

# Novell Teaming

1.0

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USER GUIDE

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# About This Manual

This manual provides getting-started information for new users of Novell Teaming. Novell Teaming is implemented using ICEcore technology. The term “ICEcore” appears in the GUI (Graphical User Interface) and in many file/directory names and refers to the application technology that enables the Novell Teaming software. In this manual, the term “Novell Teaming” applies to all versions of the Novell Teaming software unless otherwise noted.

This manual presents more detailed descriptions of the information found in the Novell Teaming Quick Start Guide, including more pictures.

## Audience

This guide is intended for all new Novell Teaming users.

## Software and Documentation Version

This manual describes features in Novell Teaming Version 1.0. This is Version 1.0 of this manual.

## Contents of this Manual

This manual provides information about the following:

- ♦ Concepts and navigation
- ♦ Getting-started procedures
- ♦ Feature overview
- ♦ Glossary
- ♦ Troubleshooting

## Conventions

This manual uses the conventions described in the following paragraphs and table.

A greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

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When a single pathname can be written with a backslash for some platforms or a forward slash for other platforms, the pathname is presented with a backslash. Users of platforms that require a forward slash, such as Linux or UNIX, should use forward slashes as required by your software.

What you see	What it means
Click the <i>Add a team workspace</i> button.	Items that are clickable on the page are presented in italic font.
Click the <i>Getting Started</i> link.	

What you see	What it means
<b>Blog summary</b> - Provides a...	Defined terms in a list and note headers are presented in bold font.
<b>Note:</b> Remember that...	
Type <code>status</code> , then press Enter.	Text that you must type and file names are presented in <code>Courier</code> font.
Open the <code>ManagerGuide.pdf</code> file.	

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## Documentation Updates

For the most recent version of this manual (or others), visit the [Novell Web site \(http://www.novell.com/documentation/team\\_plus\\_conf/\)](http://www.novell.com/documentation/team_plus_conf/).

## Additional Documentation

You can find more information in the Novell Teaming documentation, which is accessible from links within the Novell Teaming software:

- ◆ Novell Teaming Help Mode
- ◆ Novell Teaming Quick Start Guide
- ◆ Novell Teaming Installation and Configuration Guide
- ◆ Novell Teaming Administration Guide

This document describes how to use Novell Teaming Help mode, which describes product pages and tools.

# Concepts and Navigation

# 1

Novell Teaming is collaboration software that bridges the gap between teammates working alone at their computers and working together during meetings. It provides spaces and tools for online teaming and conferencing.

This chapter provides overview information about the product and about navigating its pages. If you prefer to “learn by doing,” you may want to begin by reading [the next chapter](#).

This chapter includes:

- ♦ [Section 1.1, “Novell Teaming is Collaboration Software,” on page 1](#)
- ♦ [Section 1.2, “Navigating Workspaces and Folders,” on page 2](#)
- ♦ [Section 1.3, “Using Help Mode,” on page 14](#)

## 1.1 Novell Teaming is Collaboration Software

Collaboration using Novell Teaming facilitates online work, creating a “virtual meeting space.”

Here are examples of the increase in team synergy you experience when using Novell Teaming:

- ♦ You and your teammates can work together without having to be in the same room or working at your computers at the same time. Someone can post a note or document to a folder, and, at their convenience, teammates can comment on the work, review and edit files, and further develop the idea. With Novell Teaming, teamwork is ongoing and potentially never ending.
- ♦ When you are working online at the same time, the “presence” feature of Novell Teaming allows you to see which teammates are currently online, and allows you to start a chat session using Novell Conferencing, create an online meeting using Novell Conferencing, make a Skype phone call, and so on.
- ♦ Ideas are formed together, interactively, with your teammates. By the time you hold that meeting in the conference room, the team has already been a part of the formation of the idea, and teammates are more likely to understand it, buy into it, and assist with its implementation. Novell Teaming becomes a “pre-meeting” meeting.
- ♦ Documents are reviewed earlier in the process, allowing easier modifications and adjustments. Novell Teaming also makes it easier for more than one person to write a document, because of workflow processes that automate drafting and review, and because of Novell Teaming access control that easily designates writers and reviewers.
- ♦ Your collaborative process is preserved and publicly accessible in Novell Teaming. No more searching through e-mail folders in a frantic effort to “catch someone up” on a lengthy e-mail discussion. To review past discussions and decisions, or to review a previous version of a document, use the powerful search capability of Novell Teaming to locate historical information quickly and easily.
- ♦ Use various Novell Teaming tools in combination -- a milestones folder, tasks, workflow, discussions, chat, online meetings -- to track progress against goals for multiple teams working on a large project.

### 1.1.1 Novell Teaming is Knowledge Management Software

The out-of-the-box Novell Teaming tools alone provide powerful enhancements to online collaboration. In addition, when you use tools in combination and apply structure to content design, Novell Teaming becomes a powerful knowledge-management tool. Knowledge management involves the efficient development, management, access, and distribution of organizational knowledge.

Consider the following examples:

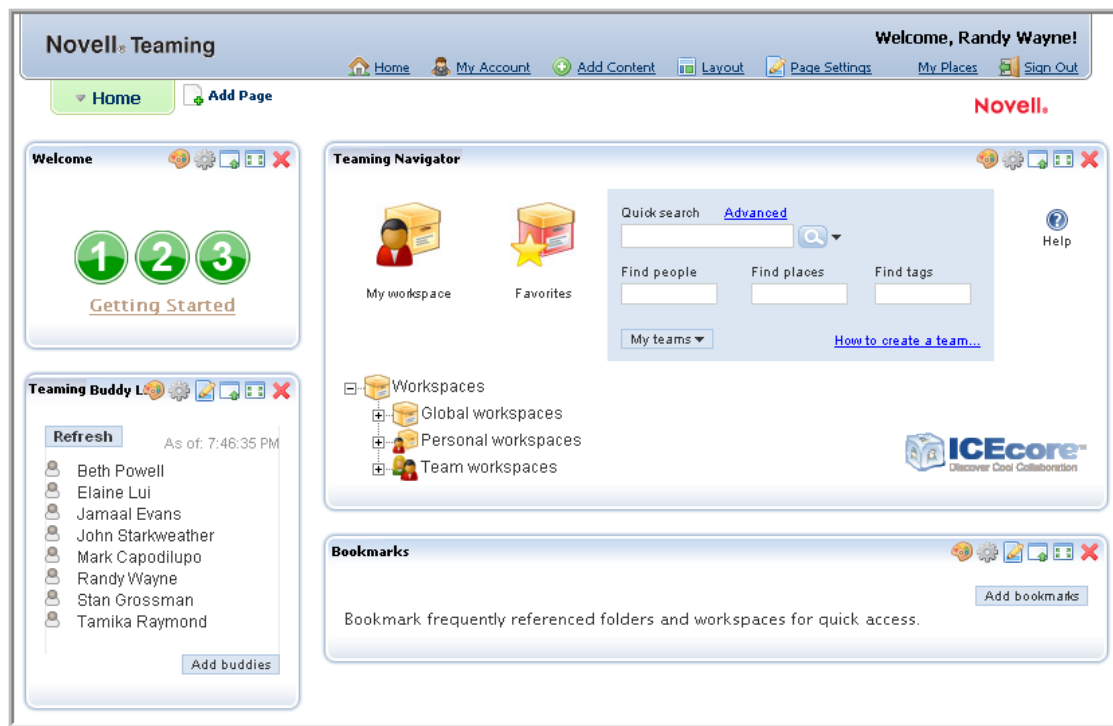
- ♦ When people use their personal workspaces to provide detailed information about themselves, the purpose of the workspace moves beyond merely contact data (phone numbers, e-mail addresses, Novell Conferencing user name, and so on). It enables searches for various subject-matter experts. Also, Novell Teaming analyzes its search results, telling you which people discuss your search topic the most and in which places these conversations are happening. It is easy to see pockets of expertise associated with your area of interest.
- ♦ Experts can rate entries in Novell Teaming using a five-star rating system (one star indicating the least impressive, and five stars being the most impressive), providing an additional tool for determining the quality of information.
- ♦ Novell Teaming provides tools -- wikis (information coauthored by all participants), blogs (chronological journal entries allowing for comments from readers), workflow (an online representation of a business process), and tags (categorical labels applied to items) -- which people can use to create and organize information organically, over time, in ways that map best to the team's natural work style. Using these tools, teams literally move their business processes online and automate their work.
- ♦ Novell Teaming provides work-area summaries, called accessories, that provide a snapshot of a potentially large amount of information, highlighting the most relevant data. For example, the accessory can present entries submitted by an expert on a given subject matter, or it can summarize task-completion information by providing a milestones overview.

## 1.2 Navigating Workspaces and Folders

Your Novell Teaming site administrator provides you with the web address (URL) used to access Novell Teaming, and your Novell Teaming user name and password.

After you sign in, you see a portal page, as shown on the following page.



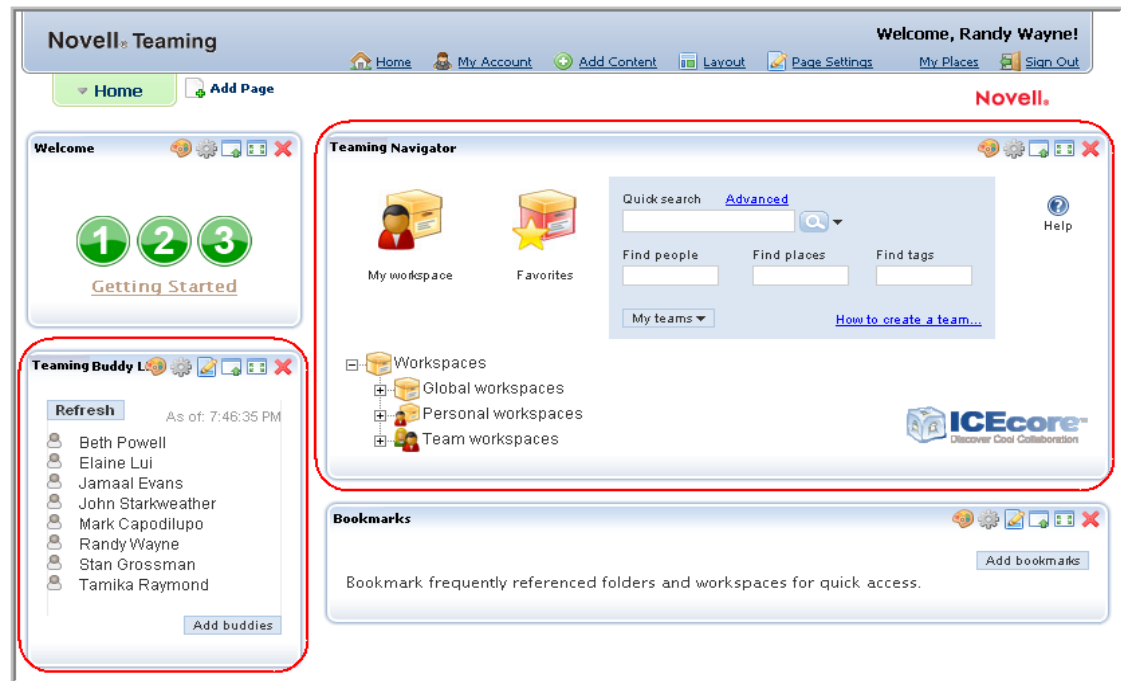


A portal page is a web page that presents different applications in sections within the larger page. On the Internet, you may have seen pages (for example, Google and Yahoo) that have sections presenting a weather report that is local to your area, stock quotes that are of interest to you, the local time, and more.

By default, Novell Teaming ships with LifeRay portal software. (From this point forward, references to portal features apply to LifeRay software.) Portal software contains a set of tools that allow you to create new portlets, that allow you to control the look-and-feel of the page outside of the portlets, and more. To use Novell Teaming, you do not have to use the portal's tools; we recommend that you use only Novell Teaming tools designed to affect the look-and-feel of Novell Teaming information.

If your organization chooses, it can replace the default LifeRay software with different portal software. The tools provided by most portal programs are very similar. However, if your organization is using portal software other than LifeRay, and if you require additional assistance, please contact your Novell Teaming site administrator or your IT department for more information.

Within the portal page, separate applications can run within page sections called portlets. Here are two highlighted portlets on the portal page, as shown in the picture on the following page.

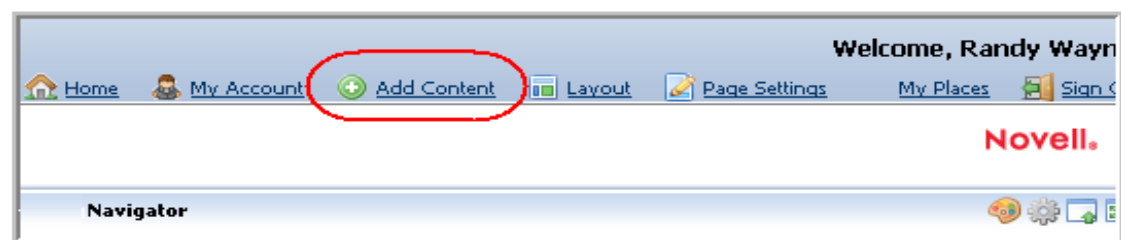


## 1.2.1 The Default Portlets

By default, when you sign in for the first time, Novell Teaming presents four portlets:

- ♦ **The welcome portlet** -- Provides quick access to getting-started PDF manuals (including this manual).
- ♦ **The navigator portlet** -- Gives you quick access to any workspace or folder you want to view in Novell Teaming: to your personal workspace, your favorite places, items that match search criteria, or Help for the current page.
- ♦ **The buddy-list portlet** -- Displays the presence of people you designate as your buddies, and provides tools you can use to contact your buddies.
- ♦ **The bookmarks portlet** -- Provides links to important workspaces and folders, and can provide a count of new or changed entries in folders.

Novell Teaming provides additional portlets that you can add to your portal page. To add another portlet, click the *Add Content* link, as follows:



The portal software displays a list of all available portlets. Click the *Teaming* link to see a list, which includes the non-default Novell Teaming portlets, as follows:

- ♦ **Blog summary** -- Provides a snapshot of journal entries from a blog of your choice within the Novell Teaming installation.
- ♦ **Guestbook summary** -- Provides a snapshot of entries from your choice of Novell Teaming guest books.
- ♦ **Administration tools** -- Displays tools for Novell Teaming site administrators.
- ♦ **Photo gallery** -- Presents pictures from your choice of an Novell Teaming photo gallery.
- ♦ **Search** -- Presents items, potentially anywhere within Novell Teaming, that match search criteria.
- ♦ **Wiki home page** -- Displays a summary of the home page of an Novell Teaming wiki folder.
- ♦ **Workspace tree** -- Allows you to go to any place you want within Novell Teaming. (The navigator portlet also contains a workspace tree.)

## 1.2.2 The Navigator Portlet

Here is a picture of the navigator portlet:



The navigator portlet provides the following tools:

- ♦ **My-workspace icon** -- Displays your personal workspace, which contains your contact information, pictures, a personal blog, and much more.
- ♦ **Favorites icon** -- Displays a tool that you can use to list links to your favorite workspaces and folders, and that you can use to access them quickly.
- ♦ **Search** -- Allows you to perform different types of searches, either for any items or for specific types of items (people, places, and tags, which are category labels that you can apply to items in Novell Teaming).
- ♦ **Help** -- Displays Help about various sections of the portal page, and provides access to the getting-started PDF books.

- ♦ **My-teams drop-down list** -- Lists links to all of the workspaces and folders in which you are designated as being a team member.
- ♦ **Workspace tree** -- Allows you to view any workspace or folder within the Novell Teaming installation. Clicking a plus sign (+) expands a portion of the tree, and clicking a minus sign (-) hides that portion of the hierarchy.

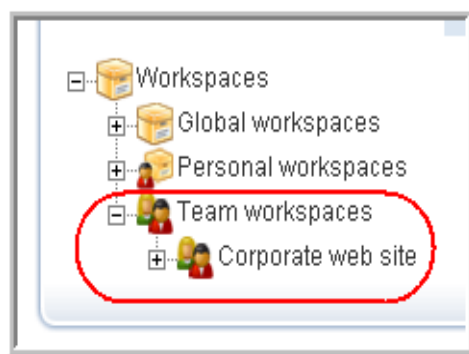
Notice the items in the workspace tree. By default, there are four workspaces in the tree. Workspaces are starting places for individuals and teams who want to do a certain type of work. By default, there are four organizational workspaces in the workspace tree: the Workspaces page, and subworkspaces entitled “Global workspaces,” “Personal workspaces,” and “Team workspaces.”

Global workspaces are containers for information available to anyone in your organization. Personal workspaces are pages of personal information (such as contact information, a personal blog, a personal calendar, and more) for everyone in your organization. Team workspaces are work areas designed to help small groups of people to work together efficiently and reach team goals.

### 1.2.3 Viewing a Workspace or Folder

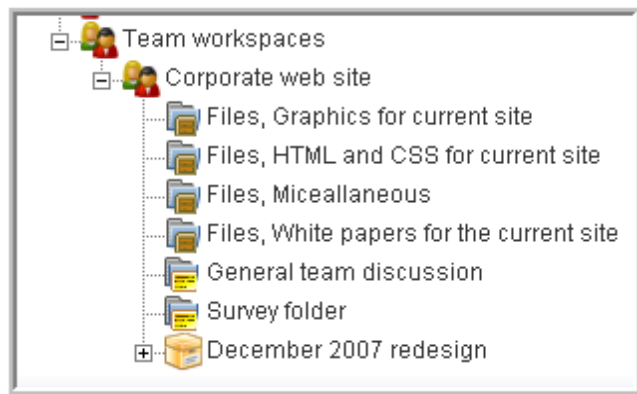
There are numerous ways to view a workspace or folder in Novell Teaming. When getting started, the two most common methods are using the workspace tree or the search tools, both of which are located in the navigator portlet.

For example, you can click on plus sign (+) next to the *Team workspaces* link in the workspace tree to see team workspaces. Using our sample installation, clicking on the plus sign next to the *Team workspaces* link causes the workspace tree to appear as follows:



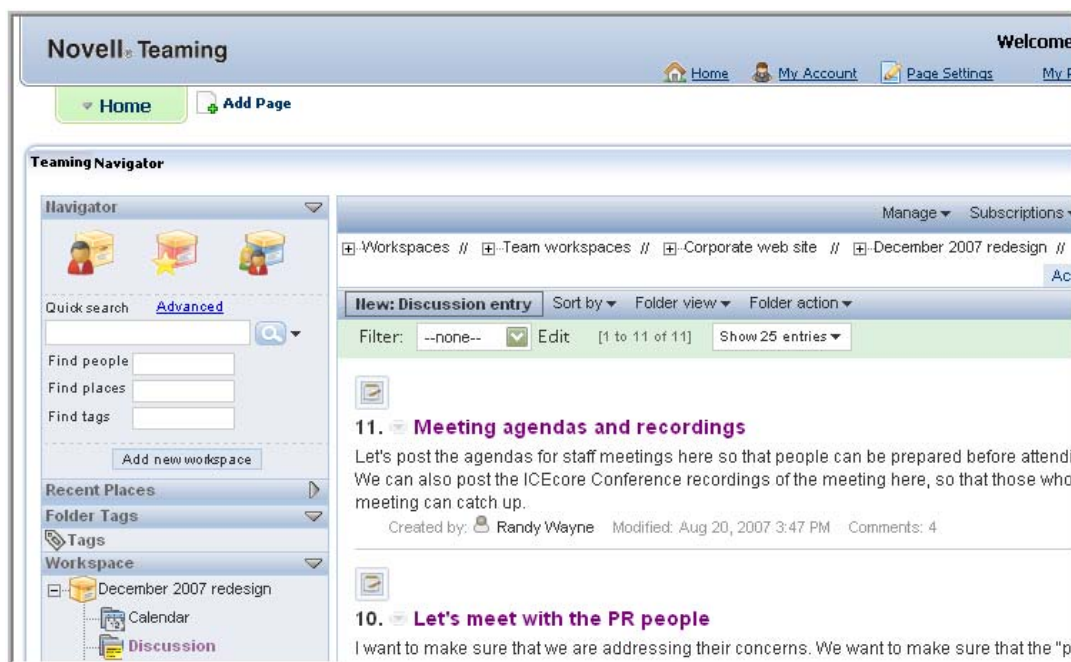
The “Team workspaces” workspace displays a single subworkspace, whose title is “Corporate web site.” Novell Teaming displays links only to those workspaces for which you are a team member.

Again, using our example installation, clicking on the plus sign next to the “Corporate web site” workspace title displays the contents of that workspace, as shown on the following page.



The “Corporate web site” team workspace contains six folders and a project workspace (a subsequent chapter explains these items in more detail). Folders can, in turn, contain subfolders, which further organize information. None of the folders (“Files, Graphics...,” “Files, HTML...,” and so on) in the previous picture contain subfolders; if folders have subfolders, their titles in the workspace tree are preceded with a plus sign (+).

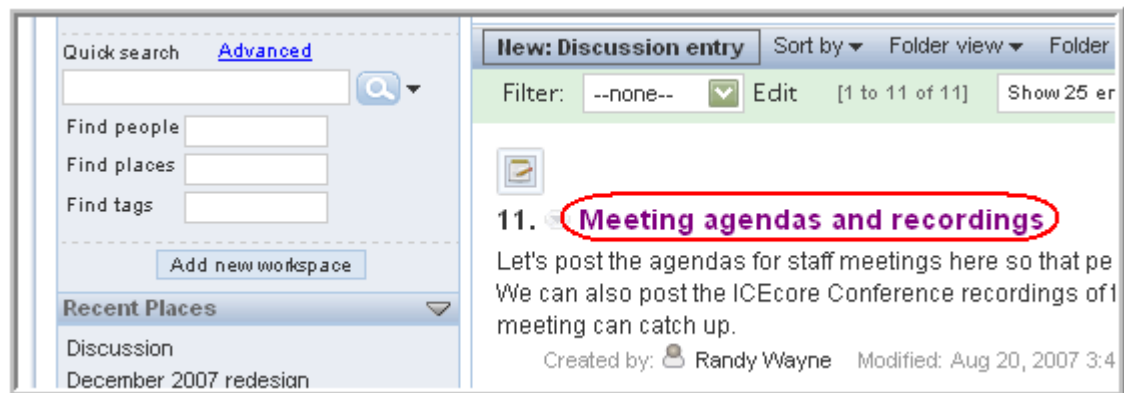
To view a folder, click its linked title. In our example, if you open the “December 2007 redesign” project workspace and click *Discussion*, the project’s discussion folder appears in a maximized portal page (in which the entire page is dedicated to displaying the folder’s contents), as follows:



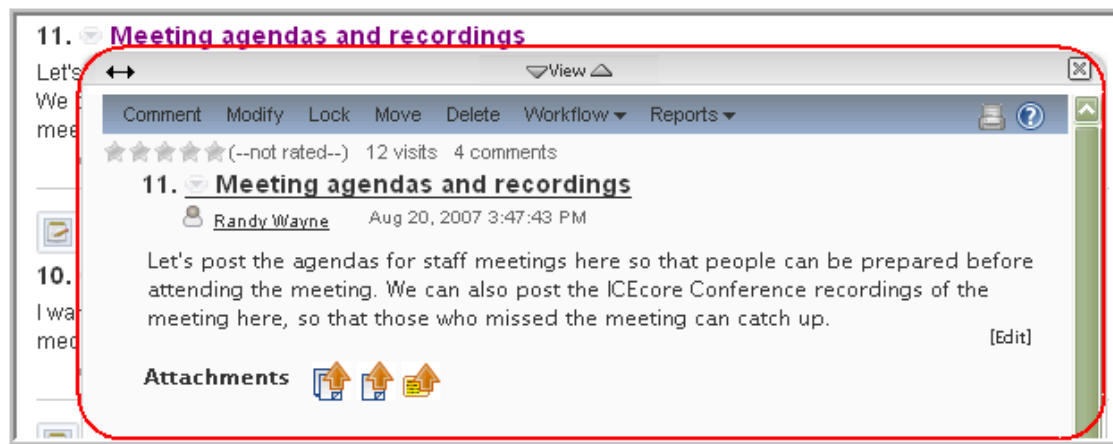
Notice that Novell Teaming displays most of the navigator-portlet tools in the top-left corner of a workspace or folder page, as shown on the following page.



By default, a folder lists only a summary of each discussion entry. To view the entire entry, click its title:



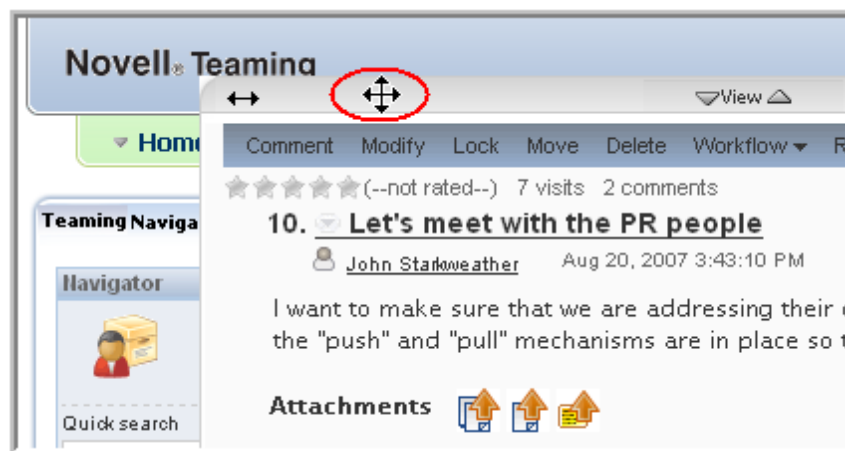
By default, Novell Teaming displays the discussion entry as an overlay, on top of the current page, as shown on the following page.



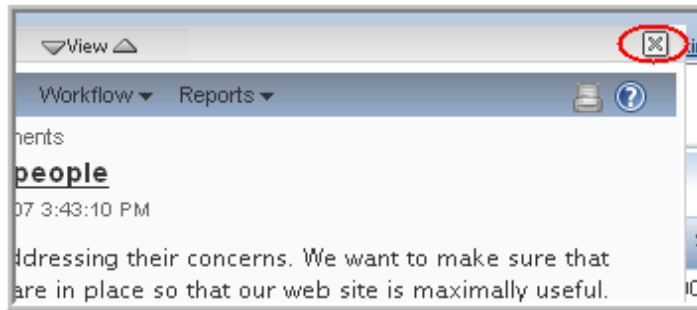
The overlay provides additional tools for reading entries. For example, you can click the Previous and Next icons to see the previous and next entries:



To adjust the width of the overlaid panel, click and hold the Width (double-headed-arrow) icon, move your cursor left or right, and release the click when the panel's width is as you desire. To move the entire panel, click and hold the panel's tool bar (which changes the cursor), and drag the panel to another position on the page. This picture shows a repositioned overlay:

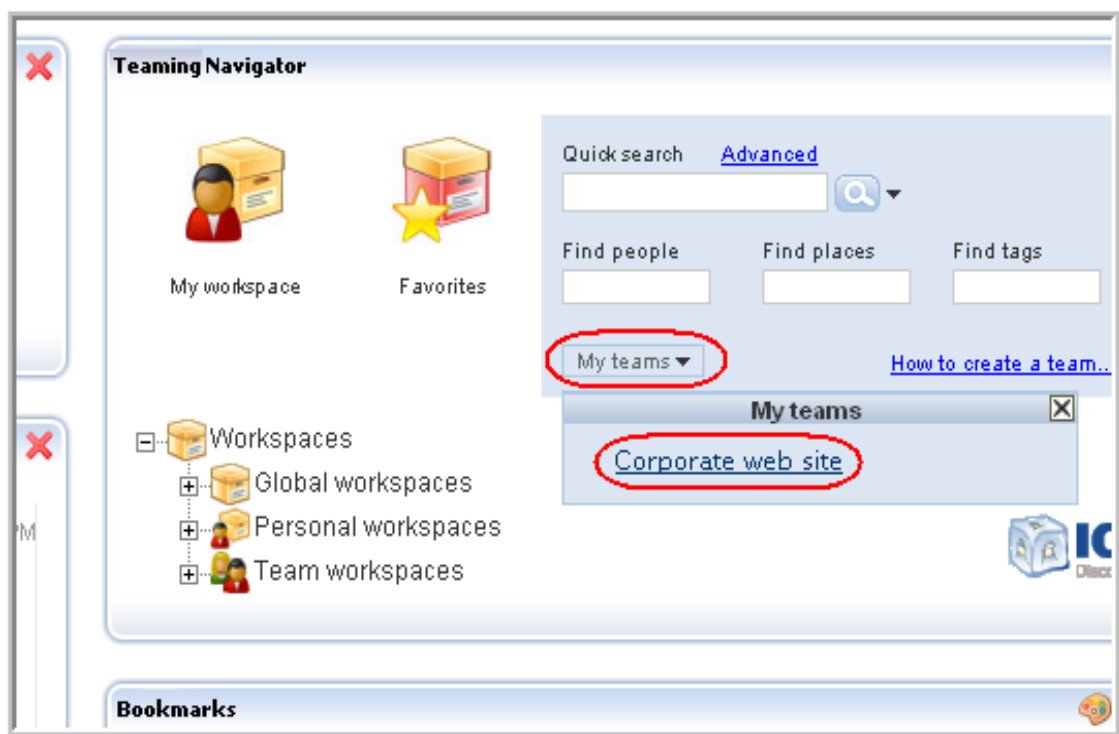


Click the Close icon (X) in the upper-right corner of the overlay to close it, displaying only the folder listing again, as shown on the following page.



## 1.2.4 Using More Navigational Tools

Novell Teaming provides several different ways for you to go from one place to any other place within your installation, quickly and easily. For example, the previous section showed how to use the workspace tree to navigate to a team workspace page. Also in the navigator portlet, you can see a list of all the teams to which you belong:

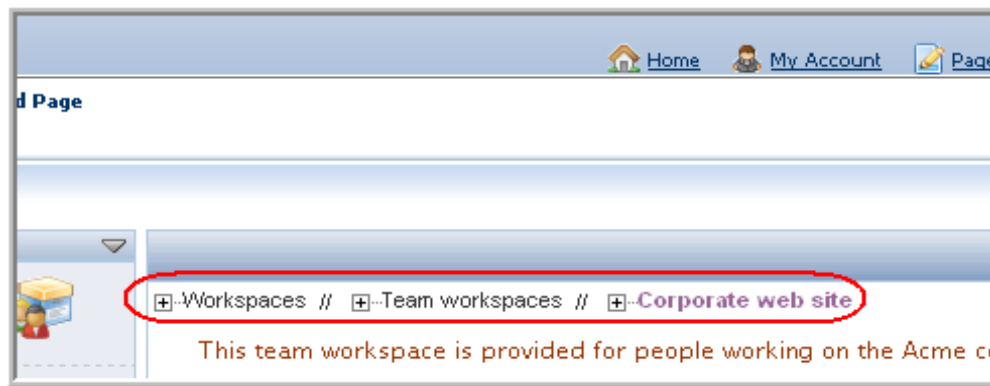


In the previous example, if you click *Corporate web site*, Novell Teaming then displays the “Corporate web site” team workspace page.

Toward the top of Novell Teaming pages, there is a workspace tree that shows all of the workspaces and folders that contain the currently displayed page. This type of workspace tree is often called “breadcrumbs,” which display links to all the places that precede the currently displayed place.

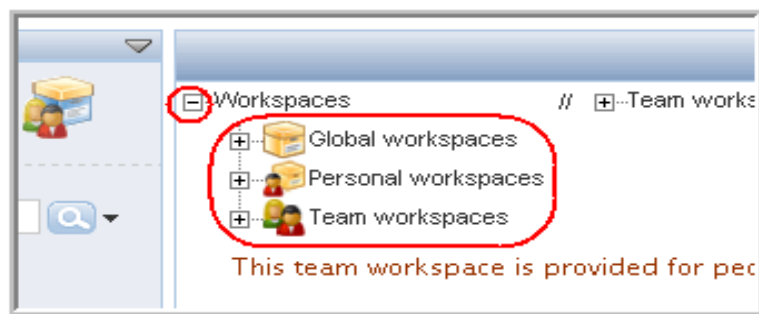
Consider the workspace tree at the top of the “Corporate web site” team workspace in the example shown on the following page.



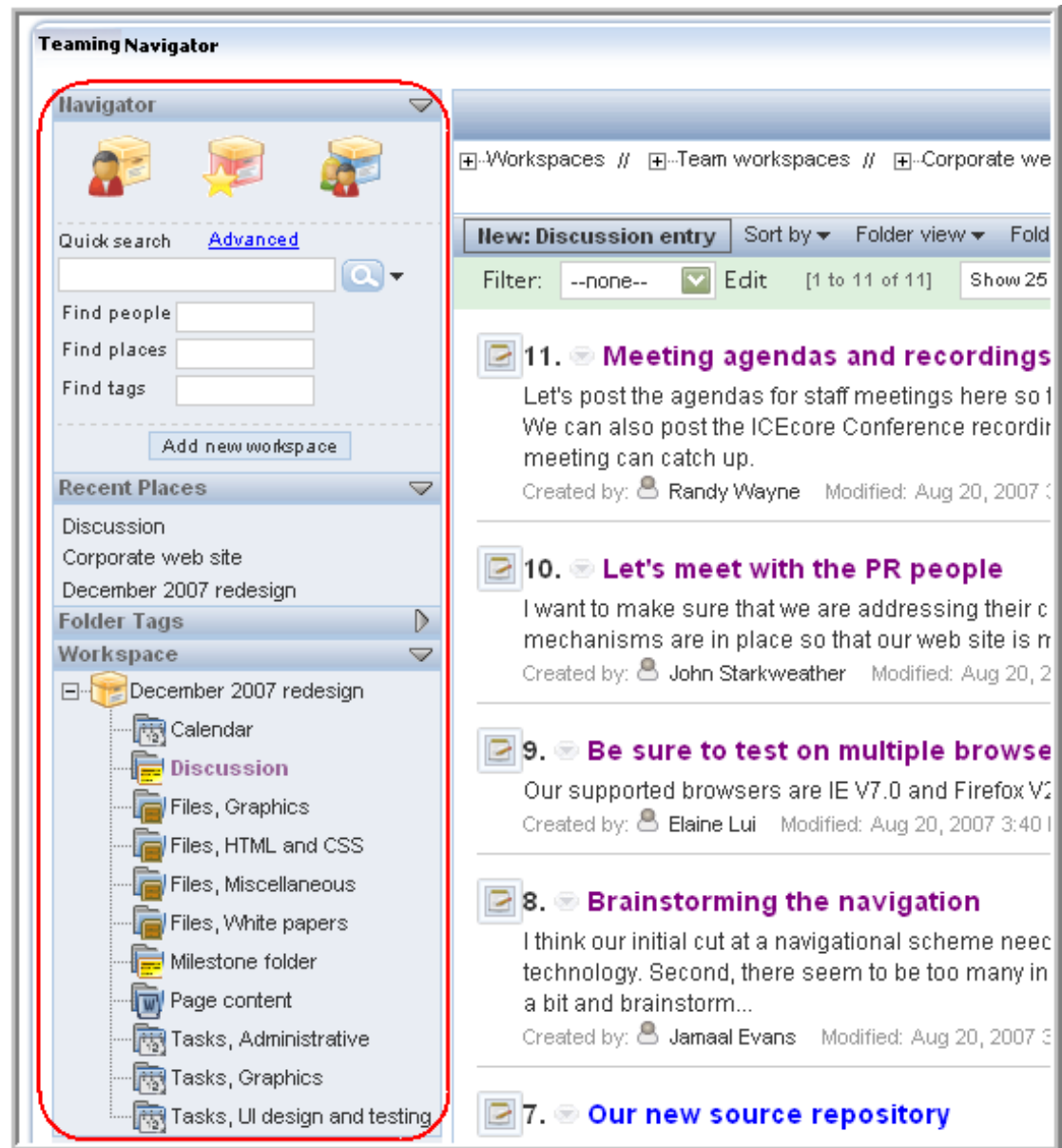


The “Workspaces” workspace contains the “Team workspaces” workspace. The “Team workspaces” page contains the “Corporate web site” team workspace.

When you are finished working with the current page, you can use this workspace tree to navigate to other places. Consider this picture.



When displaying maximized Novell Teaming pages, such as a workspace or folder page, Novell Teaming includes a tools sidebar, which provides additional navigational tools, as shown on the following page.

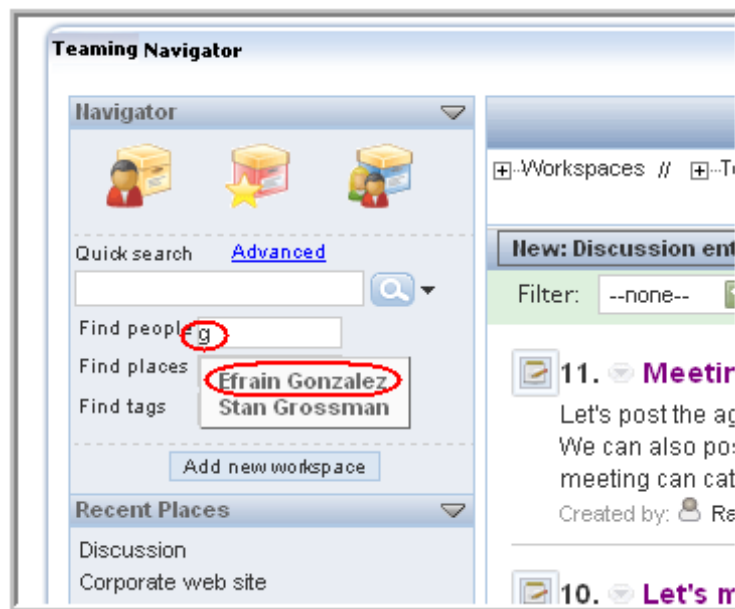


The tools sidebar for a workspace includes these sections:

- ◆ **Navigator** -- Provides the same features as those found in the navigator portlet, allowing you to go to your personal workspace, use links to your favorite places, go to workspaces in which you are a team member, and search.
- ◆ **Recent places** -- Provides links to a few of the pages you viewed recently.
- ◆ **Folder tags** -- Displays a list of tags that have been applied to items in the currently displayed place. Tags are category labels that you create and apply to items to make them easier to find later.
- ◆ **Workspace** -- Shows links to all places contained within the current workspace. Whereas the workspace tree at the top of the page shows you the path to the current place, this workspace tree provides a path to the contents of this place. In this example, the “December 2007 redesign” team workspace contains eleven folders.

The sections in the tools sidebar can vary by folder type. For example, blogs include a section that enables you to see journal entries in a previous month (the monthly list of blog entries is called an archive).

Continuing with our example, let's say that the viewer of the "Corporate web site" team workspace wants to view the personal workspace of a coworker. First, he can type just a few letters of his coworker's name in the "Find people" text box of the Navigator, as follows:



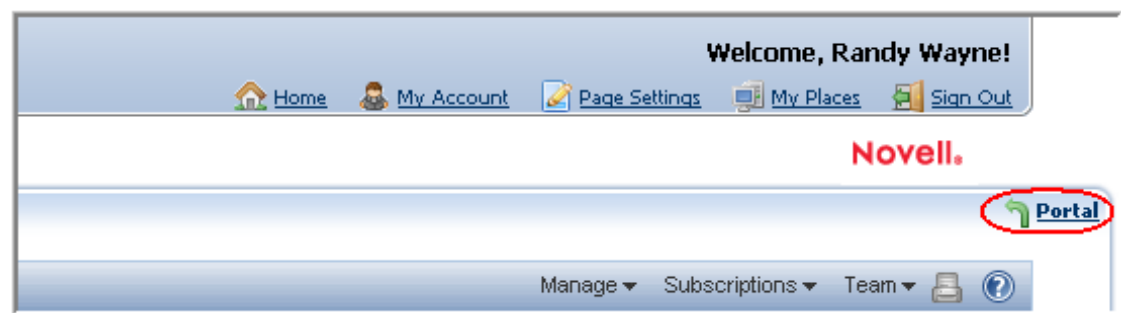
After clicking the user name of *Efrain Gonzalez*, Novell Teaming displays that person's personal workspace, as shown on the following page.



Notice that Novell Teaming now includes Efrain's personal workspace in the list of recently visited places.

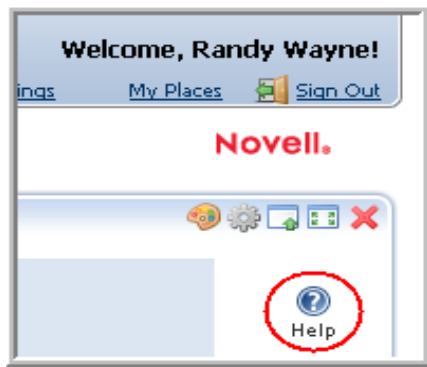
## 1.2.5 Returning to the Portal Page

To return to the portal page you saw when you first signed in, click the left-arrow icon on the workspace or folder page, as follows:

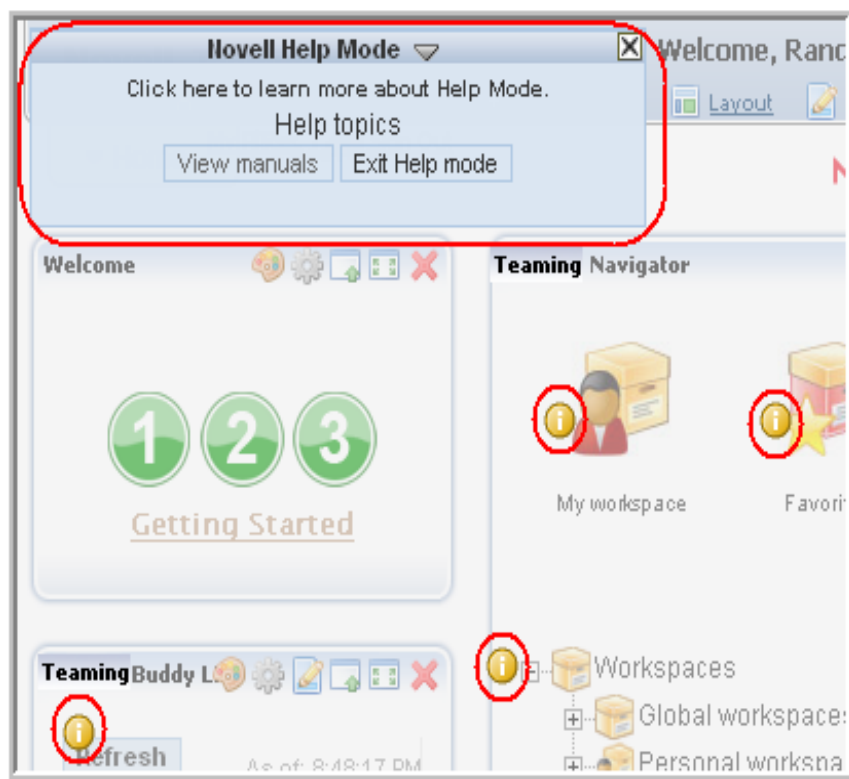


## 1.3 Using Help Mode

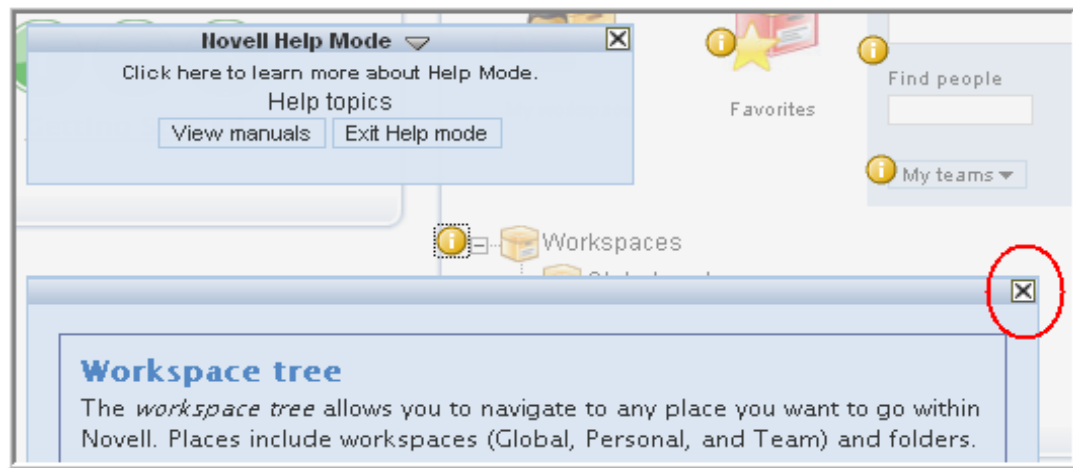
Novell Teaming has a fun and unique way of helping you to learn about product pages and tools. The portal page, and all workspace, folder, and entry pages, include a Help icon, which is shown in the picture on the following page.



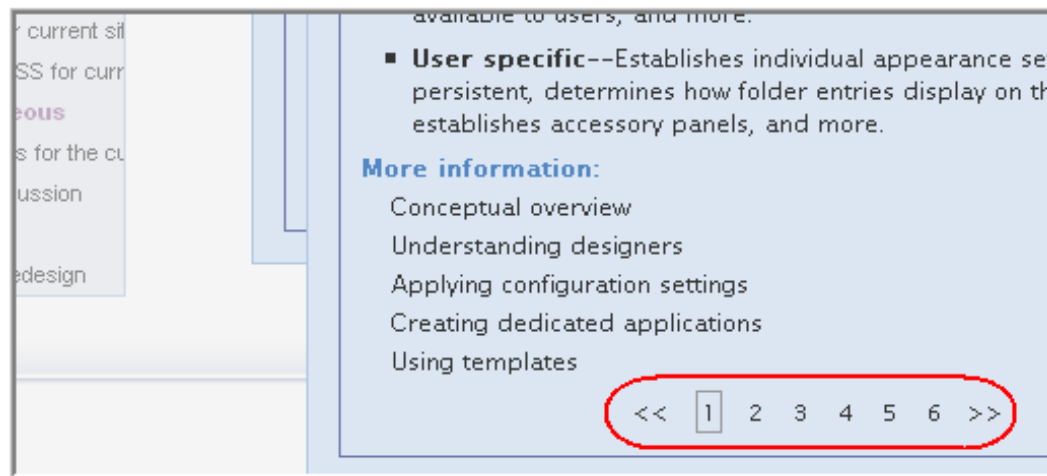
When you click this icon, Novell Teaming enters Help mode. Novell Teaming dims the page, displays the Help-mode control panel, and presents information icons (*i*) next to each section of that page for which there exists Help information, as follows:



Click the information icon over the portion of the page about which you want more information. When you do, Novell Teaming displays a panel of information. When you are finished reading the panel, click the Close icon (X) in the upper-right corner of the panel to close it. The picture on the following page shows a panel of Help information and its Close icon.

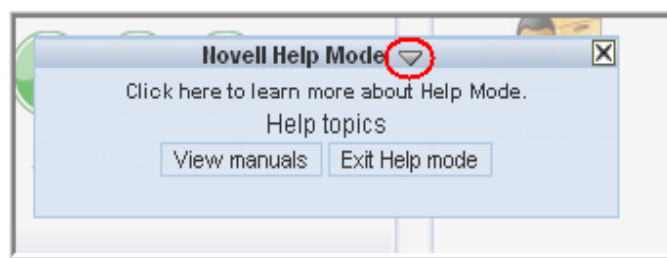


Some Help topics have more than one panel of information. To move to and from pages in a Help topic, you can use the linked panel numbers and arrows (which go to the previous or next panel) at the bottom of the page, as follows:

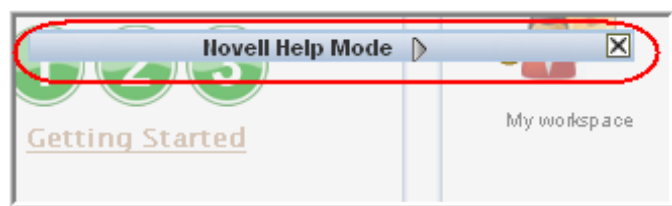


The Help topic in the previous picture has six pages. Either click the number of the page you want to view, or click the double-right arrow to move forward or the double-left arrow to move backward through the topic.

You might find that you want more room on the page to click information icons. If you choose, you can minimize the Help-mode control panel. To do so, click the Currently-displayed (down-arrow) icon, as follows:

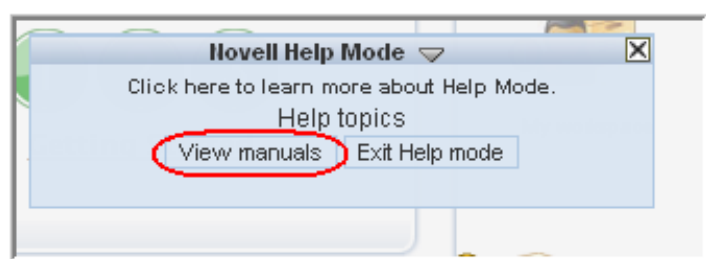


After you hide the contents of the control panel, it appears as follows:



To display the contents of the control panel again, click the Currently-hidden (right-arrow) icon.

To view getting-started PDF manuals, click *View manuals* in the control panel. To exit Help mode, either click the Close icon (X) in the control panel, or click any dimmed part of the page. The following picture shows the location of the *View manuals* button in the Help control panel:



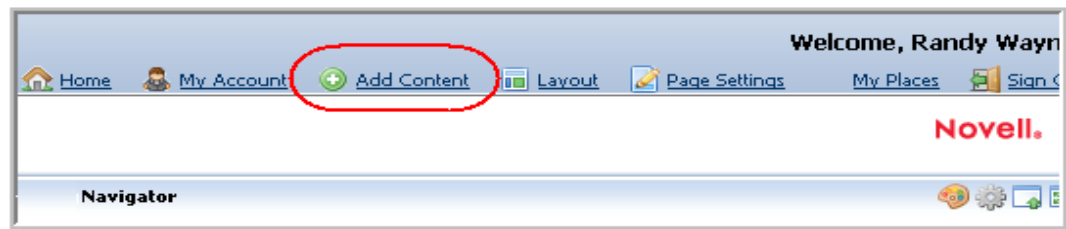
### 1.3.1 Help for Administrators

Site administrators and others might want to read overview information about administrative tasks. The administrative Help includes these topics:

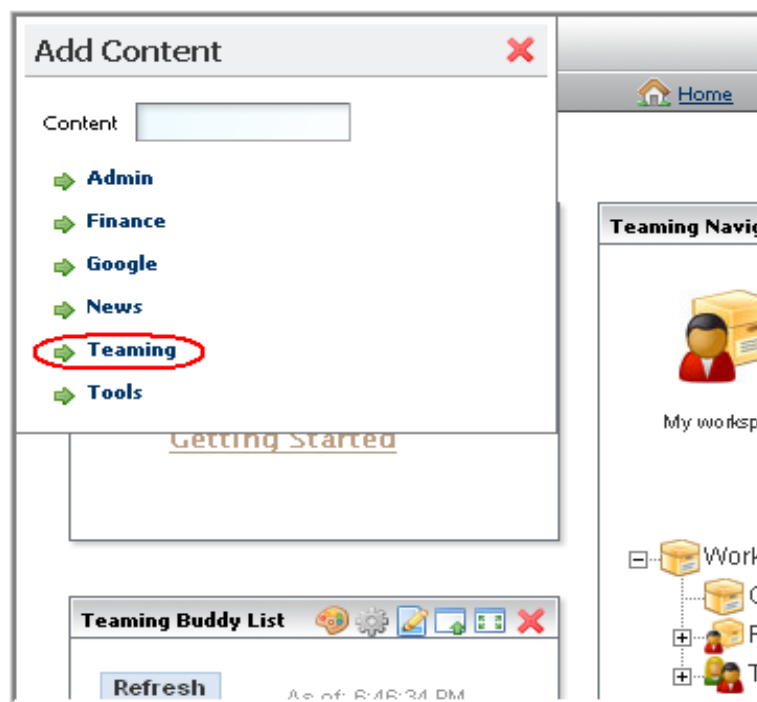
- ♦ **Administration-tools portlet** -- Describes the tools available in the administration portlet. Administrators of the top workspace are allowed, by default, to perform workspace and folder administration anywhere in the installation, and they can use a subset of the administration-portlet tools (for example, create groups, and design entries and workflow processes). Site administrators can use all of the tools.
- ♦ **Configuration** -- Is the process of determining the content and appearance of workspace, folder, and entry pages.
- ♦ **Access control** -- Determines who has the right to perform which tasks in a given place.
- ♦ **Workflow** -- Allows you to create online representations of business processes (for example, document reviews, paid time-off requests, document approvals, and so on), which can then be applied to entries in folders.

If you would like to read more about these administrative topics, do the following:

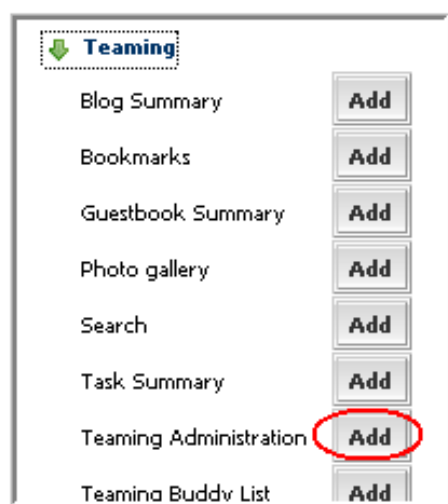
1. On the portal page, click *Add Content*, as shown on the following page.



2. Click *Teaming*:

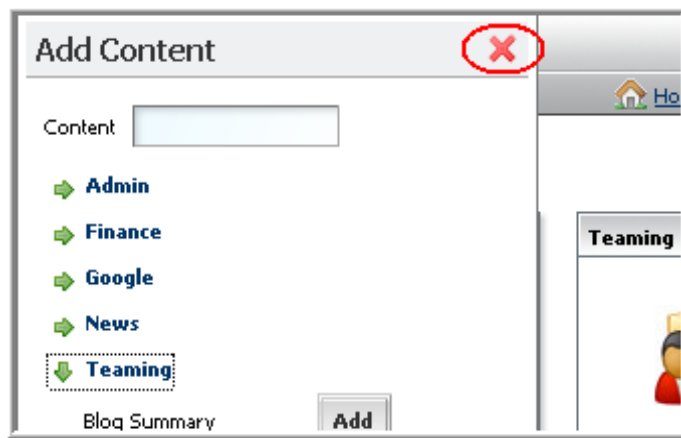


3. Click *Add* next to the Teaming Administration label:



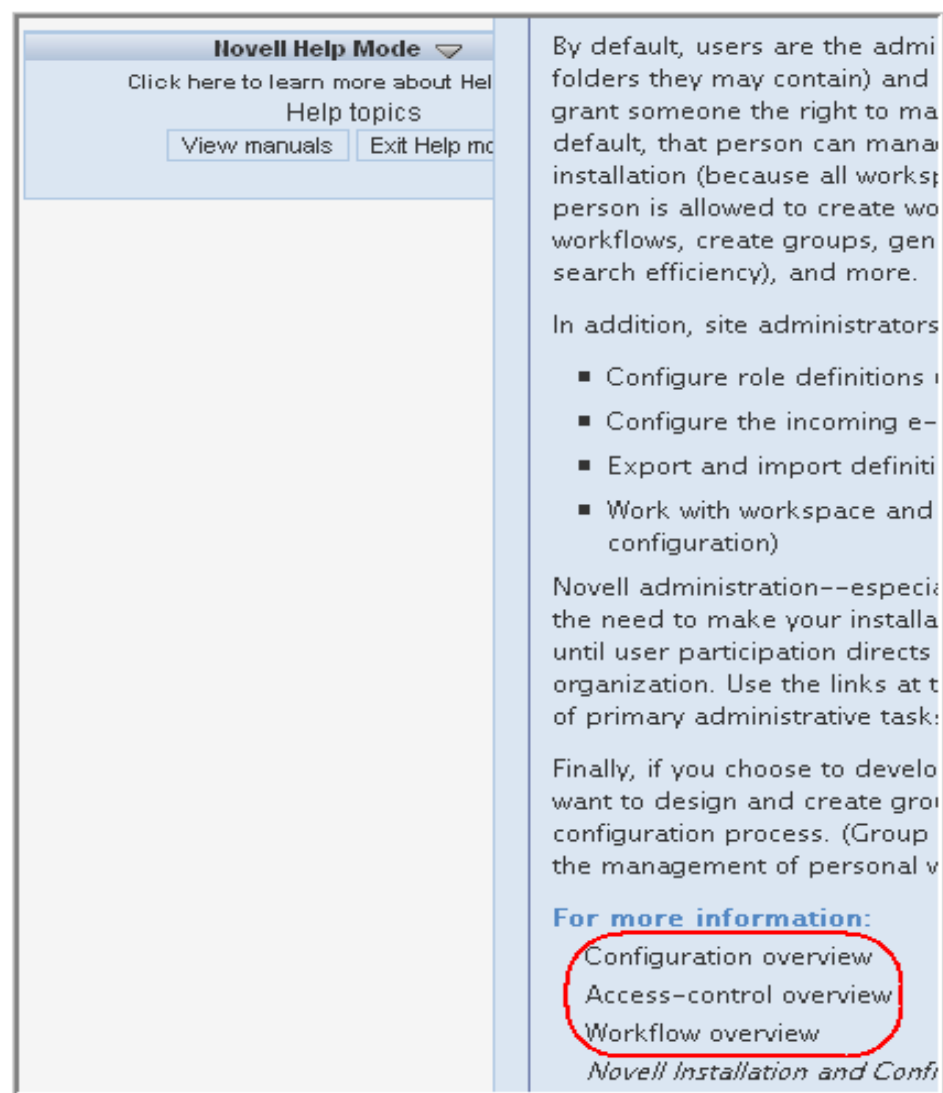
4. Click the Close icon (X), as shown on the following page.





The Novell Teaming administration portlet appears on the portal page.

5. Click the Help icon in the upper-right corner of the administration portlet.
6. Links to the configuration, access-control, and workflow-overview topics appear at the bottom of the Help panel for the administration portlet, as shown on the following page.



# Getting Started

# 2

This chapter describes a few tasks that quickly demonstrate the basic features and concepts of Novell Teaming.

This chapter contains the following information:

- ♦ [Section 2.1, “Set Up Your Buddy List,” on page 21](#)
- ♦ [Section 2.2, “Modify Your Personal Workspace,” on page 23](#)
- ♦ [Section 2.3, “Create a Team Workspace,” on page 40](#)
- ♦ [Section 2.4, “Use Advanced Search to Explore,” on page 44](#)
- ♦ [Section 2.5, “Use the Workspace Tree to Explore,” on page 45](#)

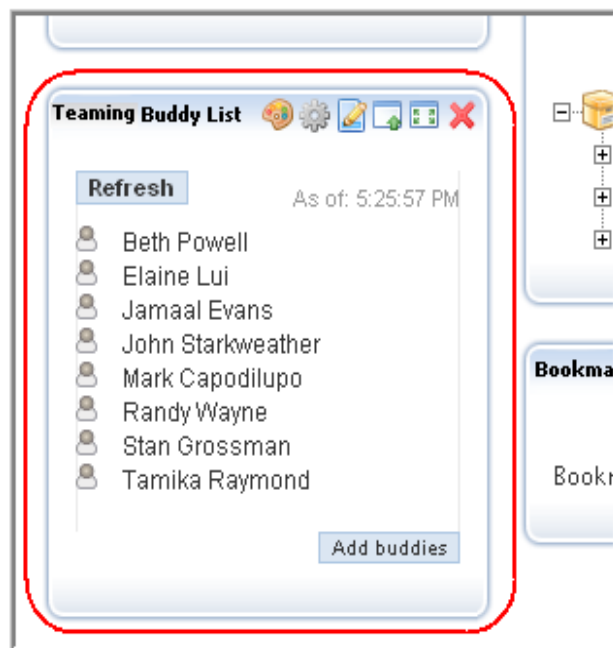
## 2.1 Set Up Your Buddy List

One of the most powerful tools in Novell Teaming is the presence icon. This icon tells you whether a person is online or not, and enables quick communication with that person (sending an instant message using Novell Conferencing, initiating an instant meeting using Novell Conferencing, sending e-mail, placing a call using Skype, and so on).

Although presence icons are displayed in Novell Teaming wherever you see someone’s name, a great way to get started with presence is to set up your buddy-list portlet, so that you see the online status of your buddies as you soon as you sign in.

To set up your buddy list:

1. Sign in with your user name and password.
2. Locate the Teaming Buddy List portlet:



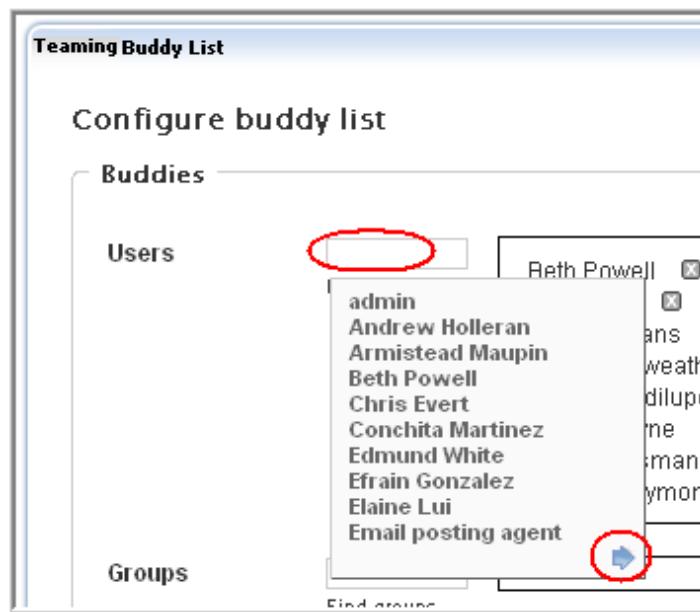
If you do not see the portlet, click *Add Content* in the upper-right corner of the portal page, click *Teaming*, click the *Add* button next to “Teaming Buddy List,” and click the *Close* icon (X). Novell Teaming adds the buddy-list portlet to the portal page. If you require more assistance, see your Novell Teaming site administrator.

3. In the portlet, click *Add buddies*.

Novell Teaming displays the “Configure buddy list” page.

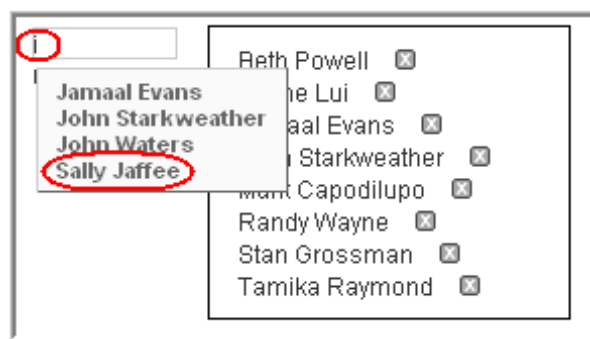
4. Begin typing the first few letters of either the first or last name of a buddy, and then click that person’s linked name in the drop-down list.

Novell Teaming includes the type-to-find feature. To use this feature, place your cursor in a text box that requires a known type of information, such as a name. Then, type a space, and then backspace over it. Novell Teaming then displays a list of links to all possible items:



Notice the blue arrow in the bottom-right corner of the names panel. You can view next and previous panels of choices using the blue-arrow icons.

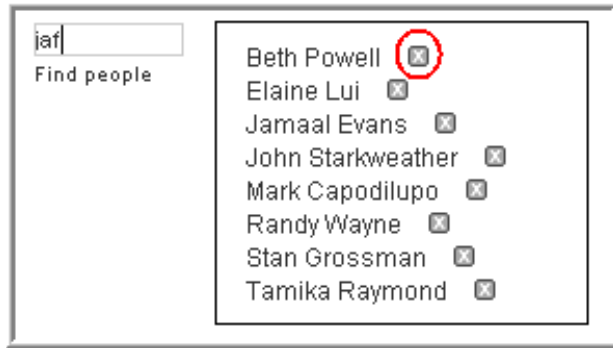
As you type characters in the text box, Novell Teaming adjusts the list to match what you type. The following example shows what happens in the example installation when someone types a few letters:



Novell Teaming displays a list of links of all the people whose first or last names match what you have typed so far. Click the linked name to add that person to your buddy list.

5. Repeat Step 4 as often as necessary to add all of your buddies.

If you mistakenly add a name, click the Delete icon (X) next to the name to remove it:




6. Click *Apply*.


7. Click *Close*.

To ensure that the buddy-list portlet is showing you the most up-to-date presence information for your buddies, click *Refresh* in the portlet.


### Tips for using buddy lists

- ◆ Here are descriptions of the presence icons:

 Online

 Away (recently online)

 Offline

 Status unknown

- ◆ To communicate with a buddy, click the presence icon and select a communication method (instant message, instant meeting, e-mail, and so on).
- ◆ To view a buddy's personal workspace (which includes contact information), click the linked name of your buddy.

## 2.2 Modify Your Personal Workspace

As the next step involved with learning to use Novell Teaming, it can be fun to create a comfortable working space in your personal workspace.

Your personal workspace is your Novell Teaming homepage. Like any workspace, such as your desk at work, or your wood shop or kitchen at home, it can be helpful to brighten, organize, or personalize your environment. It is also helpful to provide a safe space for people to visit you in your workspace (for example, a waiting or viewing area). You can apply similar approaches to your online workspace in Novell Teaming.

By default, other people are allowed to visit your workspace, but only you may participate in it. Participation means that you can create new entries in your folders, and visiting means that people can read your entries and can comment on them.

This section contains this information about enhancing your personal workspace:

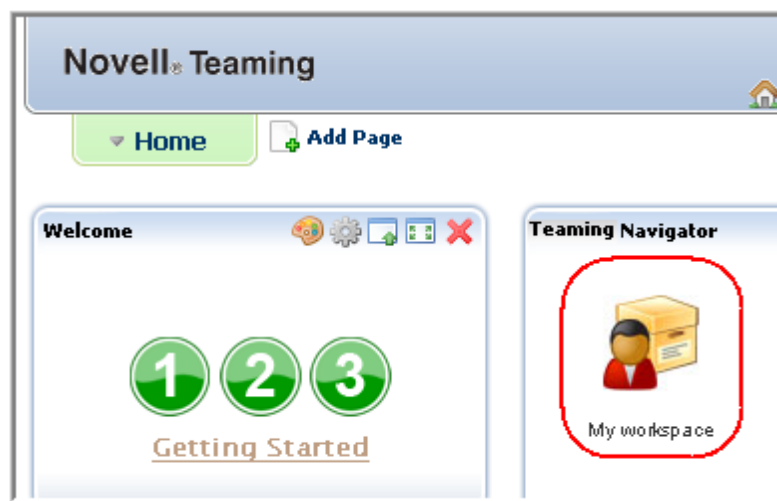
- ♦ [Section 2.2.1, “Add Basic Information,” on page 24](#)
- ♦ [Section 2.2.2, “Edit Contact Information and Add Pictures,” on page 27](#)
- ♦ [Section 2.2.3, “Add a Blog Entry,” on page 30](#)
- ♦ [Section 2.2.4, “Collaborate with Others,” on page 33](#)

## 2.2.1 Add Basic Information

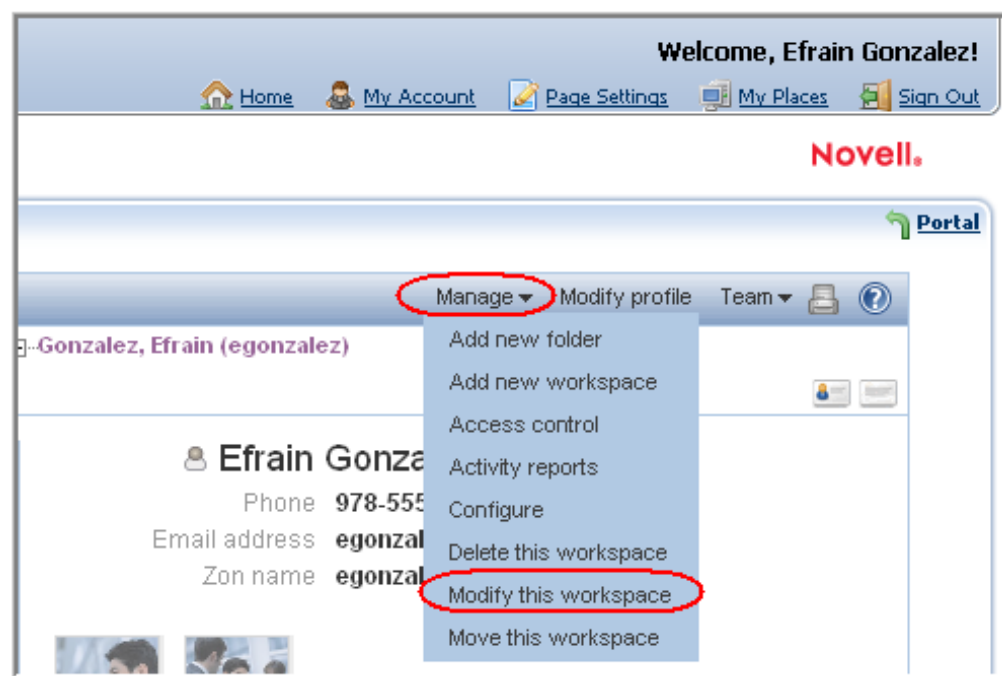
As the first step, it can be helpful to provide some introductory text for visitors to your personal workspace.

To modify your personal workspace, do the following:

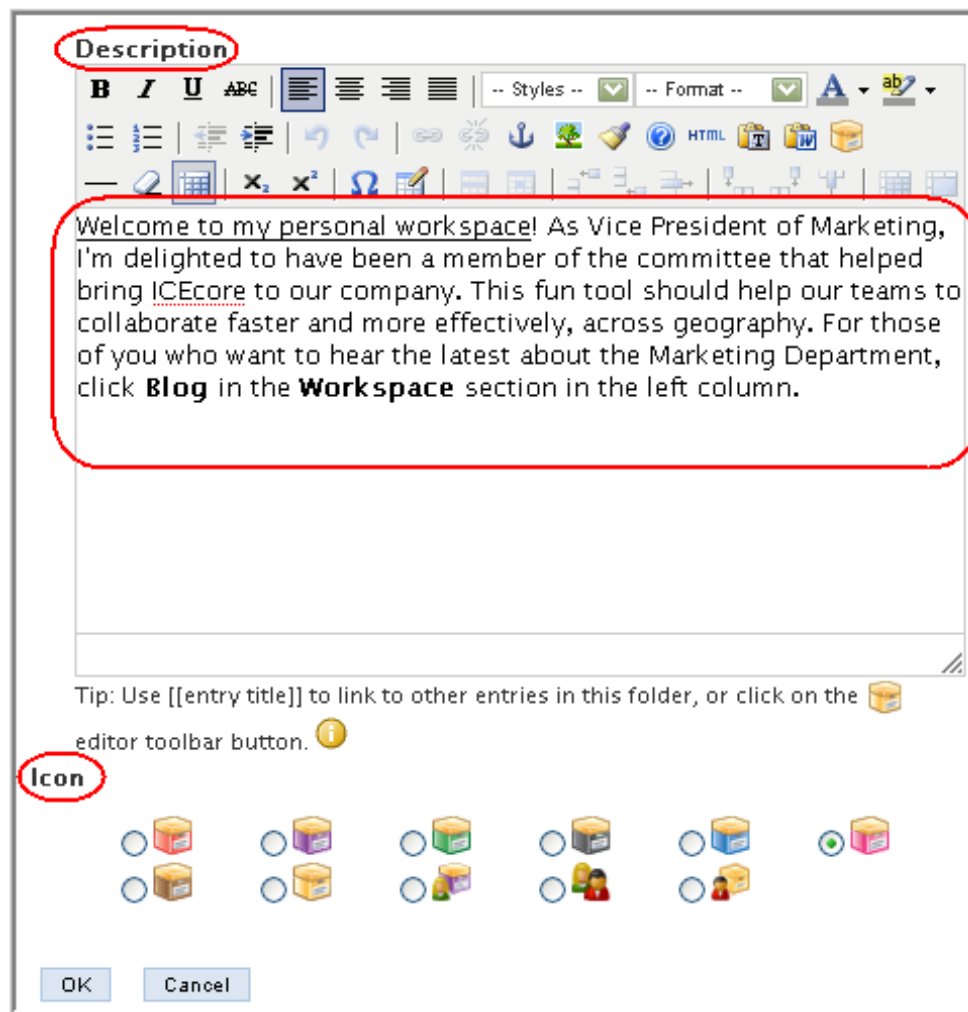
1. On the portal page, click *My workspace* in the navigator portlet:



2. Click *Manage > Modify this workspace*, as shown on the following page.



Novell Teaming displays a form that allows you to add a personal description to your workspace, as shown in the picture on the following page.

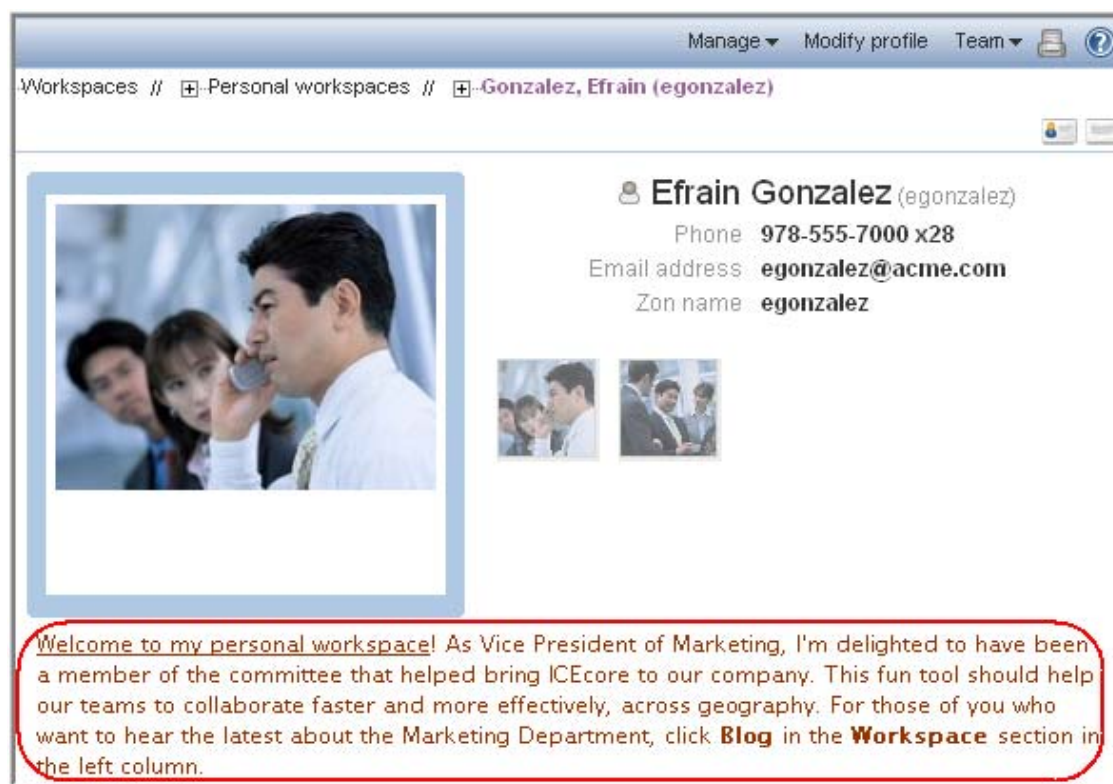


Consider using the editor in the Description section to compose a welcome message for people visiting your page. This is an HTML editor; you can use the tool bar at the top to format your message with bold text, color, pictures, tables, and so on. You can also use the Icon section to select a different icon for display in the workspace tree next to the link for your personal workspace.

3. Click *OK*.

Novell Teaming displays the personal workspace page again, as shown on the following page.





While viewing a personal workspace page, you can collapse the contact information so that it is easier to see more of the content. To collapse the contact information, click the Hide-contact-information icon in the upper-right corner of the workspace page, as follows:



Click the Show-contact-information icon (to the left of the Hide icon) to display the contact information again.

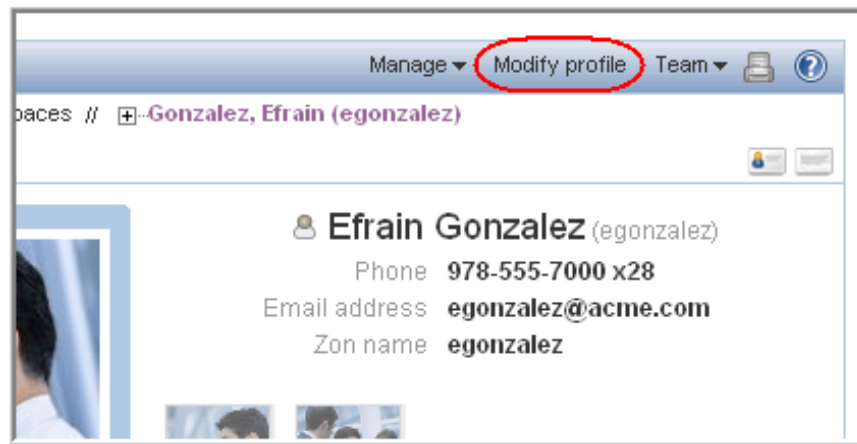
## 2.2.2 Edit Contact Information and Add Pictures

Although your Novell Teaming site administrator probably specified some of your contact information, it is a good idea to check it, modify it, and make sure that it is complete. For example, the presence feature requires that you specify your Novell Conferencing user name correctly on your personal workspace.

Also, uploading pictures can help visitors to identify you, and it can provide decoration and amusement.

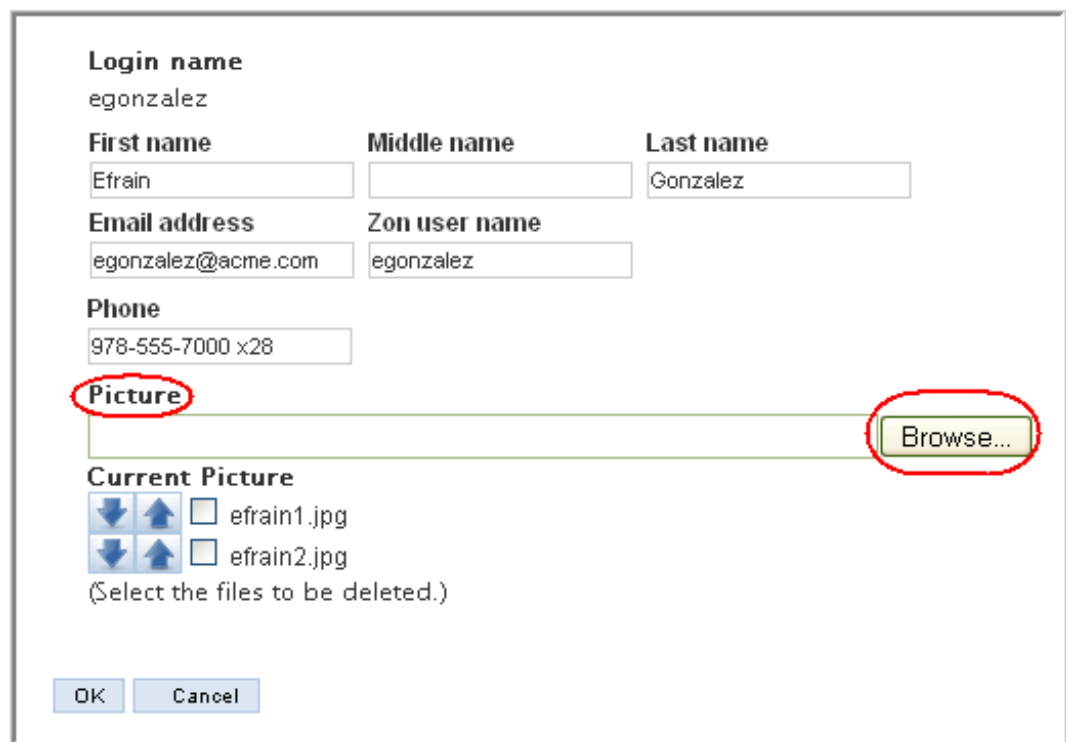
To modify your contact information and upload pictures:

1. Click *Modify profile*:



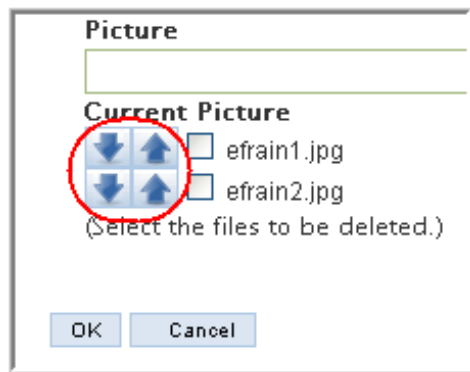
Novell Teaming displays a form that allows you to alter contact information and to upload pictures.

2. Alter any contact information that is missing or incorrect.
3. Click the *Browse* button to upload a picture:



Novell Teaming places the filename of the picture in the “Current pictures” section of the page.

4. Repeat Step 3 until you upload all the pictures you want into your personal workspace.
5. Next to the filenames of uploaded pictures, click the up or down arrow to reposition the picture in the list (so as to place your best picture first):



To delete a picture from your personal workspace, click the check box next to the filename, and Novell Teaming removes it after you submit the form.

6. When finished, click *OK* to submit the form.

Novell Teaming displays the first picture in your list as the main picture in your personal workspace, and displays all other pictures as thumbnails (smaller versions) below the contact information:



### Tips for uploading images

- ◆ You may add as many pictures as you like, but you must add them one by one.
- ◆ When viewing any personal workspace, move your cursor over the thumbnail pictures located just below the contact information, and Novell Teaming displays each picture in the larger frame to the left of the contact information.
- ◆ Click any of the pictures in the personal workspace, and Novell Teaming displays a full-size version of that picture.

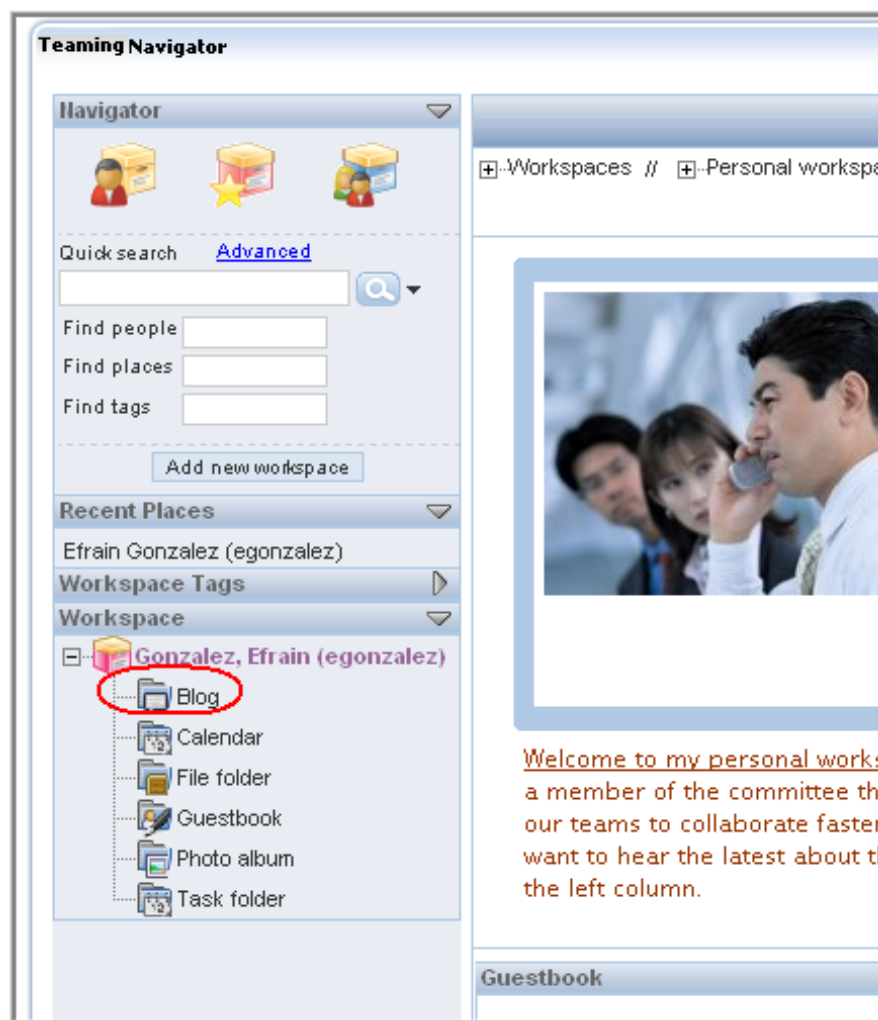
## 2.2.3 Add a Blog Entry

Blogs are a new and popular communications tool available on the Internet. Blog folders display journal entries chronologically (starting with the most recent, and ending with the oldest). The blog folder in your personal workspace is for your journal entries.

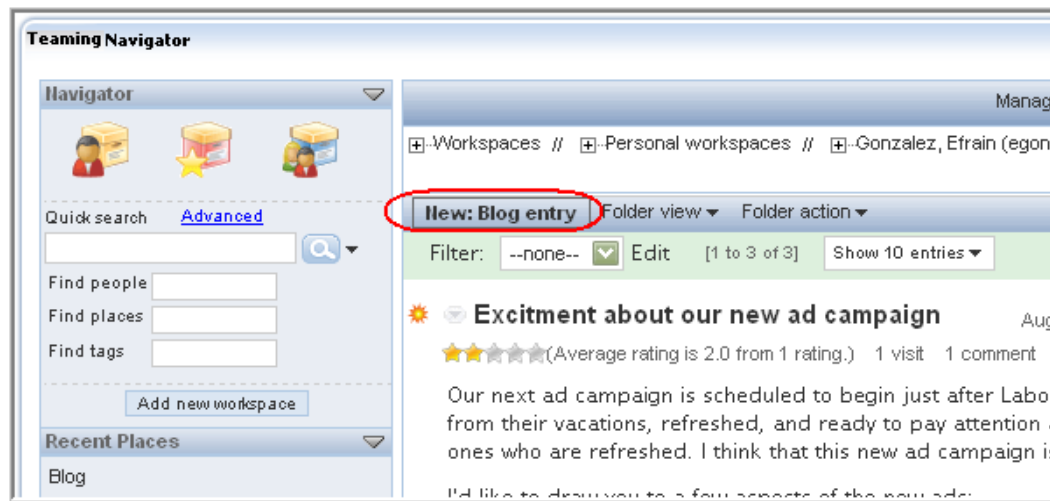
From a teamwork perspective, a blog can present your newest ideas to your teammates in a fun, informal way. Comments that teammates make about your journal entry can help you to further develop your ideas. Blogs provide a way to collaborate informally before the work must become more structured.

To add an entry to your blog:

1. View your personal workspace page.
2. In the Workspace section of the tools sidebar, click the title of your blog folder (*Blog*, by default):



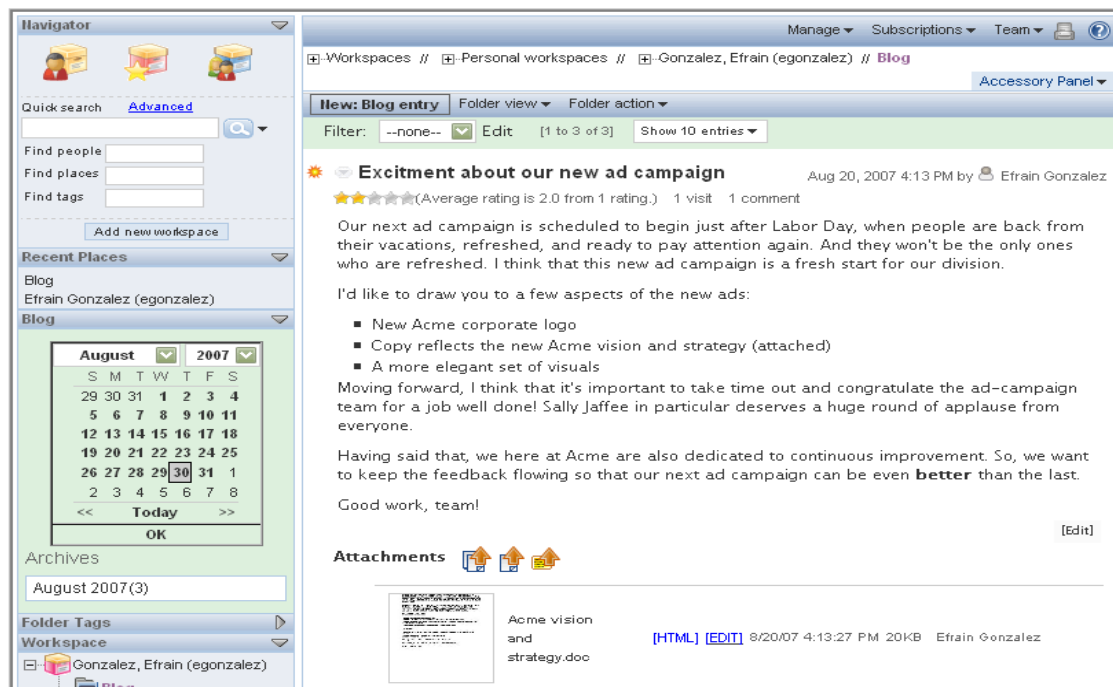
3. Click *New: Blog entry*, as shown on the following page.



Novell Teaming displays a form.

4. Provide a title, and type your journal entry in the Description section of the form.
5. If you choose, you can click *Browse* to upload a picture or supporting document in the Attachments section of the form.
6. Click *OK*.

This is an example of a blog entry as it appears on the folder page:



The picture on the following page shows the content of the entry.

## Excitement about our new ad campaign

Aug 20, 2007 4:13 PM by  Efrain Gonzalez

★★★★★ (Average rating is 2.0 from 1 rating.) 1 visit 1 comment

Our next ad campaign is scheduled to begin just after Labor Day, when people are back from their vacations, refreshed, and ready to pay attention again. And they won't be the only ones who are refreshed. I think that this new ad campaign is a fresh start for our division.

I'd like to draw you to a few aspects of the new ads:

- New Acme corporate logo
- Copy reflects the new Acme vision and strategy (attached)
- A more elegant set of visuals

Moving forward, I think that it's important to take time out and congratulate the ad-campaign team for a job well done! Sally Jaffee in particular deserves a huge round of applause from everyone.

Having said that, we here at Acme are also dedicated to continuous improvement. So, we want to keep the feedback flowing so that our next ad campaign can be even **better** than the last.

Good work, team!

[\[Edit\]](#)

### Attachments



Acme  
vision and  
strategy.doc

[\[HTML\]](#) [\[EDIT\]](#) 8/20/07 4:13:27 PM 20KB Efrain Gonzalez

Later, you can check the tools at the bottom of your blog entry for comments:

So, let's stay focused, people. I've attached a humorous picture of what can happen when we lose focus. Let's not let that happen to our


Drop me a line for suggestions or questions about the upcoming release.

### Attachments



tight-squeeze.jpg

8/14/07 6:21:22 PM 380K

 Add comment

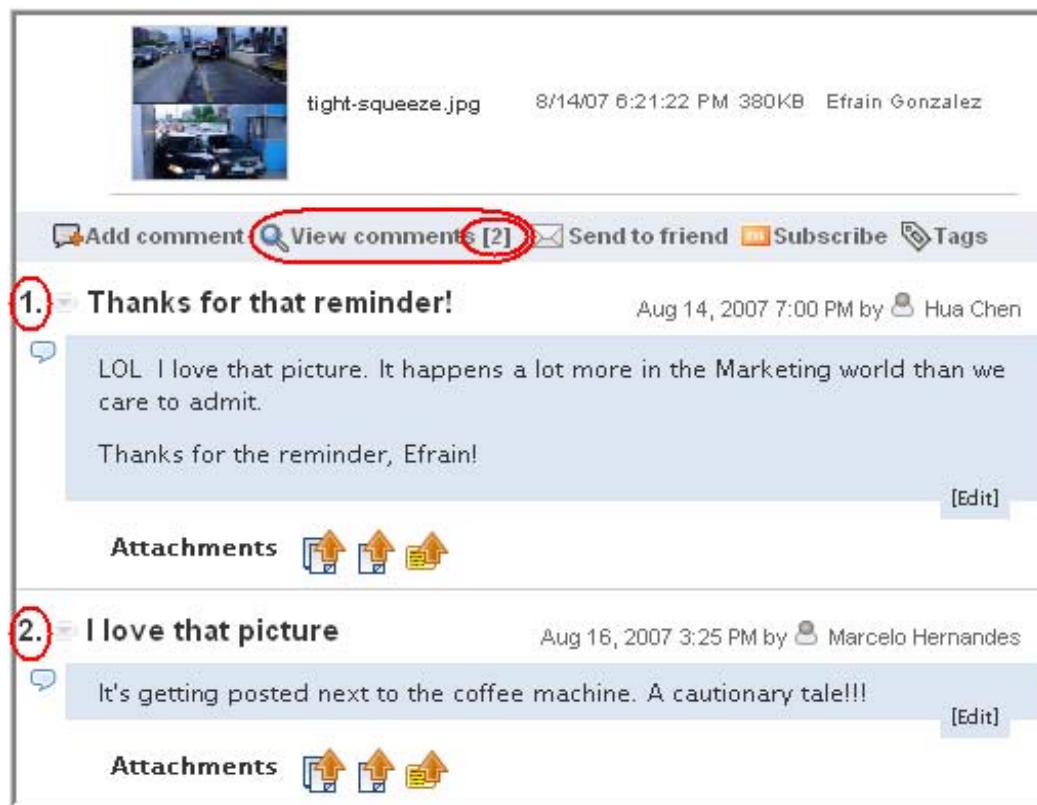
 View comments [2]



Send to friend

 Share

Click *View comments* to see them (and click again to hide them):



### Tips for writing blog entries

- ♦ Attach pictures or supporting documents to make your journal entries more interesting.
- ♦ For pictures available on the Internet, you can use the HTML editor to place the picture right into your entry.
- ♦ Invite others to comment by asking for specific kinds of feedback.

## 2.2.4 Collaborate with Others

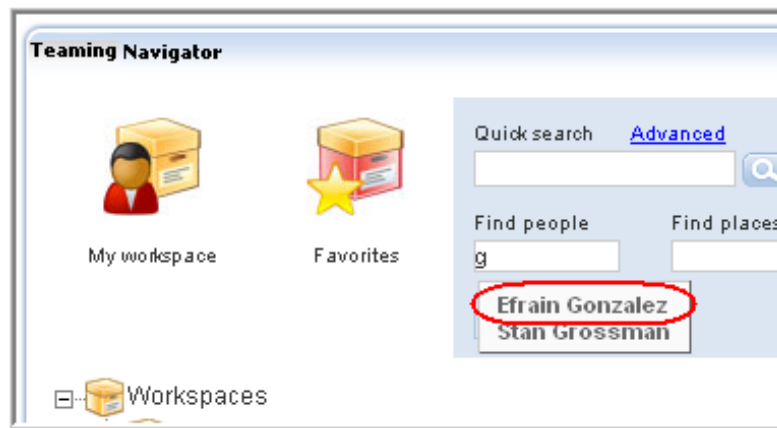
After doing the tasks described in the previous sections, you have completed the minimum number of tasks strongly recommended to get started using your personal workspace. Developing a vibrant, purposeful collaboration space requires striking a balance between having something for people to do when they first arrive in a space (read your introduction, view your pictures, note your contact information, and read and comment on your blog entries), and allowing the participation of your teammates to guide you in developing additional content.

This section provides ideas for further activity involving personal workspaces. Consider these points over time, as you become more accustomed to working with Novell Teaming.

## Commenting on a Blog Entry

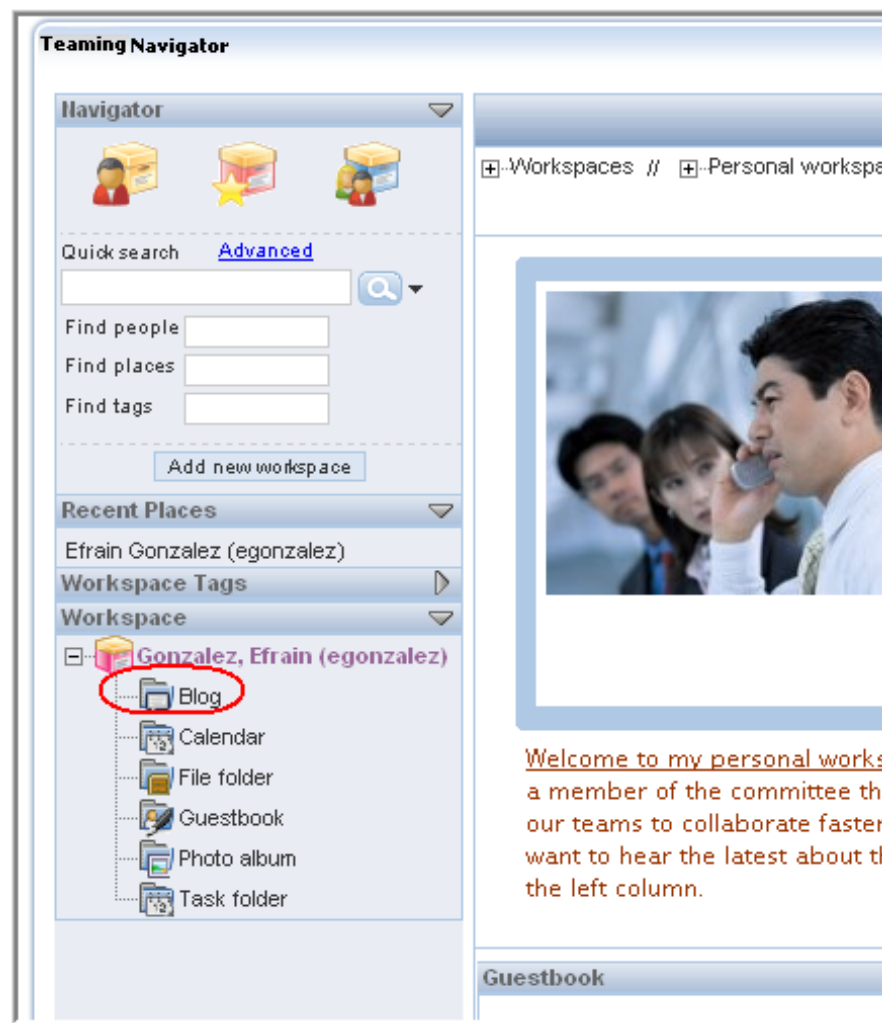
While you are waiting for teammates to comment on your initial blog entry, you can add a comment to someone else's blog entry:

1. Sign in and view the portal page.
2. In the "Find people" text box, type a few letters of a teammate's first or last name, and click the linked name of the person whose blog you want to view:




3. In the Workspace section of the tools sidebar, click the title of the person's blog (*Blog*, by default), as shown on the following page.





4. At the bottom of a blog entry, click the *Add comment* link, as shown on the following page.

 **Excitement about our new ad campaign**  
 ★★☆☆☆ (Average rating is 2.0 from 1 rating.) 1 visit 1 comment

Our next ad campaign is scheduled to begin just after Labor Day, refreshed, and ready to pay attention again. And they won't be new ad campaign is a fresh start for our division.




I'd like to draw you to a few aspects of the new ads:


- New Acme corporate logo
- Copy reflects the new Acme vision and strategy (attached)
- A more elegant set of visuals

Moving forward, I think that it's important to take time out and well done! Sally Jaffee in particular deserves a huge round of a





Having said that, we here at Acme are also dedicated to continuing feedback flowing so that our next ad campaign can be even better.

Good work, team!

**Attachments**   






Acme vision and strategy.doc
 [\[HTML\]](#) [\[EDIT\]](#)

 **Add comment**  **View comments [1]**  **Send to friend**  **Share**





























Novell Teaming displays a form just below the *Add comment* link.

5. Provide text for your comment:

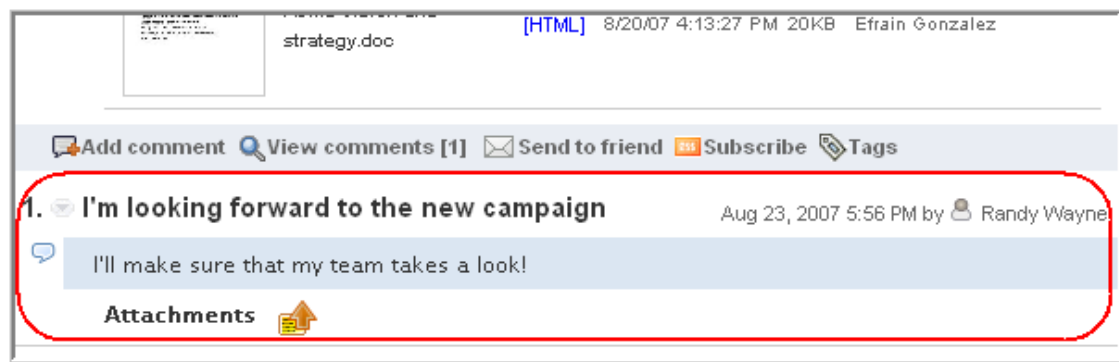
 **Add comment**  **View comments [1]**  **Send**

**Title**  
 I'm looking forward to the new campaign

**Description**

**B** **I** **U** **ABC** |     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Novell Teaming adds your comment to the blog entry:

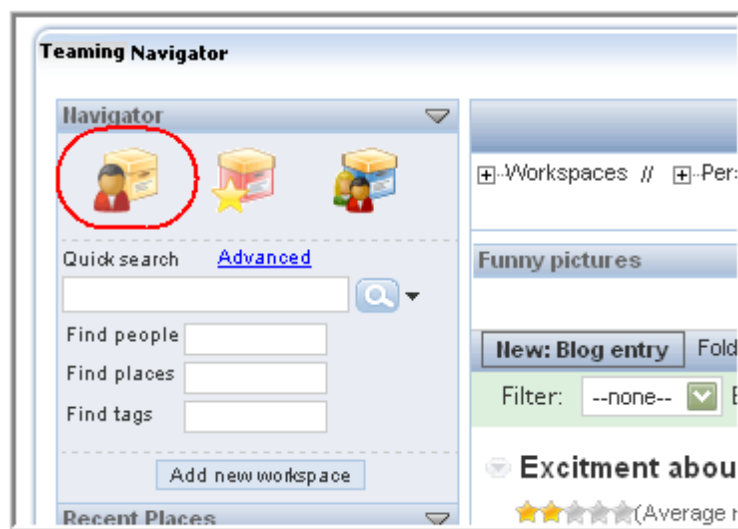


## Collaborate in a Folder

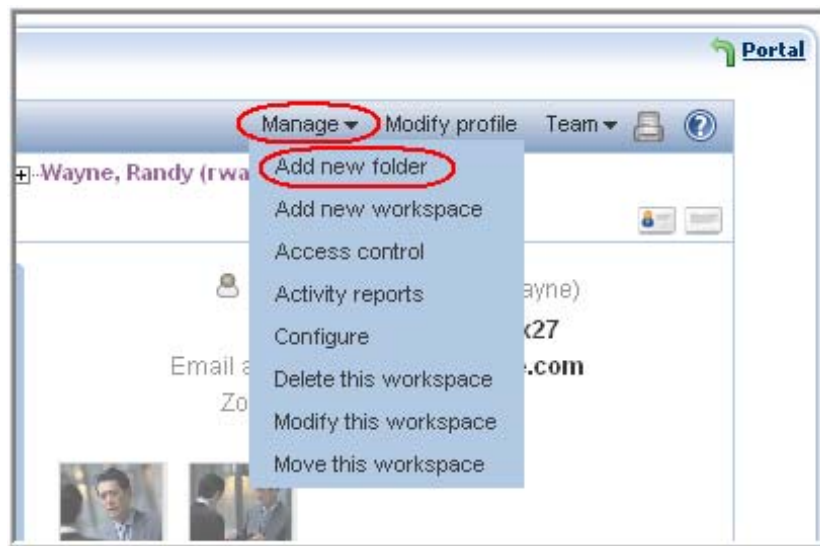
The next section explains how to create a team workspace. Even though, by default, this process is very easy, you may want to use your personal workspace to learn Novell Teaming collaborative features before creating a team workspace. One way to do this is to create a folder and invite others to participate with you as teammates in the new folder.

To create a team-oriented folder in your personal workspace:

1. View your personal workspace:



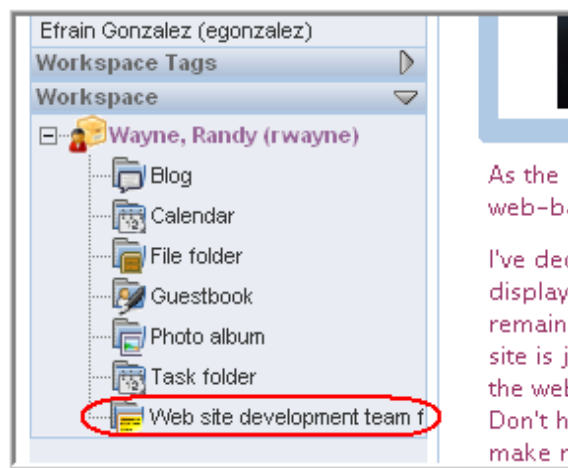
2. Click *Manage > Add new folder*, as shown on the following page.



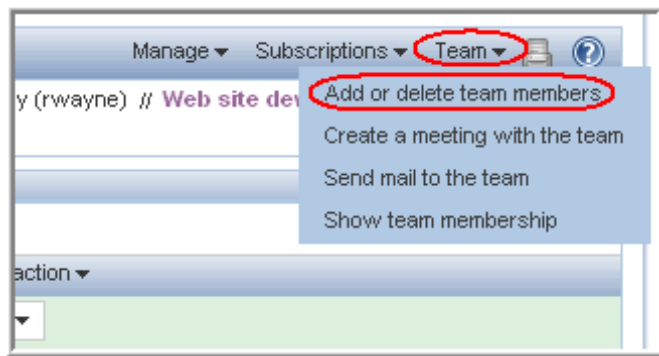
Novell Teaming displays a form that allows you to create a new folder.

3. Provide a title for your folder and select a type of folder (our example uses “Discussion”).
4. Click *OK*.

Your new folder appears in the Workspace section of the tools sidebar:

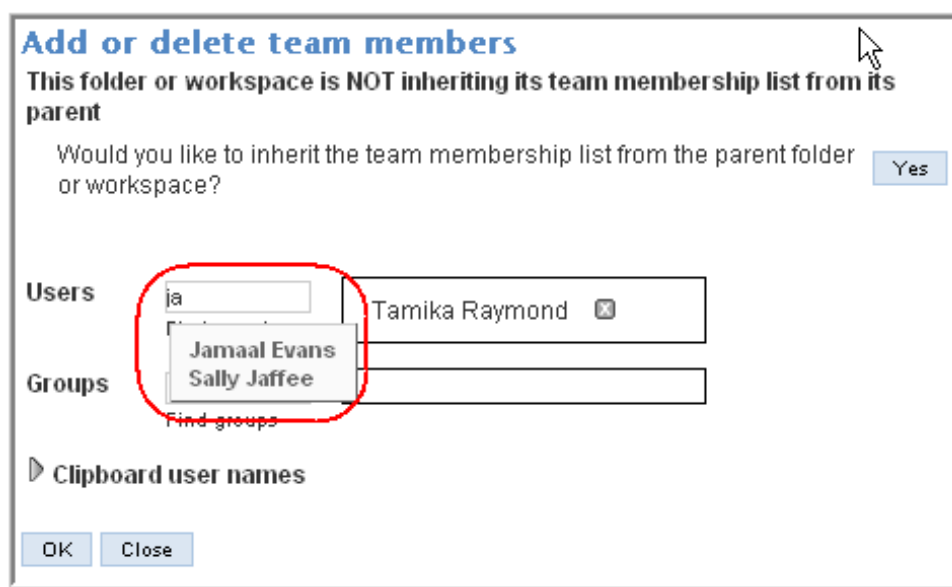


5. Click the link for your newly created folder.
6. Add new entries (optional).
7. In the management-menu bar, click *Team > Add or delete team members*, as shown on the following page.



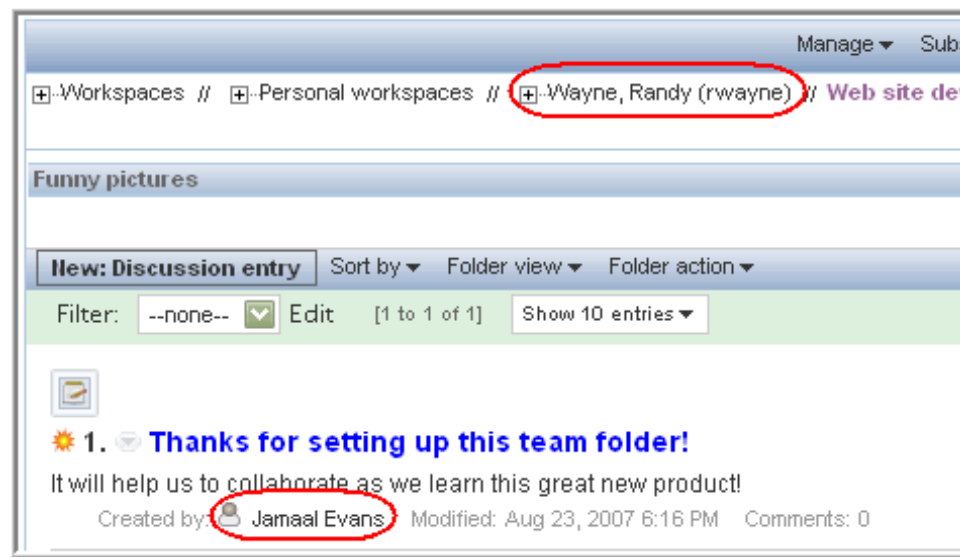
Novell Teaming displays a form telling you that the folder is not inheriting team settings and provides you with tools for specifying your teammates. Inheritance is helpful, because it makes many product features work automatically; if you wanted this folder for private use, then applying inheritance would be wise. In this example, however, you want to specify your teammates.

8. Type a few letters of either the first or last names of teammates, and click their linked names (repeat as needed until you include all your teammates):



9. Click *OK*.

Novell Teaming now allows teammates to participate in your newly created folder, instead of just being able to visit, as they do in other folders in your personal workspace. This means that teammates may take a more active role in the development of information in the folder. Following our example, when Randy Wayne returns to the “Web site development team folder” in his personal workspace, a teammate may have authored an entry, as shown on the following page.



You can use team-oriented folders in your personal workspace until you feel more comfortable with the product features. Then, you can create a team workspace.

## 2.3 Create a Team Workspace

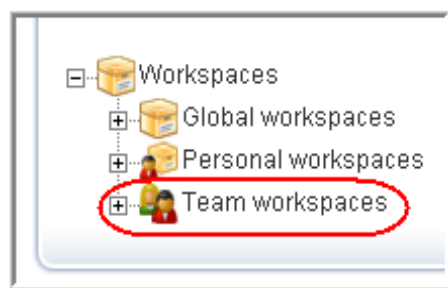
By default, anyone can create a team workspace (your site administrator will inform you, if the defaults are altered for your organization's installation). Create a team workspace when a collection of workspaces and folders would facilitate your team's mission.

This section includes:

- Section 2.3.1, "Create the Workspace," on page 40
- Section 2.3.2, "View Team Members," on page 41
- Section 2.3.3, "Communicate with Teammates," on page 42
- Section 2.3.4, "Allow Visitors to Your Team Workspace," on page 42

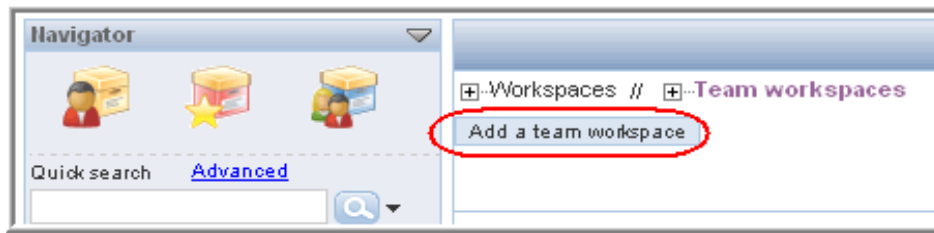
### 2.3.1 Create the Workspace

1. From the portal page, in the workspace tree, click *Team workspaces*:



By default, all team workspaces are contained within "Team workspaces." Your site administrator may instruct you to go to a different workspace to create your team workspace. If so, the remaining steps in the process are the same.

2. Click the *Add a team workspace* button:



Novell Teaming displays a form used to create your team workspace.

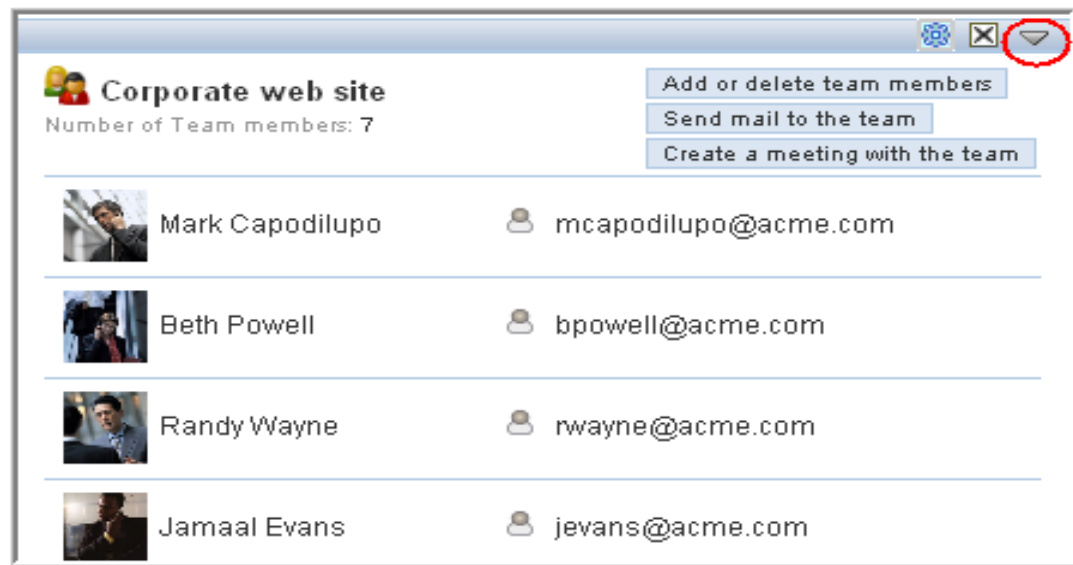
3. Provide a title for your team workspace.
4. In the “Team members” section, use the type-to-find feature (typing a few letters as Novell Teaming supplies a list of links that match what you have typed so far) to specify your teammates.
5. In the “Workspace folders” section, click the check box next to the folders you want your team workspace to contain. (You can also add subworkspaces and more folders later.)
6. If you choose, you can provide an announcement to be sent by e-mail to your team members, so that they know about the new team workspace.
7. Click *OK*.

### Tips for Team Workspaces

- ♦ As the owner of this workspace, you are primarily responsible for workspace administration. Examples of those tasks include creating other containers for information (subworkspaces and folders), possibly adjusting access control (which determines who may do what in the workspace), and providing some initial content to assist team members with getting started.
- ♦ Do not provide a large volume of content. For the workspace to match the needs and style of your team, your teammates active participation should contribute content and guide administrative decisions.

### 2.3.2 View Team Members

By default, Novell Teaming includes a team-membership accessory on your workspace page, which shows you your teammates. Accessories are sections at the top of workspaces and folders that provide summary information for you. In this case, the accessory shows you a list of team members for the new team workspace. If you want to close an accessory to provide more room for viewing other contents of the workspace or folder, click the Currently-displayed (down-arrow) icon toward the upper-right corner of the “Team members” accessory panel, as shown on the following page.



If this accessory is not present, do the following to view the team membership:

1. View your team workspace.
2. Click *Team > Show team membership*.

### 2.3.3 Communicate with Teammates

In addition to having a workspace to contain more items, team workspaces allow for faster communication among teammates. To use team communication tools:

1. Click the *Team* menu on the management-menu bar.
2. Click either *Create a meeting with the team* or *Send mail to the team*.

Teammates participate in meetings using their Novell Conferencing clients.

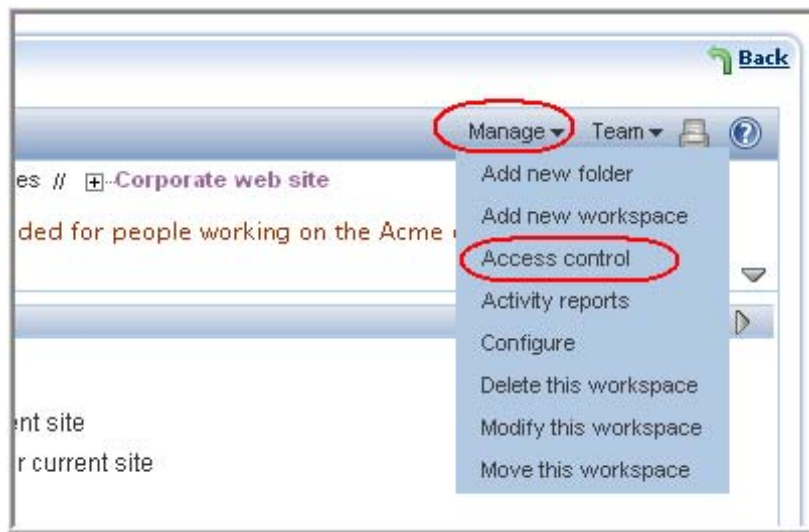
### 2.3.4 Allow Visitors to Your Team Workspace

By default, only team members may view and participate in the workspaces and folders contained in the team workspace. There may be times when you want to allow other people to visit your team workspace (which, by default, means that they can read entries and comment on them, but they cannot create entries).

To allow visitors to your team workspace:

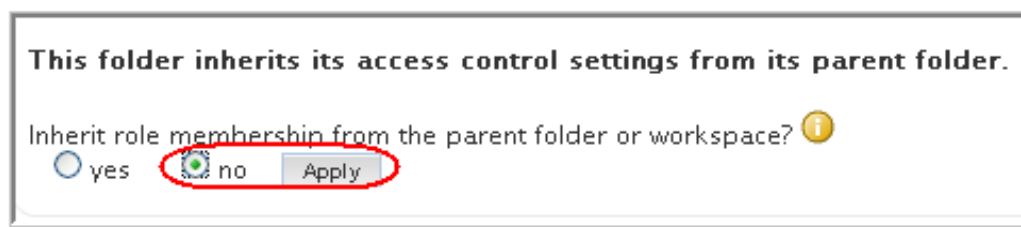
1. Sign in as the owner of the team workspace.
2. Navigate to your team-workspace page.
3. Click *Manage > Access control*, as shown on the following page.



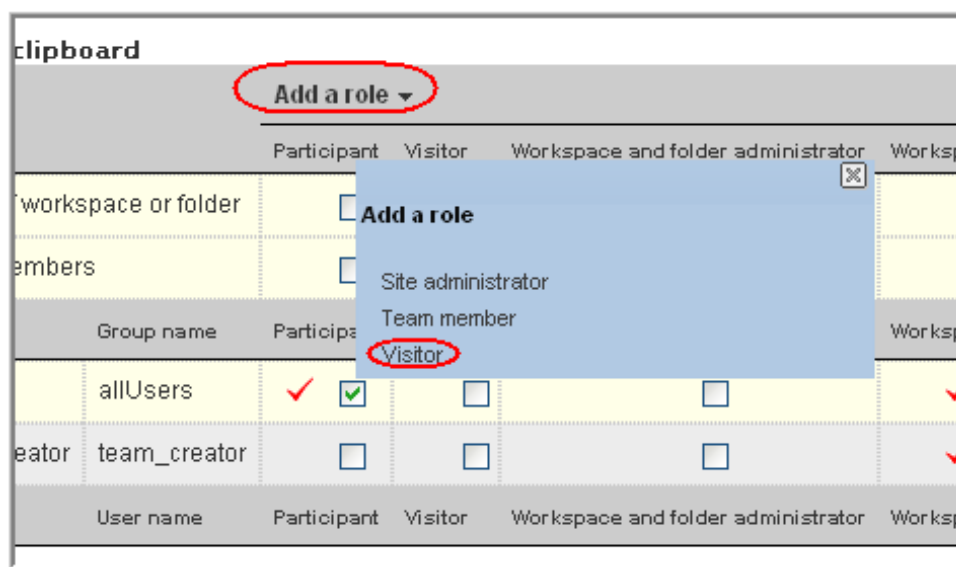


Novell Teaming displays the “Configure access control” page for the team workspace.

4. In the “This folder inherits...” section, if it is not set to No already, click the *no* radio button, and click *Apply*:



5. Click *Add a role* > *Visitor*:



6. Click *Add a user*, and use the type-to-find feature to select a name, as shown on the following page.

Owner of workspace or folder		
Team members		
<b>Add a group ▼</b>	Group title	Group name
	All users	allUsers
	Team Creator	team_creator
<b>Add a user ▼</b>	User title	User name

**Add a user**

**Efrain Gonzalez**

*[Note: all users designated as the owner of the workspace or folder.]*

7. In that new user's row, click the check box in the Visitor column:

	Team Creator	team_creator	<input type="checkbox"/>	<input type="checkbox"/>
<b>Add a user ▼</b>	User title	User name	Participant	<b>Visitor</b>
	Efrain Gonzalez	egonzalez	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8. Repeat Steps 6 and 7 until you have added all your visitors.
9. Click *Save changes*.
10. Click *Close*.

Now those people have the right to view your team workspace and to add comments to existing entries. They cannot create new entries.

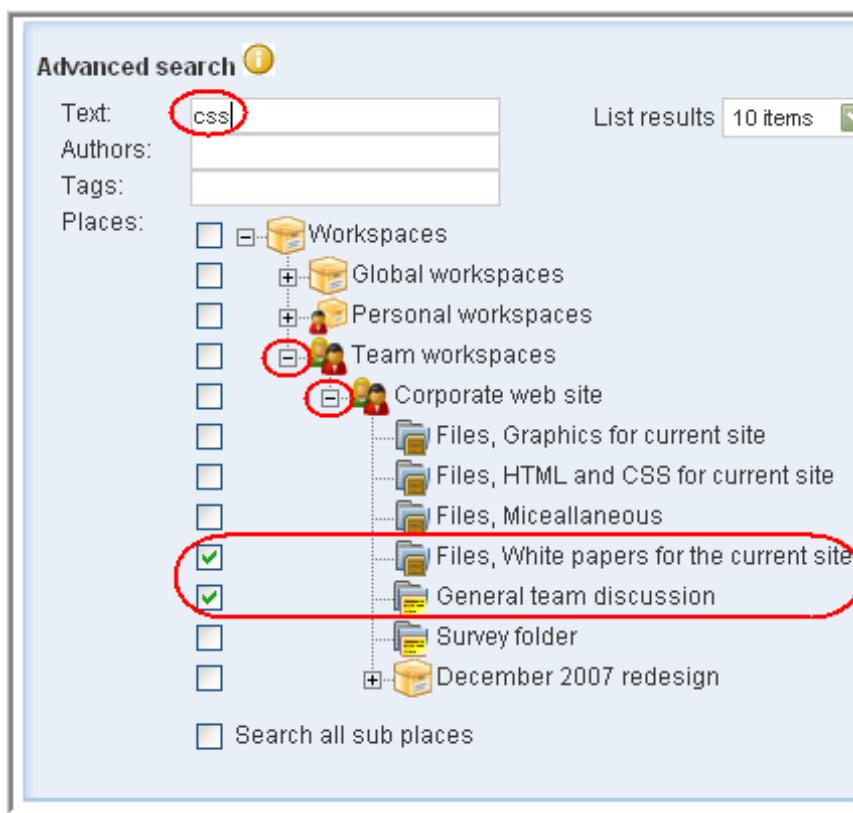
## 2.4 Use Advanced Search to Explore

When you perform a quick search, Novell Teaming searches all workspaces and folders. Use the Advanced search feature to perform more complex or finely tuned searches. Here is an example of using Advanced search to restrict the scope of the search to two folders:

1. From either the navigator portlet or the Navigator section of the tools sidebar, in the search section, click *Advanced*, as shown on the following page.



2. Type text that an item must contain, and check the box of one or more workspaces or folders in which to restrict the search:



3. Click *Search*.

This advanced search returns links to only those items in the “Files, white papers...” and “General team discussion” folders that contain the string “css”. Summaries of items that match the search criteria appear just below the section shown in the previous picture.

## 2.5 Use the Workspace Tree to Explore

In addition to using search to explore workspaces and folders in Novell Teaming, you can open any workspace tree, and you can visit all the places in which you are allowed to visit or participate. For

example, your site administrator can use the “Global workspaces” container to create workspaces and folders for broader use throughout your organization.

The following picture shows a possible set of workspaces and folders located in the Global workspace:



# Features Overview

# 3

This chapter provides a brief overview of most of the Novell Teaming tools, folder types (or “applications”), and workspaces.

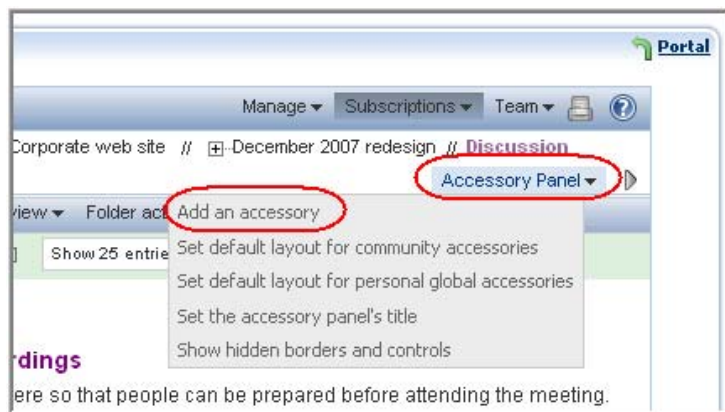
## 3.1 Tools

This section describes various tools that enhance navigation, usability, knowledge management, and other aspects of Novell Teaming.

### 3.1.1 Accessories

Accessories are subsections of a workspace or folder page that enhance the use of Novell Teaming pages in various ways. Accessories do not contain new information; instead, they point to existing information, organizing and presenting it in a summarized way that can be helpful to you. This section presents two examples of accessories to help you understand how you can use them.

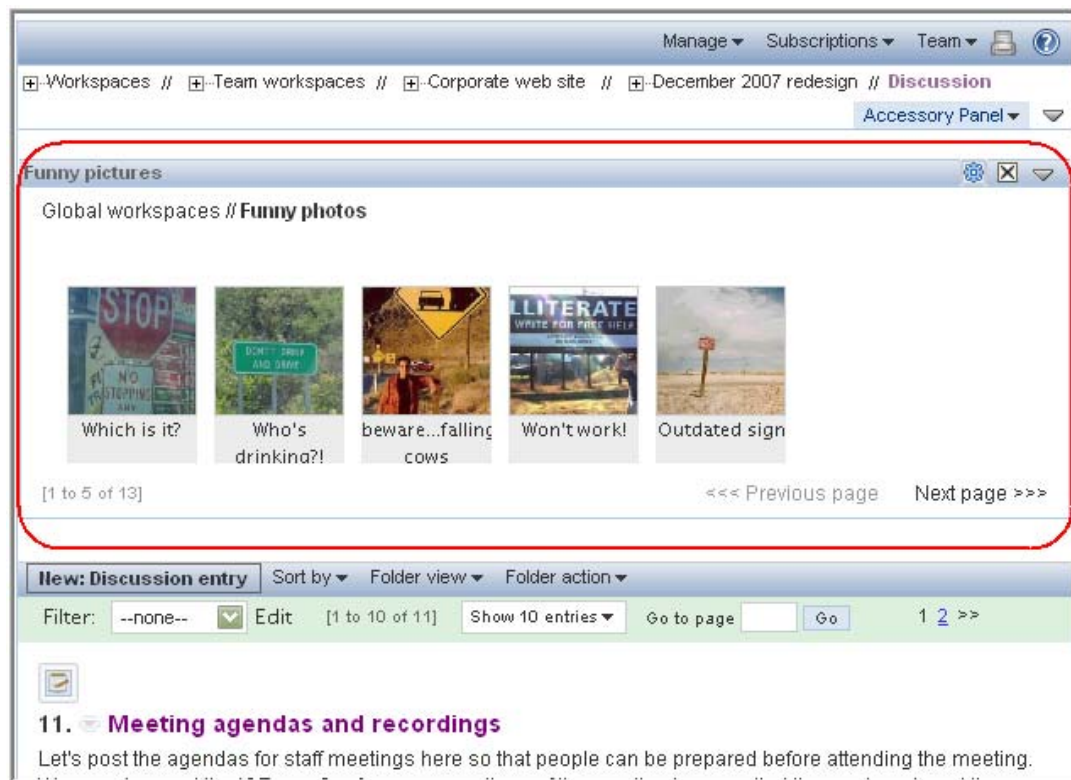
To create an accessory, click *Accessory Panel* > *Add an accessory*:



In addition to the various types of accessories (photo gallery, search results, blog, and so on), there are categories that determine the scope of the accessory, as follows:

- ♦ **Personal accessory for this page only:** This accessory appears only to you and only on the currently displayed workspace or folder page.
- ♦ **Personal accessory for all workspaces and folders:** This accessory appears only to you, but it appears on all workspace and folder pages that you view.
- ♦ **Community accessory for this page:** This accessory appears only on this page, and it appears to everyone who views the current page. Only workspace and folder owners are allowed to establish community accessories.

For folders, accessories appear above the folder content, as shown on the following page.



To close an accessory or the entire accessories panel, click the appropriate Currently-displayed (down-arrow) icon:



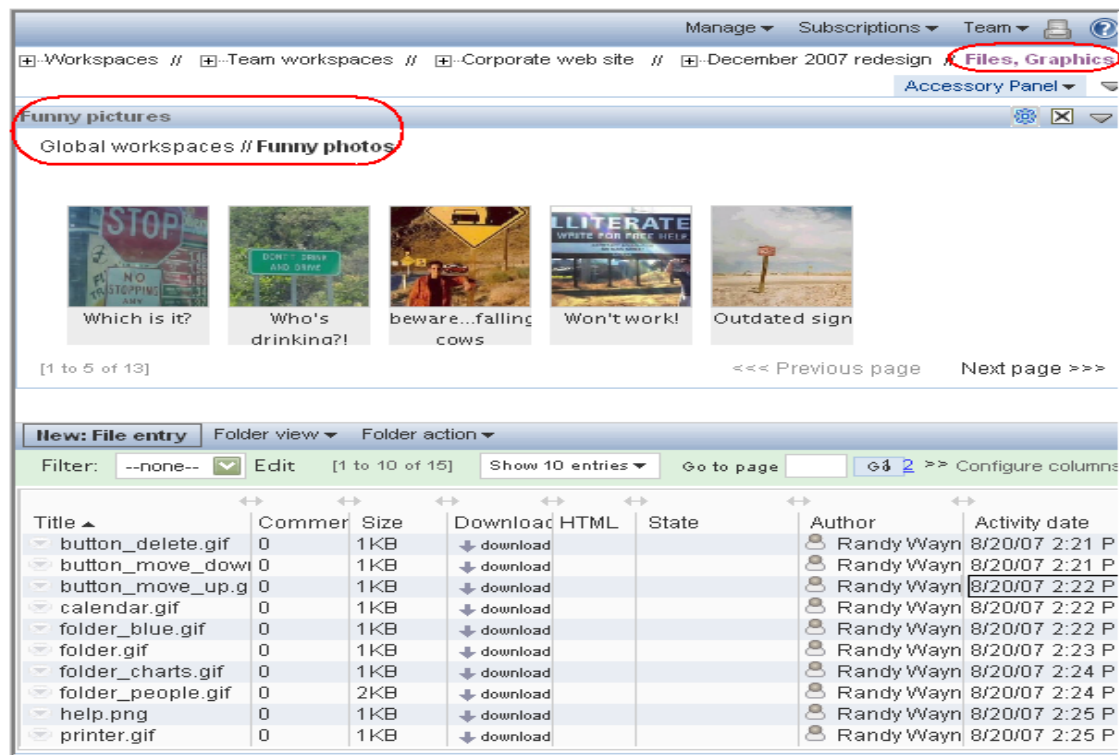
To move an accessory, reordering it within the accessories currently located in the accessory panel, click on its title bar, drag it to your desired position within the accessories panel, and drop it.

To delete an accessory, click the Delete icon (X). Remember that accessories do not contain information; they merely point to and summarize information that exists elsewhere. So, when you delete an accessory, you delete the pointer, not the source information. Also, it is very easy to add the accessory again, if you mistakenly deleted it.

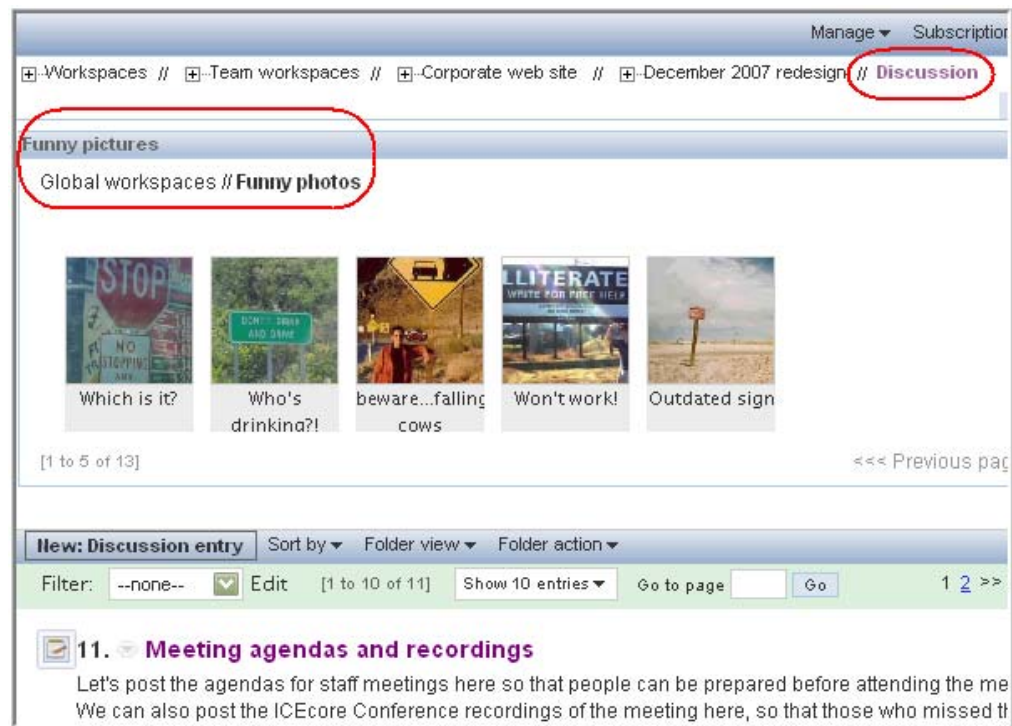
## Adding an Accessory Visible on All Pages

Using our example installation, the company provides a photo gallery of amusing pictures in the Global workspace area, and one of the characters in the installation wants to have access to these pictures to amuse himself, no matter where he is within Novell Teaming. So, the user creates this accessory as a “personal accessory for all workspaces and folders.”

Now, notice that the photo-gallery accessory appears when he views the file folder containing graphics for his web-site-redesign work:



And it appears when he views the discussion folder for the web-site redesign effort, as shown on the following page.



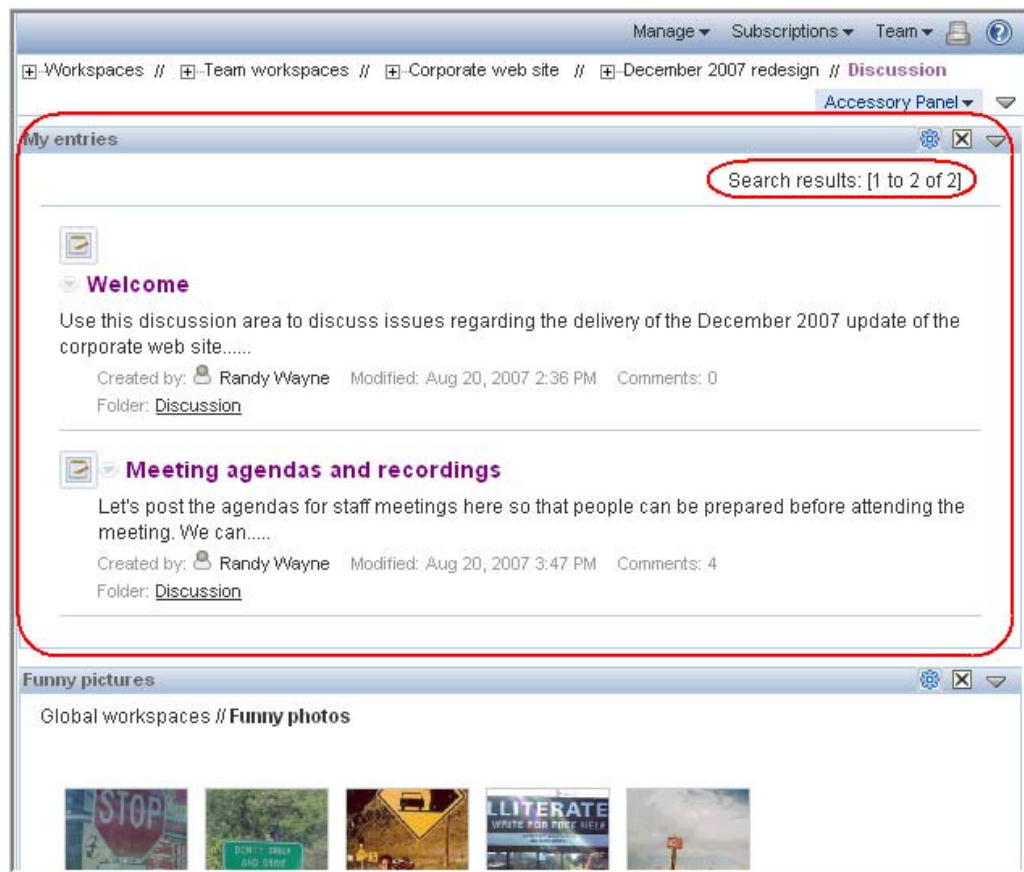
To be able to save room for viewing the content of the folder, the person can close either just the photo-gallery accessory or the entire accessory panel itself. This close setting is “sticky”; it remains in effect for every page that this person views:



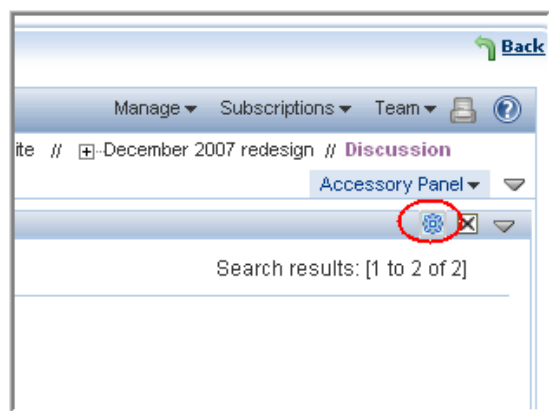
### Adding an Accessory for One Page

Suppose that the character in our sample installation wants to be able to review quickly all of the entries in a discussion folder that he authored. He can create a Search-results accessory applicable to only that Discussion folder, as shown on the following page.





This person can close the search-results accessory (or the entire accessories panel) to be able to see the folder contents displayed closer to the top of the page. Finally, suppose that this person wants to fine tune his search criteria further. To reconfigure an accessory, click the Configure icon:



## Layout

When you create accessories for every page that you view or for a community-accessories panel, Novell Teaming provides a tool for arranging the order of the accessories within the panel. In this way, you can determine an optimal default order in which the defined accessories appear within the panel. (People may personalize the order by dragging and dropping accessories within a community panel.)

To affect the layout of a personal-global or a community accessory panel, use one of the following tools:

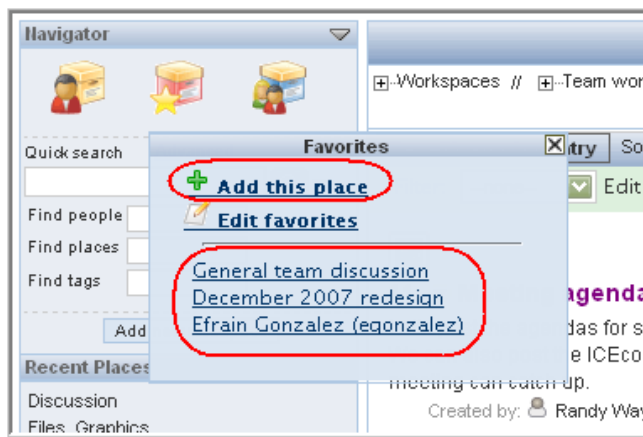


Novell Teaming then displays the accessories in the reverse order in which they were created. Click the title bar of an accessory, drag it, and drop it into the position you wish it to have. Repeat this action until the accessories are ordered to your liking, and then close the form.

### 3.1.2 Favorites

The favorites panel allows you to save links to your favorite pages. Because almost all Novell Teaming pages display the navigator tools (including the Favorites icon), you can access your favorite pages from almost anywhere.

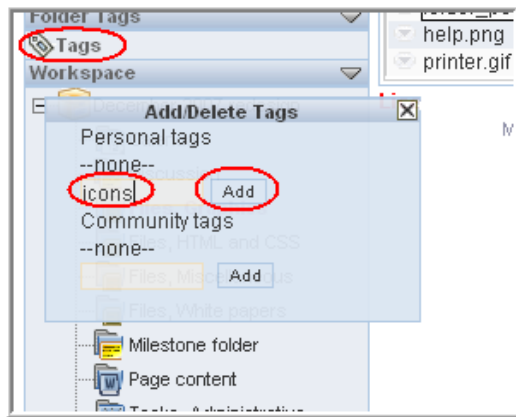
The following picture shows that you can either add the current page to the favorites list or you can click on a Favorites link to view that favorite page:



### 3.1.3 Tags

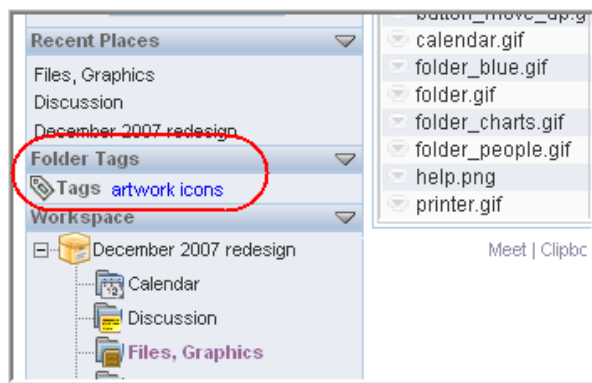
Tags provide an alternative way to categorize items, making it easier to navigate to and search for them later. Given our sample installation, there is a file folder that contains all of the graphics used in a web-site redesign. It might be helpful to tag the folder as containing “artwork” and “icons.”

After viewing the file folder, click the Currently-hidden (right arrow) icon, click *Tags*, enter the personal tag name, and click *Add*, as shown on the following page.

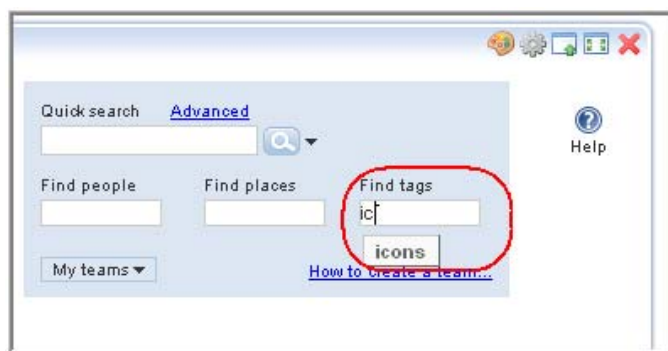


When you are finished adding all the tags you want, click the Close icon (X).

The Tags section of the tools sidebar now appears as follows:



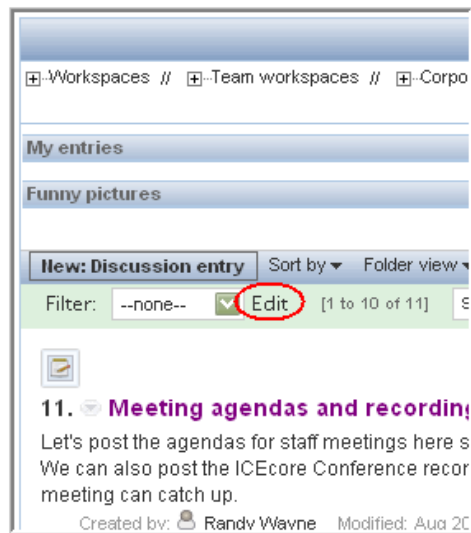
Both of the tag names (*artwork* and *icons*) are links. Click a tag name, and Novell Teaming searches for all items that have that tag applied to them. Also, in the “Search tags” text box, you can now search for these tags:



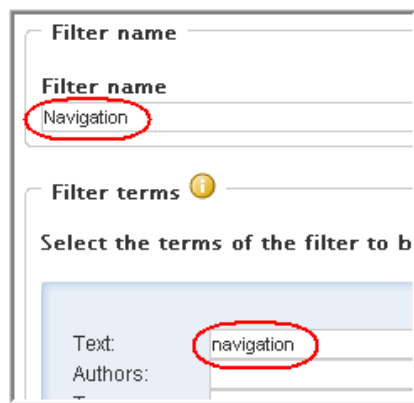
To remove a tag from an item, view the item, click the *Tags* link and icon, and click the Delete icon (X) next to the tag name. If you are a workspace or folder owner, you can create community tags, which other people can use to search for items.

### 3.1.4 Filters

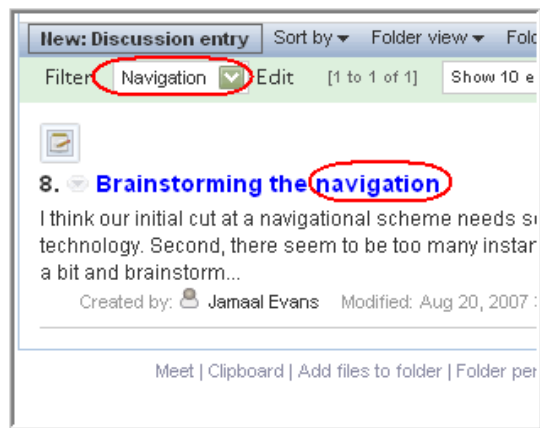
Filters allow you to see only the subset of folder entries that most interest you. To create a filter, view a folder, and click the *Edit* link next to the Filter drop-down list:



Using our sample installation, the person can create a filter that displays all of the web-site-redesign discussion entries that contain the word “navigation”:



In the Filter drop-down list, you see only the filters that you create. When you select a filter, Novell Teaming displays only those entries that match that filter’s search criteria, as shown on the following page.

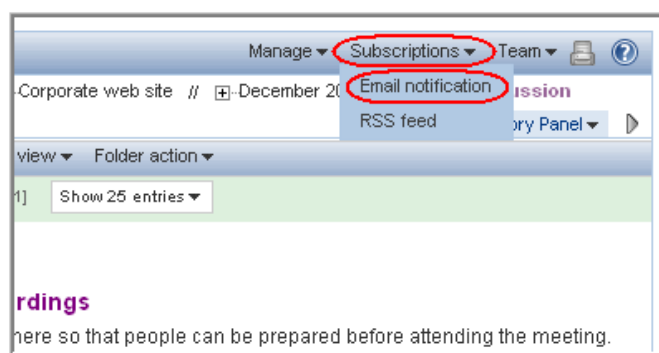


### 3.1.5 E-mail Notifications

Using Novell Teaming, there are several ways to monitor activity in a folder. For example, you can see a count of unread entries in the bookmarks portlet, and you can set up an RSS feed. The most popular way of tracking activity in a folder is to receive e-mail notifications.

When you establish e-mail notifications, Novell Teaming sends an e-mail message to you, on a schedule determined by owner of the folder, which summarizes the changes to the entries and provides you with links to those entries. When you establish e-mail notification for a folder, the messages automatically include summaries of changes to all of its subfolders.

After viewing a folder for which you want to receive notifications, click *Subscriptions > Email notification*:



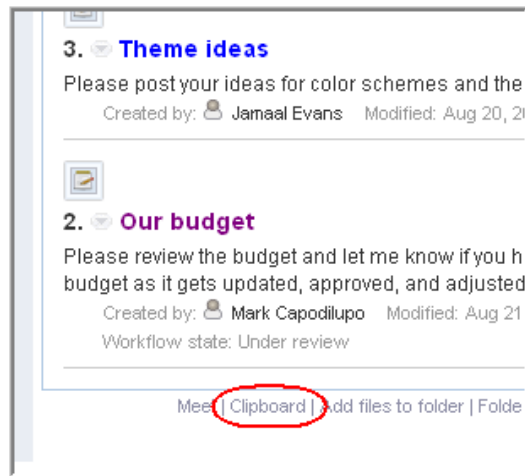
Novell Teaming dims the page and offers you several styles of e-mail notification:

- ♦ **Digest** -- Novell Teaming sends one message that summarizes all of the activity in the folder and its subfolders.
- ♦ **Individual messages** -- Novell Teaming sends one message for every new or changed entry in the folder and its subfolders. The e-mail messages do not include files that may be attached to the new or changed entries.
- ♦ **Individual messages with attachments** -- This style is the same as the last, except that messages include attached files.

### 3.1.6 The Clipboard

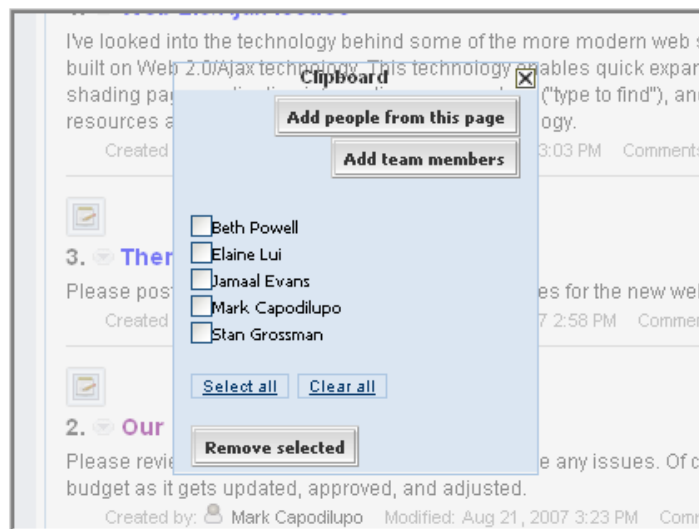
The clipboard is a tool that allows you to gather people's names as you visit places (workspaces and folders) within Novell Teaming. Later, when using a tool that requires people's names, you can retrieve names from the clipboard.

Using our sample installation, a person can visit the discussion folder within a team workspace, scroll to the bottom of the folder page, and click *Clipboard*:



Novell Teaming then displays the Clipboard panel. You can use buttons on this panel either to add the names of everyone who authored an entry or comment on the currently displayed page, or you can use them to add the names of all team members associated with the currently displayed page.

After adding and editing names, the clipboard can look like this:



When you check the box next to names and click the *Remove selected* button, Novell Teaming removes the checked names from the list and closes the clipboard panel. To close the panel otherwise, click the Close icon (X) in the upper-right corner of the panel.

As the next step, this person can visit any number of places, adding additional names to the clipboard as desired.

Finally, before signing out, this person can use the names he has collected from potentially many different places within Novell Teaming and apply them to a task. The following picture shows how you can retrieve Clipboard names using the “Send mail” Novell Teaming tool:

**Send email**

**Recipients**

Add email addresses (separate multiple addresses with commas):

☐ Randy Wayne (rwayne@acme.com)

**Users**    
Find people

**Groups**    
Find groups

☒ **Clipboard user names**

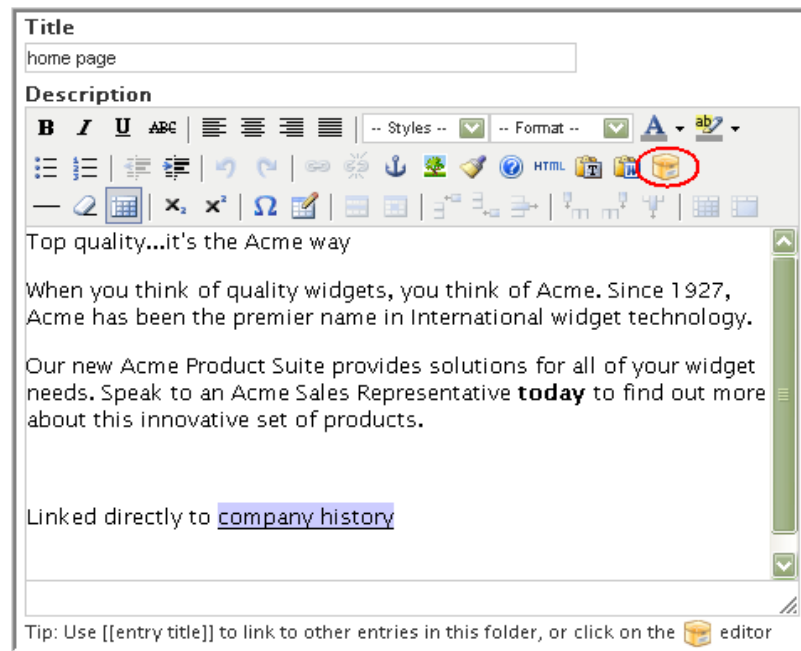
Select all Clear all

<input checked="" type="checkbox"/> Beth Powell	<input checked="" type="checkbox"/> Mark Capodilupo
<input checked="" type="checkbox"/> Elaine Lui	<input checked="" type="checkbox"/> Stan Grossman
<input checked="" type="checkbox"/> Jamaal Evans	

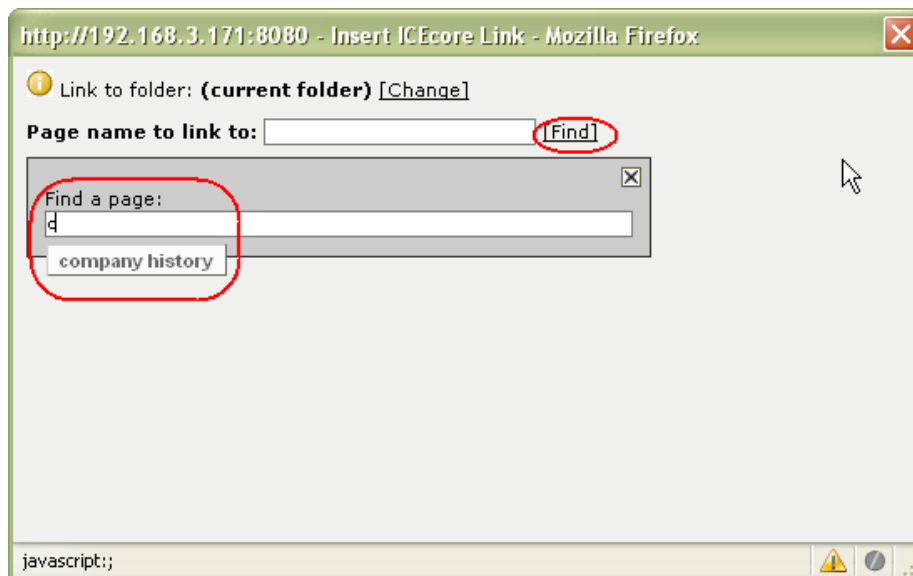
**Team members**

### 3.1.7 Entry-Reference Mark-Up

When creating or modifying an entry, you can create a link to any other entry within Novell Teaming. The easiest way to create this link is to use a tool in the HTML editor. Given our sample installation, in the wiki folder for the website-redesign project, you can reference other wiki pages. You can highlight text in the body of the entry, and then click the mark-up icon in the HTML editor tool bar, as follows:



Novell Teaming displays a new window. Click the *Find* link, and use type-to-find to specify the title of an entry:





Select the correct entry title, and click the *Insert* link. Novell Teaming inserts the link into the body of your entry.

This entry-reference mark-up tool also allows you to look for entry titles in other folders. To do so, click the *Change* link.

Finally, if you want to hand-code the reference to another entry in the same folder, you can enclose the exact title of the entry within double brackets, as follows:

Linked directly to [[company history]]

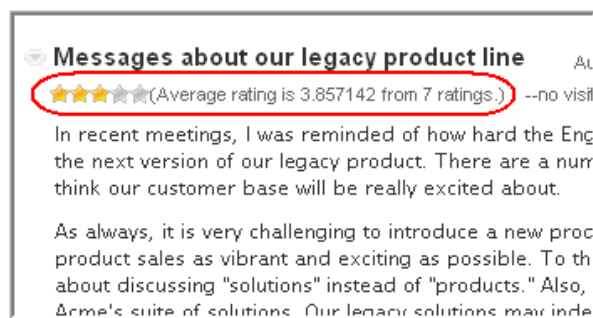
Although you can use entry-reference mark-up in any folder, it is used heavily in **wiki folders**.

### 3.1.8 Rating Stars

Novell Teaming provides a rating system that allows you to see how other people have evaluated the content of an entry on a scale of one star (not very impressive or relevant) to five stars (incredibly impressive or relevant).

To evaluate an entry, click the star that represents your evaluation. For example, to give an entry a rating of three stars, click the third star (left to right).

Novell Teaming indicates the average rating and the number of people who have rated the entry so far. Consider this picture:

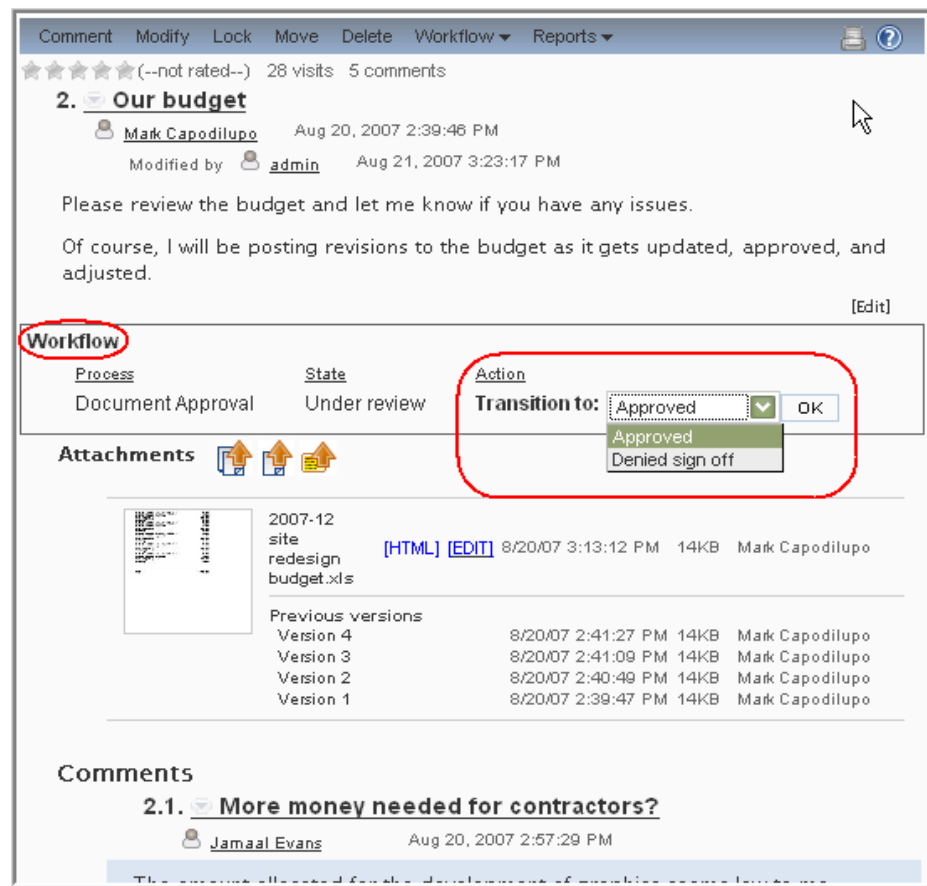


### 3.1.9 Workflow

A workflow process is an online version of a business process (for example, ordering supplies, hiring new employees, requesting paid time off, and getting expense reimbursements). By creating custom forms and applying workflow processes, your Novell Teaming site administrator can use Novell Teaming folders as application platforms. Consult with your site administrators to see if you have common business practices that can be automated using your Novell Teaming installation.

As a folder entry moves through a business process, it enters states that provide a brief status for the entry. For example, a paid-time-off workflow process can have states such as Submitted, Approved, Denied, and Being Processed by Human Resources.

When you are viewing an entry that is progressing through a workflow process, and if you have permission, you can change its state using a drop-down list and an *OK* button, as shown on the following page.

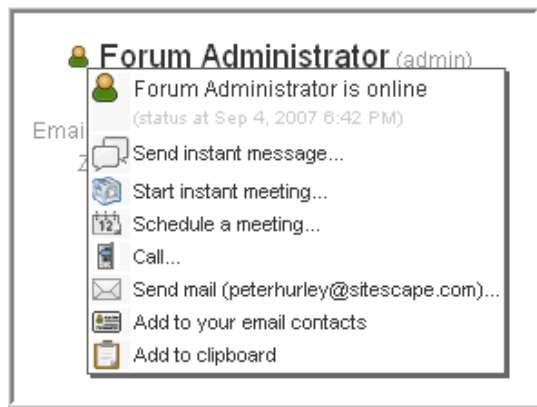


### 3.1.10 Novell Conferencing

Novell Conferencing is a real-time collaboration tool that allows you to send instant messages, schedule online meetings, and have instant online meetings with people participating in your Novell Teaming installation.

The features of Novell Conferencing are described in a separate set of documentation. However, the synchronous features (Novell Conferencing) and asynchronous features of Novell Teaming are integrated in helpful ways. As mentioned, Novell Teaming provides you with a Buddy List portlet. Also, anywhere you see a person's name in Novell Teaming, you see that person's presence indicator. Finally, at the bottom of a workspace and folder pages, you can quickly start an instant meeting with all teammates for that particular page, or with all people who have authored entries and comments on the current page.

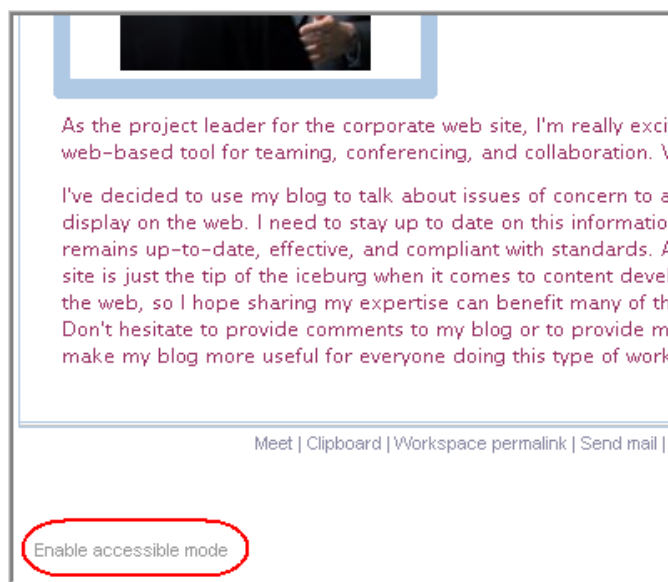
You are presented with contact options when you click on someone's presence icon, as shown on the following page.



### 3.1.11 Accessibility Mode

Novell Teaming provides a mode of operation that is optimized for use with assistive devices (for example, web-page readers that assist blind users). Accessibility mode complies with U.S. Section 508 and W3C international standards of accessibility.

To use Novell Teaming in accessibility mode, view your personal workspace, and, at the bottom of the page, click *Enable accessible mode*:



## 3.2 Folder Types

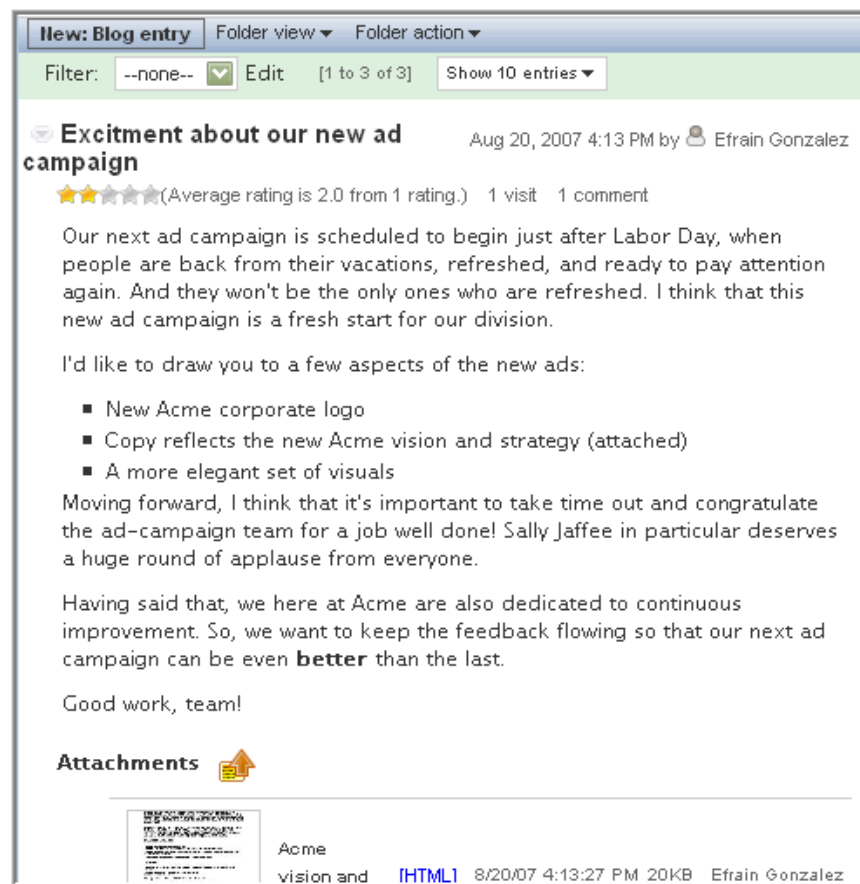
This section describes the various Novell Teaming folder types. Folder types define the type of activities that you do within a folder and how you do them. So, folder types can actually be thought of as applications, where each different type of folder functions as a separate “program” within Novell Teaming.

Most of the folder tools are common across all types of folders. Examples include most of the tools in the tools sidebar, accessories, subscriptions, team features, sorting, folder views, filtering, and

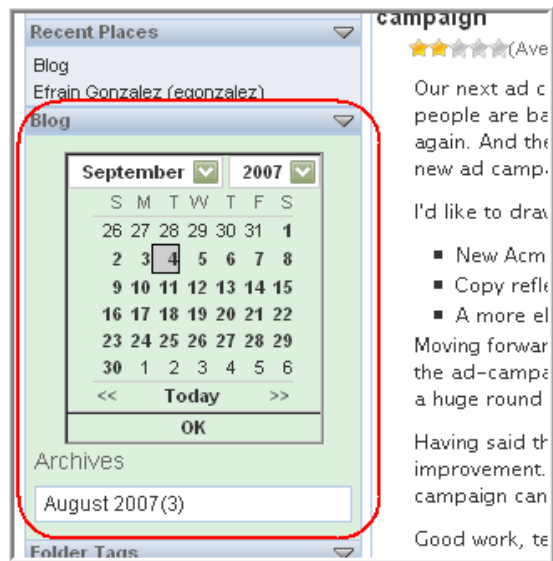
basic folder-page navigation. The subsections that follow are ordered alphabetically and indicate some significant differences in the way a particular folder type functions.

### 3.2.1 Blogs

Blogs are chronologically listed journal entries. Blog entries resemble discussion-list entries:



The tools sidebar also includes a calendar (click on a date to see that day's blog entries) and an Archives section (click on the linked name of a month to see that month's blog entries), as shown on the following page.



### 3.2.2 Discussions

Discussion folders allow you to post entries and make comments about those entries. This manual has described discussion folders, and shown pictures of their tools and pages.

By default, if you choose, there are two views that are designed for use with discussion folders. A view is a page design used to display information (in this case, information about entries and comments in a discussion folder). For example, if you changed the view from its default (“list”) to “table,” then a discussion folder appears as follows:

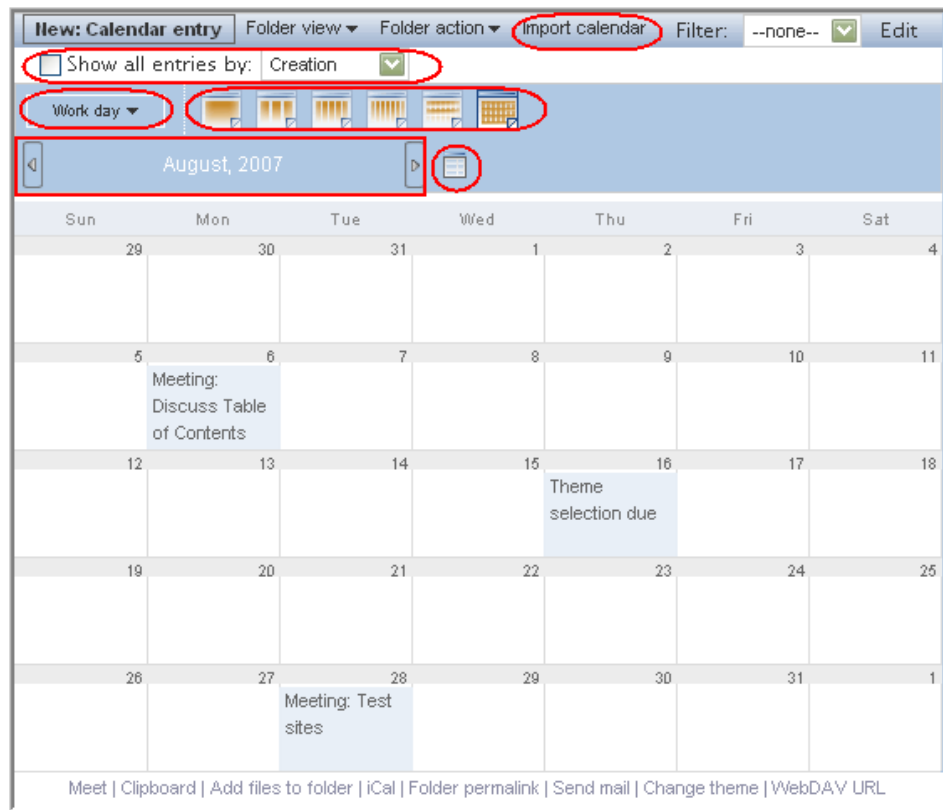
New: Discussion entry				
Filter: --none-- Edit [1 to 10 of 11] Show 10 entries Go to page 1 2 >>				
Number	Title	State	Author	Activity
11.	Meeting agendas and recordings		Randy Wayne	8/20/07
10.	Let's meet with the PR people		John Starkweather	8/20/07
9.	Be sure to test on multiple bro		Elaine Lui	8/20/07
8.	Brainstorming the navigation		Jamaal Evans	8/20/07
7.	Our new source repository		Elaine Lui	8/20/07
6.	New vision statement and str		Stan Grossman	8/20/07
5.	Check out this white paper		Stan Grossman	8/20/07
4.	Web 2.0/Ajax issues		Beth Powell	8/20/07
3.	Theme ideas		Jamaal Evans	8/20/07
2.	Our budget	Under review	Mark Capodilupo	8/21/07

Meet | Clipboard | Add files to folder | Folder permalink | Send mail | Change theme | WebDAV URL

Titles of entries that have not yet been viewed are bold. Hover your mouse over a title, and Novell Teaming displays the full text of that title. Click, hold, and drag one of the double-arrow icons that are located above the horizontal lines in the table, and you can expand and collapse the column. Click on a column header (*Number*, *Title*, *State*, *Author*, *Activity date*), and Novell Teaming sorts the table by the values in that column.

### 3.2.3 Calendars

Calendars help you to keep track of time-ordered appointments or events. By default, a calendar folder displays a monthly view of events:

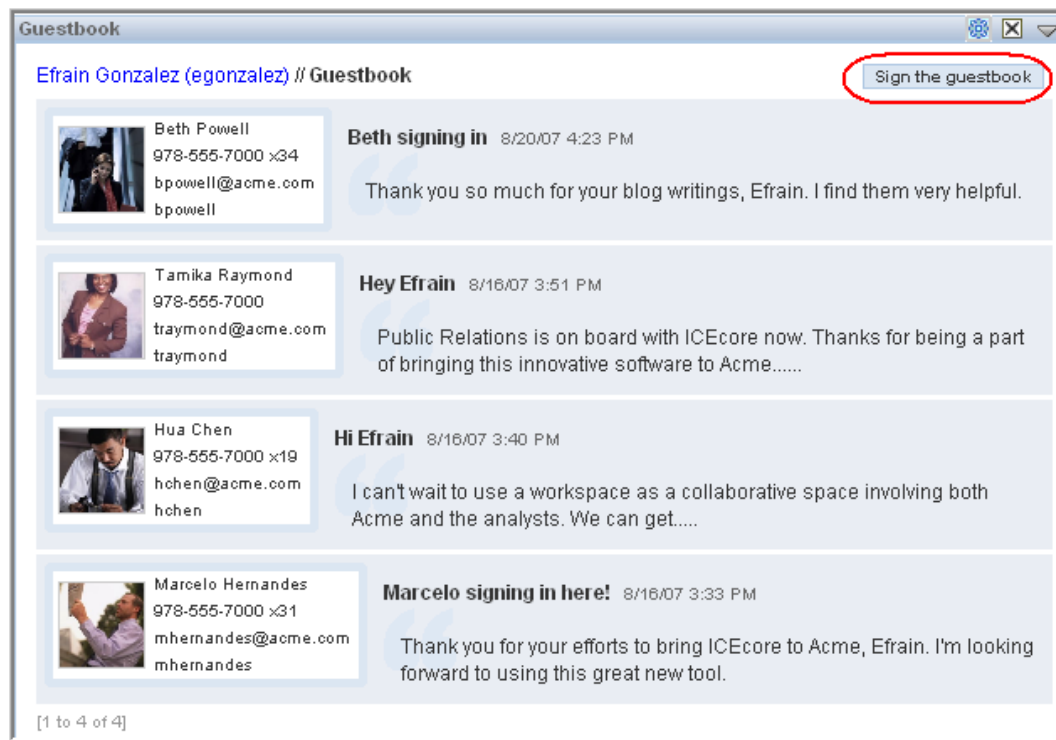


Here are some of the unique calendar tools:

- ♦ **Import calendar:** Allows you to import calendar entries in iCal format (for example, entries from Google and Outlook).
- ♦ **Show entries by:** Changes the criteria used to place the event on the calendar from the default, which is the event date. (This feature is most useful when viewing non-calendar information in a calendar view. For example, by default, you can view discussion entries in a calendar view, and then you can use this feature to show entries according to creation or “last activity” date.)
- ♦ **Work day:** Allows you to define a day as being a work day (defined by your site administrator) or as a full calendar day (which includes non-work days, such as weekend days).
- ♦ **Number of days:** Changes the number of days shown on a calendar folder page (the default is one month, thirty days).
- ♦ **Previous and next page:** Displays the previous set and next set of days. For example, if the calendar is currently displaying a month, these icons display the previous and next month of entries.
- ♦ **Calendar applet:** The square icon to the right of the next-page icon displays a panel displaying the current month, which you can use to navigate to specific months or days.

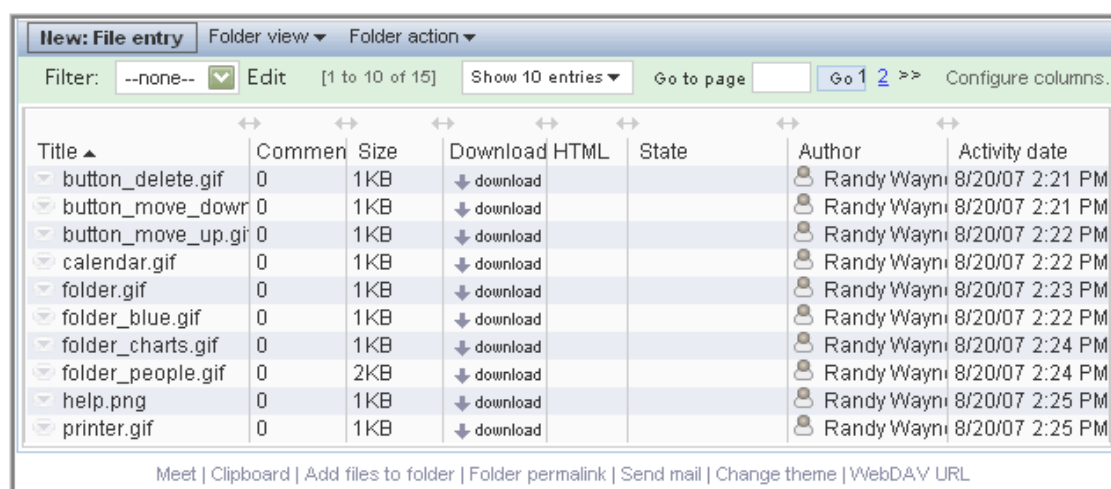
## 3.2.4 Guestbooks

Guestbooks are folders that allow visitors to sign in and announce their presence on a page. By default, personal workspaces contain guestbooks and accessories that show a summary of the guestbook entries. Given our sample installation, the guestbook on the following page is in one person's personal workspace.



## 3.2.5 File Folders

File folders contain an alphabetized list of files in a table format. The table functions the same as the table view described in the [discussion-folders section](#). Consider the following:

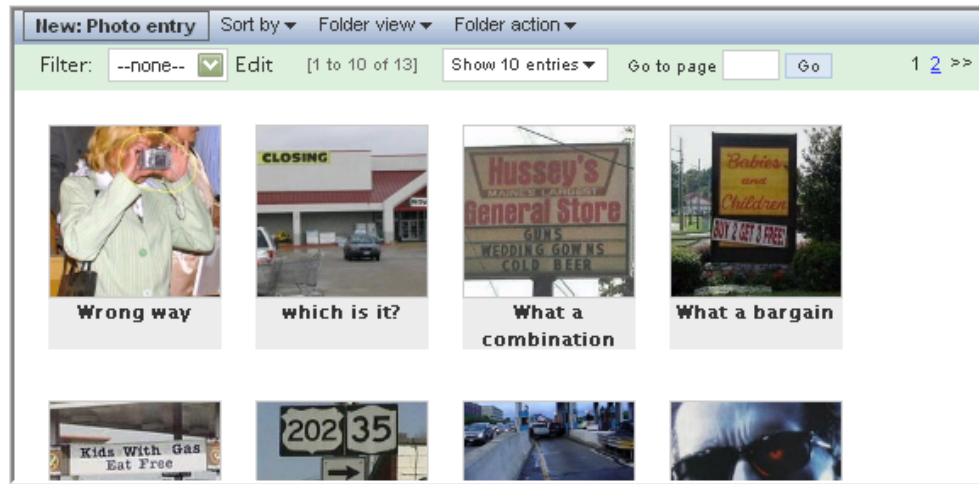


### 3.2.6 Milestone folders

A milestone folder tracks the progress of several task folders. Although you can use milestone folders outside of the scope of a project workspace, they are most often used in those workspaces. See [the project workspace section](#) for more information.

### 3.2.7 Photo Albums

Photo albums display pictures. Our sample installation includes a set of humorous pictures placed in a photo album in the Global workspace area, as follows:



When you click on a thumbnail, Novell Teaming displays the full-sized photo in a separate window, as shown on the following page.





### 3.2.8 Surveys

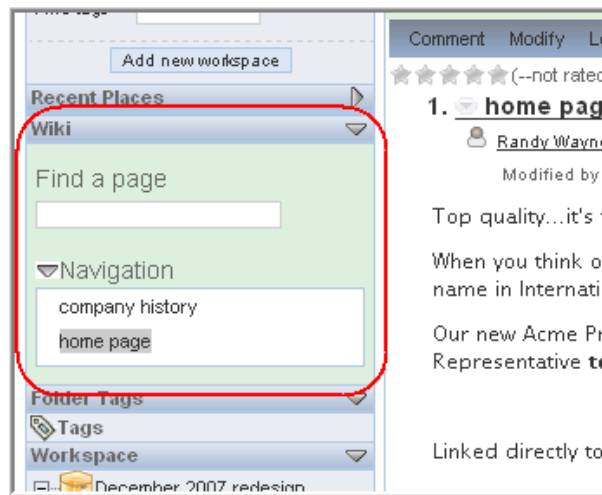
Surveys allow you to conduct polls. You can create polls that allow a single answer to a question or that allow multiple answers to a single question.

### 3.2.9 Tasks

A task folder keeps track of the progress made in completing work assignments. Although you can use task folders outside of the scope of a project workspace, they are most often used in those workspaces. See [the project workspace section](#) for more information.

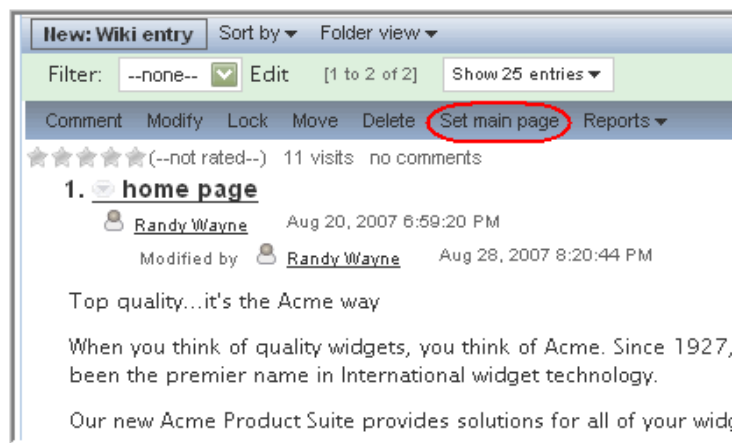
### 3.2.10 Wikis

Wikis are folders whose entries are coauthored by all participants in the folder. Wiki folders have additional tools in the tools sidebar, as shown on the following page.



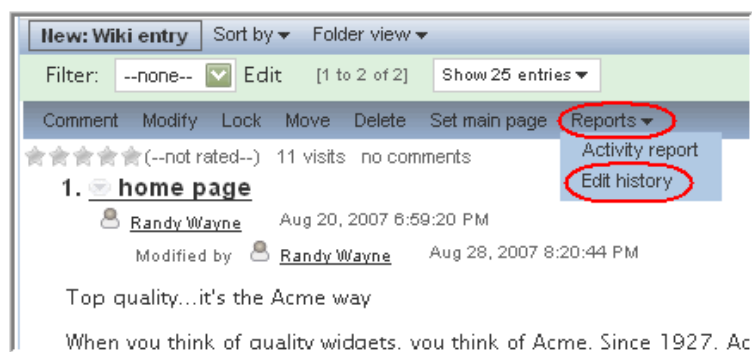
Use the type-to-find feature in the “Find a page” text box. The Navigation section lists all of the pages in the wiki folder. The standard folder tool “Show xx entries” determines how many page titles are listed here by default. If there are more pages, then Novell Teaming displays a right-arrow icon in the bottom-right corner of the Navigation box that allows you to move through lists of all the pages in the wiki folder.

By default, Novell Teaming does not display an entry when you first view a wiki folder. If you want an entry to display when someone first views the folder, click the *Set main page* link:

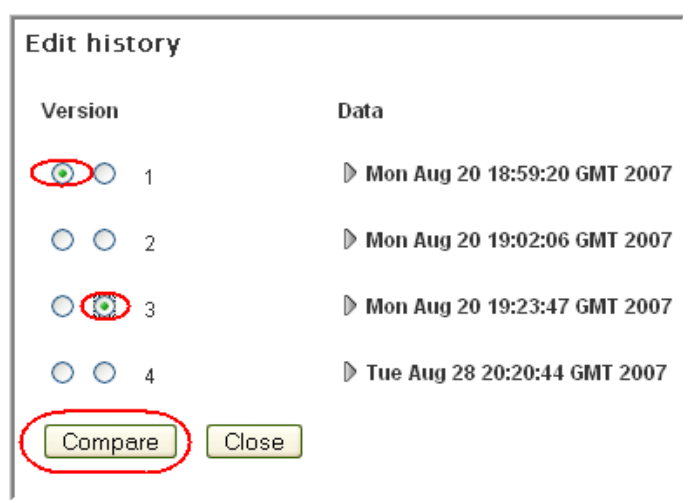


**Note:** When you create a wiki folder, be sure to configure the folder so that all entry titles must be unique.

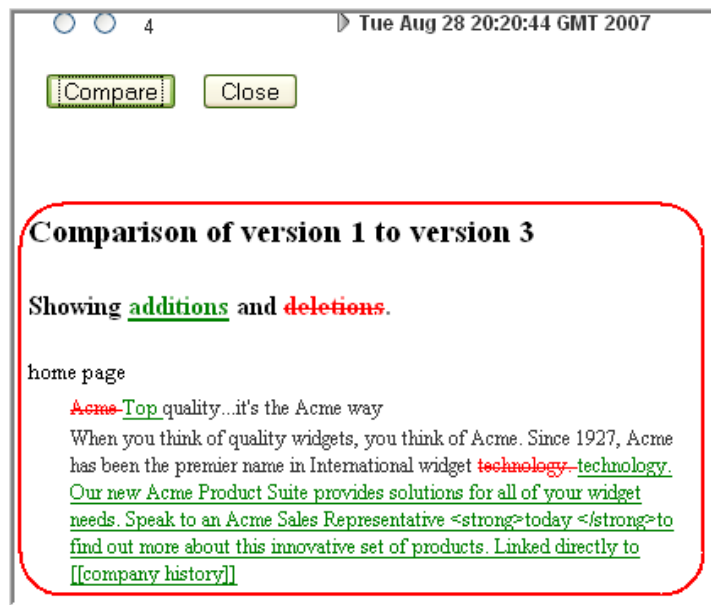
When working with a wiki entry, it can be helpful to review edits that your teammates may have made to it. To review edits, view a wiki page, and click *Reports > Edit history*, as shown on the following page.



Novell Teaming displays a new browser window. In that window, select the edit versions that you want to review, and click *Compare*:



Novell Teaming displays a version of the entry that indicates additions and deletions between the two versions, as shown on the following page.



## 3.3 Workspaces

This section describes different types of workspaces available in Novell Teaming.

### 3.3.1 Global Workspaces

Global workspaces contain information beyond the scope of teamwork that may be of interest broadly across your organization. Given our sample installation, the example on the following page shows how the Global workspaces can be structured for the fictional Acme company.



This particular example uses geography to organize the Acme company's global information, and then uses departmental categories (Engineering, Human Resources, Marketing) to further organize the information. Depending on your organization, you may want to reverse the order (function followed by geography) or use some other organizational scheme.

**Note:** We strongly recommend that you limit the creation of Global workspaces. First, organic team creation is the more effective use model for this product. Second, we have worked with a significant number of customers who duplicated complex organizational charts in the structure of Global workspaces, and users found them to be confusing and unusable. Instead, populate the Global area with a minimal amount of information, and let users guide you as to a useful structure and content in this area.

### 3.3.2 Personal Workspaces

Personal workspaces provide a home page or start page for your work in Novell Teaming. It includes contact information, a guestbook, pictures of you, your personal blog, and more.

Previous chapters in this book describe personal workspaces.

### 3.3.3 Team Workspaces

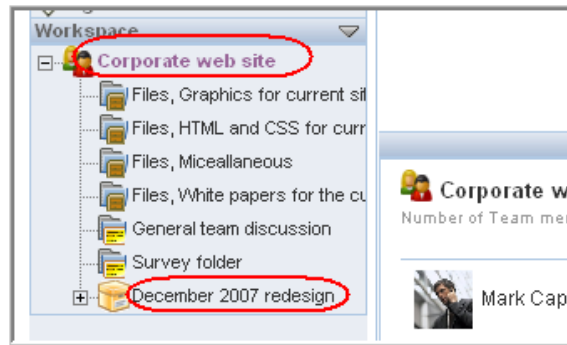
Team workspaces provide dedicated workspaces for a small group of people to coordinate their efforts and to collaborate.

Previous chapters in this book describe team workspaces.

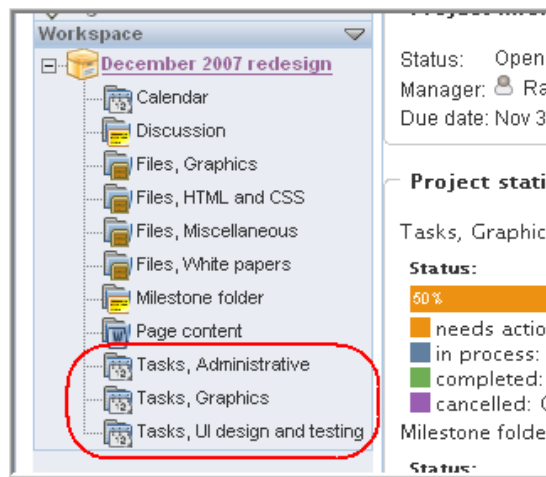
### 3.3.4 Project Workspaces

Project workspaces include special accessories that help a leader to track the progress of task completion for a potentially large project. Although project workspaces can contain any type of folder, they are specifically designed to work in conjunction with task and milestone folders.

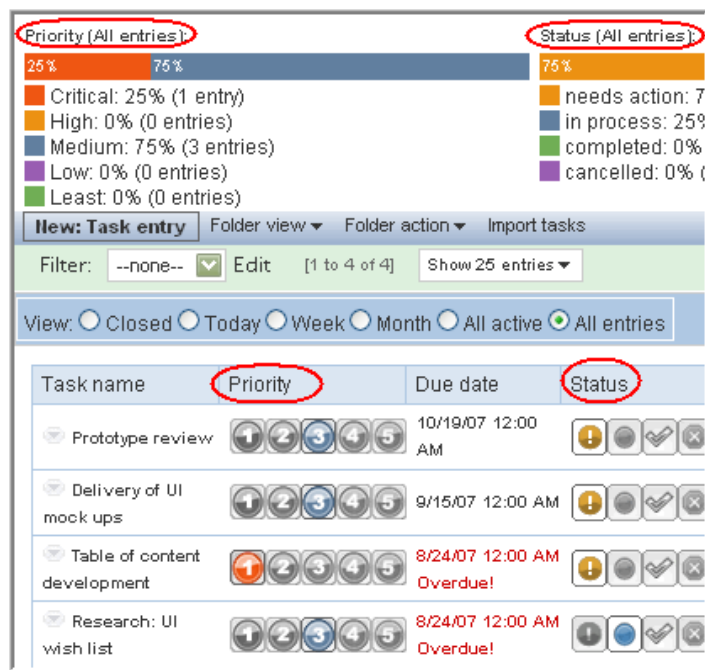
In our sample installation, there is a corporate web-site development team. This team has begun a project that requires them to redesign the web site for a December 2007 deadline. So, the team created a team workspace for general web-site teamwork, and, within that space, it created a project workspace for the web-site redesign:



Within the project workspace, the project leader created standard folders (a discussion area and file folders for various types of files used in the project), a wiki folder to create web-site-page content, and three task folders for several categories of tasks involved in this project effort:

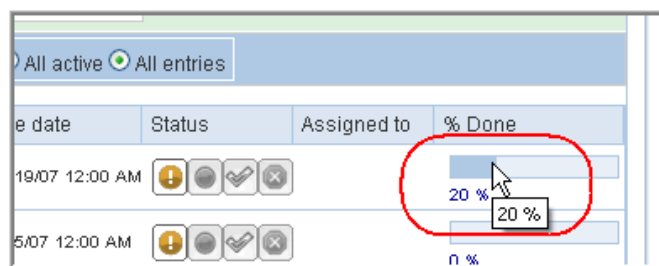


Each task folder contains tasks that fit that task category. An example of one of the task folders is shown on the following page.



This is the “Tasks, UI design and testing” tasks folder. Novell Teaming produces the Priority and Status summaries using the individual task-data provided in the table toward the bottom of the folder. So, in the Priority summary, 25% of the individual tasks are marked Critical, and 75% are marked Medium. If the assigned person or the project leader changes the priority value of an individual task, Novell Teaming recalculates the summary located at the top of the folder. Finally, Novell Teaming displays radio-button filters at the top of the individual task listing that allows you to see only closed or active tasks, or only tasks due today, this week, and so on.

A designated individual can change the priority, status, or % done value for a task right on the folder page. For example, if you hover the mouse over the bar in the % Done column, Novell Teaming displays a percentage value that corresponds to the location of the mouse. When the appropriate percentage is displayed, click the mouse, and Novell Teaming adjusts the % done value, as follows:



So, individual task status in one task folder is rolled up into the summary for that folder. The status values for each task folder roll up again into the milestone folder, as shown on the following page.

New: Milestone Folder view				
Filter: --none-- Edit [1 to 3 of 3] Show 25 entries				
Name	Responsible	Tasks	Status	Due date
Administrative tasks	Randy Wayne	Tasks, Administrative 	Open	Nov 30, 2007
Graphics	Elaine Lui	Tasks, Graphics 	Open	Sep 22, 2007
UI design and testing	Beth Powell	Tasks, UI design and testing 	Open	Nov 16, 2007

Meet | Clipboard | Add files to folder | Folder permalink | Send mail | Change theme | WebDAV URL

The milestones folder provides a snapshot of the status of each of the three task folders in our sample installation. Hover your mouse over the colors in the bar chart, and Novell Teaming explains the value (needs action, in progress, completed).

Finally, the information rolls up one more time, into the project-workspace page:

Workspaces

Team workspaces

Corporate web site

This project workspace is designed to track tasks involve corporate web site. The new version of the web site is sla 2007 or shortly afterward.

Project information box

Status: Open

Manager: Randy Wayne

Due date: Nov 30, 2007 8:40 PM

Project statistics

Tasks, Graphics

Status:

needs action: 50% (2 entries)

in process: 25% (1 entry)

completed: 25% (1 entry)

cancelled: 0% (0 entries)

Milestone folder

Status:

Open: 100% (3 entries)

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# Troubleshooting

# A

This appendix provides guidance for difficulties you might encounter when using Novell Teaming.

## A.1 WebDAV Link Does Not Work

**Problem:** When clicking the *Use this folder as a WebDAV folder* link in the footer tool bar or the icon used to attach a file using WebDAV, the WebDAV window does not function properly.

When using Windows XP and Internet Explorer Version 7.0 or higher, Novell Teaming activates the WebDAV link in the footer and the WebDAV icon used to attach files. If the administrator of the folder you are currently using did not configure it properly for use with WebDAV, then the WebDAV window does not function properly. In order for a folder to enable WebDAV properly, it must be configured so that the names of all uploaded files are unique. To affect this setting, the administrator can click *Manage > Modify this folder*.

## A.2 Too Many Sign Ins for WebDAV

**Problem:** When using WebDAV, you have to specify your Novell Teaming user name and password more than once.

This is proper behavior for WebDAV. WebDAV requires that you sign in each time you access a distinct program (for example, your web browser and Novell Teaming). It then may ask you to sign in again to access a file.

## A.3 Not Understanding Mirrored Folders

**Problem:** You are not sure if you want to use mirrored folders, because you do not understand the concept or how they work.

**Note:** Mirrored folders are available only with the purchase of Novell Teaming Enterprise.

A mirrored folder is an Novell Teaming library folder that is synchronized with a folder located outside of Novell Teaming, on a system drive. When performing basic actions (adding subfolders and files, modifying files, deleting folders and files) using either the Novell Teaming interface or by accessing the file on the drive, the change is reflected in the other interface. The advantage to using mirrored files is that you can apply Novell Teaming tools to files on a drive, which includes tools such as text search, workflow, and discussion (in the form of comments applied to the entry in the library folder).

Novell Teaming supports two types of external folders:

- ♦ A directory on a file system
- ♦ A folder on a Sharepoint server

Here are tips for using mirrored files:

- ♦ When specifying the path to the system folder, specify the full (absolute) path to the folder.
- ♦ **Warning:** After creating the mirrored folder, you cannot alter the path name, and you cannot reconfigure the Novell Teaming library folder to be a non-mirrored folder.

- ♦ To initialize the new mirrored folder, click *Manage > Modify this folder*, and use the Synchronize tool.
- ♦ **Strong recommendation:** Do not attach additional files to entries in a mirrored folder. Behavior regarding additional attachments is unpredictable.
- ♦ Synchronization happens only manually using the Novell Teaming menu items; Novell Teaming does not support scheduled synchronization. Synchronizing behaviors (listed in the following bullets) occur only upon using the Novell Teaming manual synchronization.
- ♦ When you delete a file on the server, Novell Teaming deletes the entire entry in the library folder (not just the attached file).
- ♦ **Warning:** Adding and deleting subfolders adds and deletes subfolders in the other system. When you delete a subfolder, you delete all of its contents in both places.

# Glossary

Items that include an “(a)” are more relevant for Novell Teaming site administrators.

**access control**

The tool that determines who has the right to perform which tasks in which places. See also [role-based access control](#).

**accessibility mode**

An optimized user interface that facilitates use by assistive devices, such as auditory readers.

**accessory**

A section located at the top of a workspace or folder page that provides a summary view, most likely of the information contained within the item. For example, an accessory can show all of the entries within a folder authored by someone designated as a subject-matter expert.

**advanced search**

Extra search tools that allow you to specify more specific criteria (such as the author of an item or restricting the search to a portion of the workspace tree).

**alias**

See [e-mail alias](#).

**attachment**

A file attached to an [entry](#).

**author**

The person who created an entry.

**blog**

A folder that contains a chronological listing of journal entries.

**blog archive**

A feature of blog folders that allows you to see entries authored in a specific month.

**buddy list**

A list of people whose [presence](#) you want to check and whom you contact frequently.

**calendar**

A folder containing entries for scheduled appointments.

**clipboard**

A tool that gathers people's names. Before signing out, when using a tool that requires names, you can take them from your clipboard.

**comment**

A reply to an [entry](#).

**community tag**

A keyword **tag** applied to an item by the owner of a workspace or folder. Other users of the workspace or folder can perform searches based on community tags.

**configuration (a)**

A set of tools that alter the way information is presented. There are many types of configuration, ranging from setting allowable **views** for an item, selecting a color scheme, creating custom forms and views, and enabling workflow processes.

**default view**

The **configuration** of the information you see when you first view a workspace or folder. Some items may be configured to allow alternate **views**, which you can select.

**definition (a)**

A set of elements for both the **form** and **view** of a workspace, folder, or entry.

**designer (a)**

A tool used to create **definitions** or **workflow processes**.

**discussion**

A folder whose entries are discussion topics and comments about those topics.

**e-mail alias**

An alternative e-mail address for an e-mail account. To enable e-mail posting into a folder, you must provide an e-mail alias for the one account used to post into all folders in your Novell Teaming installation. Consult with your Novell Teaming site administrator for further assistance; site administrators, consult with the IT person responsible for creating e-mail accounts to create new aliases.

**e-mail notification**

An e-mail message that Novell Teaming sends indicating new or changed entries in a folder (and subfolders).

**entry**

An item in a folder.

**favorites panel**

A tool used to save links to workspaces and folders most important to you, providing a method of accessing these places quickly.

**file folder**

A folder whose entries are configured to highlight an attached file and to facilitate file management.

**filter**

A setting that limits a **folder** listing to only the entries that match the filter's search criteria. For example, you can create a filter that shows only the contents of a folder authored by you or that were created past a certain date.

**folder**

A container for **entries** and other folders. Each folder has a type, such as **blog**, **wiki**, or **calendar**, which determines its appearance and features.

**form (a)**

An HTML form used to create a workspace, folder, or entry.

**global workspace**

**workspace** that, by default, allows everyone in your organization to participate.

**guestbook**

A **folder** or **accessory** whose entries indicate who has visited the place.

**help mode**

The Novell Teaming Help system, which displays a dimmed page and information icons (“i”). When you click on an information icon, Novell Teaming presents a panel of information about that section of the page.

**inherit (a)**

A process by which a workspace or folder automatically uses **configuration** settings from its **parent**.

**instant message (IM)**

A quick communication between teammates using the Novell Conferencing messaging software.

**LifeRay (a)**

The **portal** software within which Novell Teaming runs by default.

**meeting**

An online communication by teammates using the Novell Conferencing messaging software. Novell Conferencing provides tools that assist with online meetings, such as people designated as running the meeting, a way for participants to “raise their hands,” and a whiteboard.

**milestone**

A **folder** that, by default, summarizes the status of tasks in task folders as they relate to meeting **project** milestones.

**navigator**

A set of tools that you can use to go anywhere within Novell Teaming you want to go. The tools include “**My workspace**,” “**Favorites**,” viewing your **teams**, search, **Help**, and a **workspace tree**.

**owner**

The person who created the workspace, folder, or entry.

**parallel workflow process (a)**

A set of **state** transitions that happen at the same time as other state transitions. A state in the main thread initiates the parallel process, and a state later in the main thread can wait for the completion of the parallel thread.

**parent (a)**

A workspace or folder that contains another workspace or folder. The item contained within the parent is sometimes called its child.

**participant**

An **access role** that, generally, by default, allows people to author entries in a folder and more.

**permalink**

A web address (URL) for an Novell Teaming workspace, folder, or entry that you can copy, paste, and send to a teammate, so that they can access a page directly by specifying the address to their web browser.

**personal tag**

A keyword **tag** that you apply to an item, and that only you can see and use.

**personal workspace**

A workspace that serves as a person's homepage in Novell Teaming, including contact information, pictures, a personal **blog**, and more.

**photo gallery**

A **folder** whose entries are pictures.

**portal page**

A web page that can run various applications within sections of its page. For example, Google and Yahoo use portal pages. Sections within a portal page may display the local time, the local weather, your favorite stock quotes, and more.

**portlet**

A section on a portal page. Novell Teaming runs within portlets.

**presence**

A person's online status (online, away from the computer, offline, status unknown), represented in Novell Teaming by People icons of certain colors.

**project-management workspace**

A **workspace** configured to facilitate the tracking of tasks and completion of complex project work.

**role-based access control**

A mechanism that controls access by assigning people and groups to roles, and the roles determine the rights assigned to those people. See the online Help for a list of Novell Teaming default role definitions.

**site administrator**

The person or people who have the right to perform any task anywhere in the Novell Teaming installation.

**state**

See **workflow state**.

**subscription**

A way to track new or changed items in Novell Teaming.

**tag**

A keyword that you can apply to a workspace, folder, or entry to make it easier to find. See also **personal tag** and **community tag**.

**task**

A **folder** that, by default, contains entries that track progress in regard to completing an assignment.

**team**

An **access role** that, by default, allows people to **participate** in a workspace or folder, to do some minor administrative tasks, and to communicate easily with each other.

**team workspace**

A **workspace** that restricts participation to only teammates.

**template (a)**

A set of default configuration settings used to create a new workspace or folder. A template includes at least one **definition**, **access control**, a possible hierarchy of defined items, and possibly more.

**type to find**

An Novell Teaming tool that uses the characters you have typed so far to present a list of possible choices. This tool is active for text boxes whose values are within a defined set: for example, people, places (workspaces and folders), and tags.

**view**

A presentation of information. For example, you can view a discussion folder in either a list or table format. By default, most folders use one view (calendar folders use a calendar view, blog folders use a blog view, and so on).

**visitor**

An **access role** that, by default, allows people to read entries and make **comments** on them (but not create new entries).

**WebDAV**

The Web Distributed Authoring and Versioning protocol. If your system provides a tool that uses this protocol, it allows you to manage Novell Teaming file-folder entries using the WebDAV window.

**wiki**

A **folder** whose entries are authored by all **participants**.

**workflow**

An online representation of a business process (for example, document review, paid time-off requests, document sign off, and so on). An **entry** can have an associated workflow process, which places the entry into various workflow states.

**workflow state**

A status label for an **entry** in a workflow process. A state determines who has the right to work with an entry (including who may see it), who needs to be notified, who needs to perform the next task, and which subsequent states are possible.

**workspace**

A container for folders and other workspaces.

**workspace tree**

A tool that allows you to navigate the hierarchy of workspaces, subworkspaces, **folders**, and subfolders within Novell Teaming.