?

Polly workspaces let users store and manage all data, analyses, notebooks, and reports associated with their projects.

- Data: Files can either be uploaded directly onto the workspace (files lesser than 100 MB) or through Polly CLI (files more than 100 MB). Such files include tabular data files, image files, text files, etc. Curated datasets from an OmixAtlas can also be directly saved to a workspace.
- Notebooks: When a Polly notebook is launched, users can choose which workspace they want it saved in. Notebooks can also be directly uploaded and launched from within workspaces.
- Analyses: When a Polly application is launched, it automatically gets saved into a workspace of choice. Users can also save a specific saved state of their analysis workflow. All analyses stored on workspaces can be restored to a previously saved state.
- Reports: Results derived from an analysis(plots, processed data tables and dashboards) can be saved into a specified workspace. Such results can be saved as reports in PDF or HTML format and can be saved to a workspace.

Users can store and organize these contents as individual items or within a folder in a workspace. Multiple sub-folders can also be created in workspaces to store and organize contents as required.

Can users export files or analyses from workspaces?

Notebooks and other types of files (.pdfs, .txt, .CSV, .xlx,. GCT's, .h5AD etc.) can be exported from a workspace. These can be downloaded directly using the 'download' option or by using the file preview feature.

Can workspaces on Polly be shared with other team members?

Workspaces on Polly can be directly shared with any user, who has a registered Polly account, by admins. Learn how you can share workspaces here.
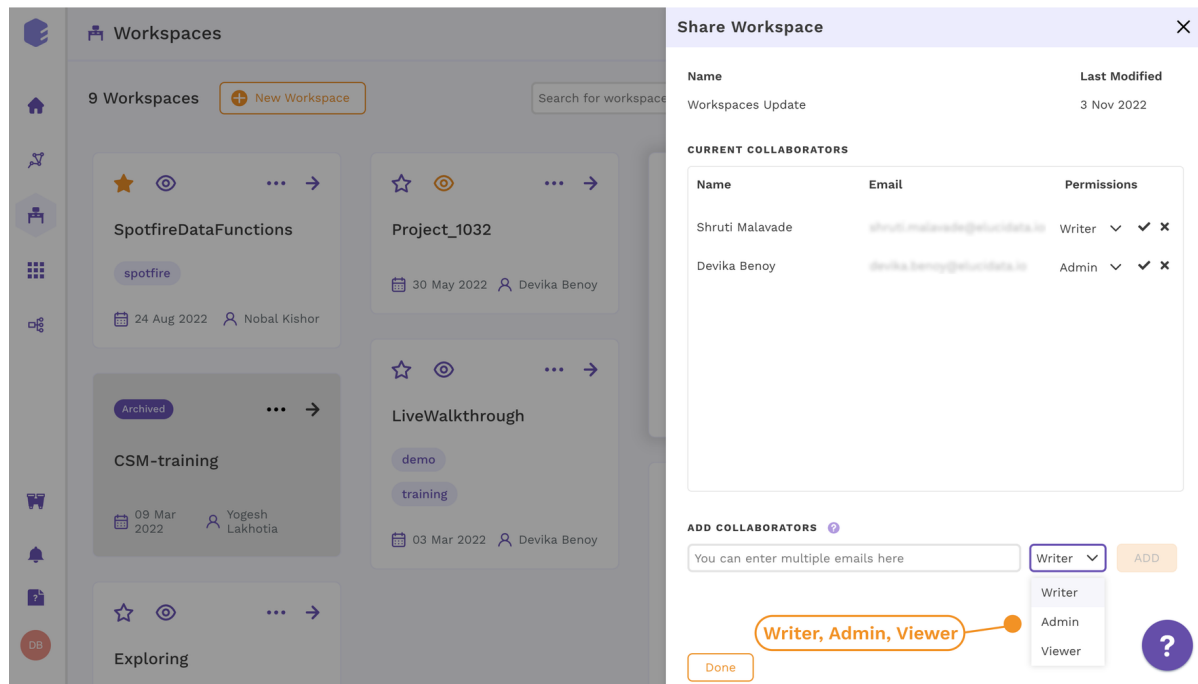
Can collaborators keep track of changes made to the contents of a workspace?

Collaborators can 'Watch' a workspace to see what changes have been made to its content. Users watching a workspace will receive notifications about all actions performed on the workspace, such as creating and updating content, copying or moving files, and so on.
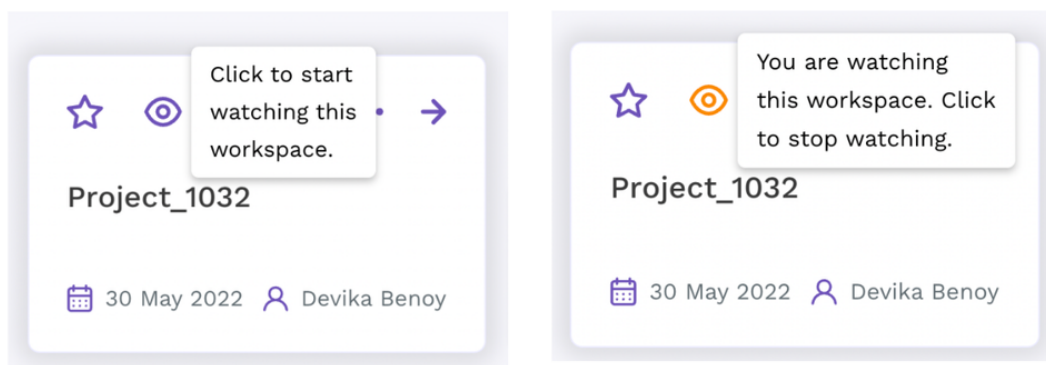
How can files within a workspace be shared externally?

Using the file preview option, users can generate preview-able files via secure links using:

- A restricted link option that limits access to users added to the specific workspace, or
- A global link option that allows URLs to be shared with any Polly user within your organization

To learn more about generating shareable links, watch this video. These links will not be operational for users without a Polly account.

To share with external stakeholders, files and notebooks from a workspace will need to be downloaded onto a local system.
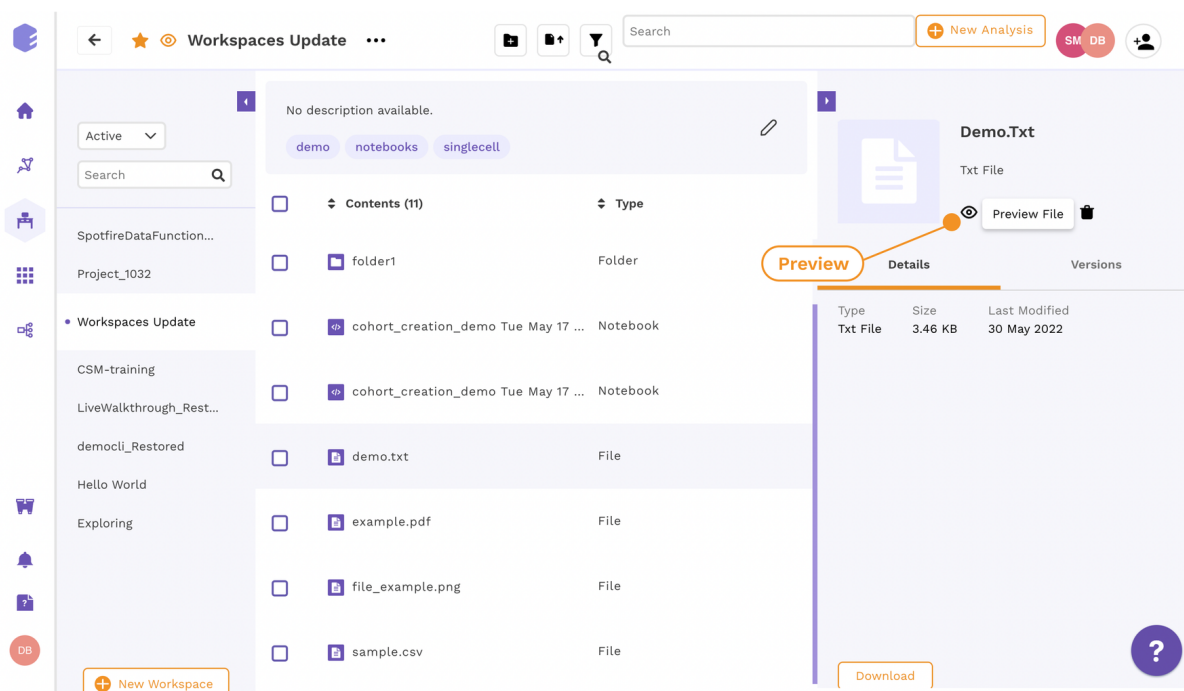
Can users search for workspaces? Which fields are enabled for searching workspaces?

Users can search by workspace name or tags using a search bar on the UI.

How can users easily manage/find workspaces?

Workspaces on Polly can be viewed as cards containing details like creation date and owners. With this card view, users can easily identify the workspaces of their choice and perform basic operations such as editing the details or archiving without having to enter the space.

Polly provides several options for easily locating relevant workspaces:
- Users can add custom tags to workspaces, in addition to names and descriptions.
- Users can also mark a workspace as a 'favorite' by bookmarking it using the star icon to the top-left of the card.
- Users can also filter workspaces using the filter option at the top-right of the UI.
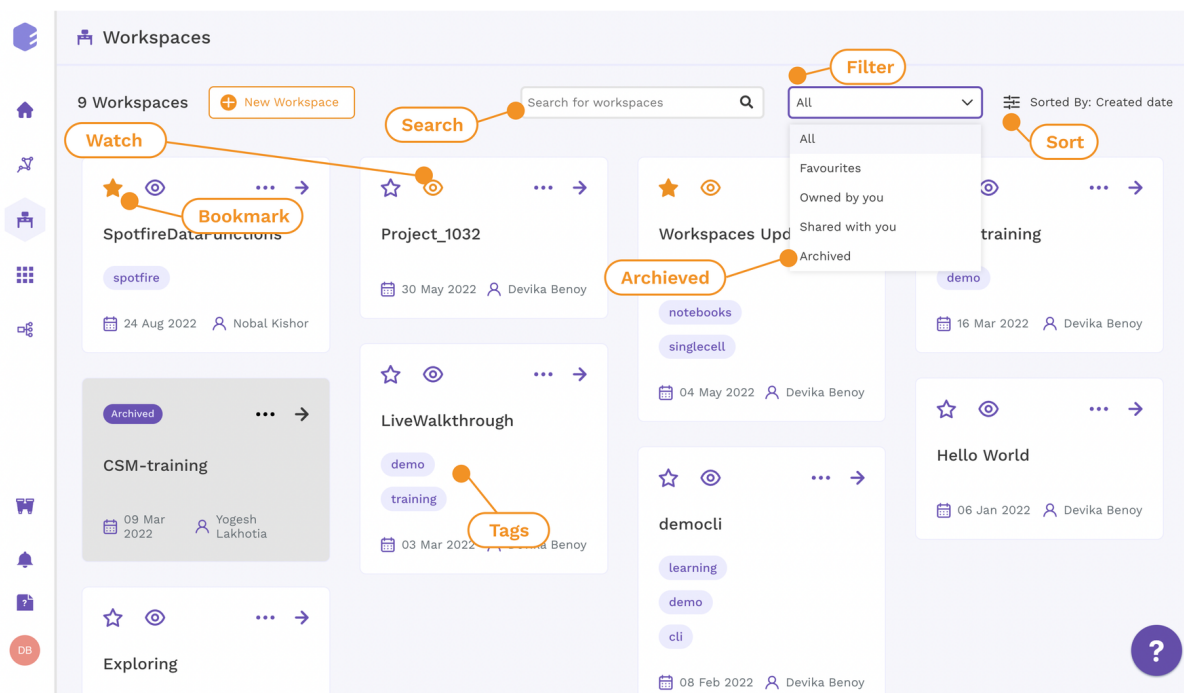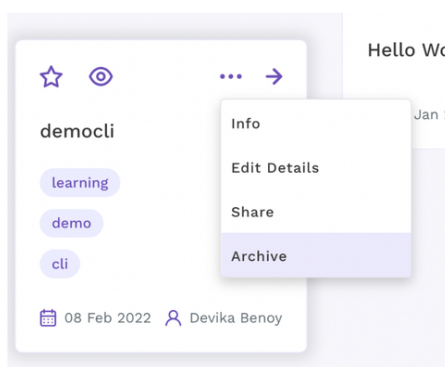
Watch these in action here.

Figure 1: Tags, Bookmarks and Watching in Card-View Layout

How can a workspace be deleted?

Workspaces can be archived using the 'Archive' option in the dropdown menu. Once they have been archived, users can permanently delete or restore them using the dropdown menu.