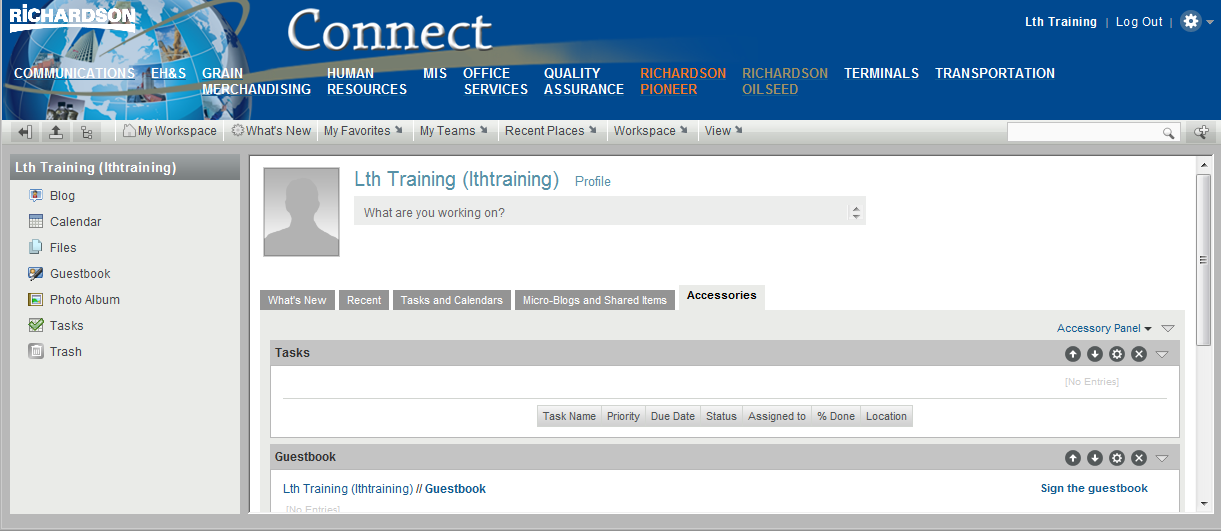
**Quick Start for Connect**

Connect offers a great number of tools that allow users of different organizational units to work together within a virtual workspaces. With Connect, single users can meet with teams co-workers and other groups on a virtual platform and exchange information, create new ideas and efficiently work together on projects and processes.

Hint: The *Richardson logo* in the top left corner of the banner is the *Home Key*



Navigation Panel Action Toolbar Content Area

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| **Personal Preferences:**  Displays your personal preferences, such as the way you want entries to be displayed and how many entries you want to display on a given page.  **Log Out:** Logs you out of the Connect site.  **Settings:**  Shows the following options:  **Personal Settings:**  Shows your personal settings, e.g. how to display entries and how many entries you like to display on a certain page.  **Newsfeed:** Displays live feeds of the latest entries in your teams, places you are following, or across the entire site.  **Novell Vibe Resource Library:** Displays the Vibe resource library, which contains further information and resources. This includes documents and workflows as well as relevant articles which are available for download.  **Help:** *Settings* icon in the upper right corner of each Connect page, then click the *Help* icon. When you click this icon, Vibe displays the Vibe User Guide in a new browser window.  **Expand/Contract Navigation Panel Icon:**  Hides and displays the Navigation Panel.  **Expand/Contract Header Icon:** Hides and displays the Masthead.  **Workspace Tool Icon:**  Displays the Workspace Toolbar which enables you to quickly navigate to any location for which you have appropriate rights.  **My Workspace:** Displays your Personal Work space  **What's New:** Displays the What's New page, where you can quickly see what 's new in your teams, favorite places, and more  **My Favorites:** Enables you to add a place as a favorite, or to quickly visit your favorite places on the Connect site.  **My Teams:** Displays links to all of the team works paces of which you are a member  **Recent Places:** Displays the places that you have most recently visited | **Workspace:** (This option is displayed only when you are viewing a workspace.) Provides various function s that enable you to manage the workspace, including adding new folders, managing access control, configuring the workspace, and more.  **Folder:** (This option is displayed only when you are viewing folder.) Provides various functions that enable you to manage the folder, including adding new folders, managing access control, configuring the folder, and more.  **View:** Enables you to accomplish various tasks, such as seeing what' s new or unread in the workspace or folder viewing who has access, viewing the Connect clipboard, and accessing the Connect trash  **Search:** Enables you to search the entire site for entries, places, and people. You can locate subject-matter experts, or see what information is available concerning a particular topic.  Click the *Search Options* icon if you want to specifically search for a person, place, or a tag. You can also use a saved search or perform an Advanced Search.  **Navigation with sub items:**  **Blog:** Blogs are a good way to express your thoughts about topics that are important to you.  **Calendar:** Connect enables you to create a calendar folder in any workspace that you desire  **File Folder:** File folders in Connect make it easy to store and keep track of your files  **Guestbook:** The guestbook folder in Connect is a place to store all of your guestbook entries.  **Task Folder:** Task folders keep track of the progress made in completing work assignments.  **Trash:** Displays all deleted items in the current workspace or folder that have not yet been purged. You can restore or purge deleted items.  **Photo Album:** Photo albums store and display pictures. You can store your personal photos in the Photo Album in your personal workspace, and team-related photos in the Photo Album of the team workspace. |

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| **Other type of Entry**  **Discussion:** Use discussions as a way of obtaining comments and feedback to questions and thoughts that you might have. You can start general discussion threads in the Discussion folder in your personal workspace. For discussion threads that are more specific to a project and team, start the discussion thread in the Discussion folder of an appropriate team workspace.  **Milestones:** Milestones folders track the progress of several Tasks folders. Milestones folders are most often used in Project Management workspaces, although they can also be used in other workspaces.  **Micro-Blog:** The Micro-Blog folder in Vibe is a place to store all of your micro-blog entries. Use the Micro-Blog feature to capture quick personal notes, or to inform others of what you are currently working on. This provides a greater transparency, so those you work with know what you are doing, and how they might offer assistance to help you accomplish your tasks. You can navigate to someone else’s Micro-Blog folder to see what they have been working on, and possibly provide help by sharing your knowledge and experience.  **Surveys:** Surveys folders store surveys that you or other Vibe users have created. Surveys enable you to poll team members, or any other Vibe users, about issues that are important to you, your team, or your company.  **Wiki:** Wiki folders contain wiki entries. A wiki is a set of related entries coauthored by folder participants. For example, the best-known wiki on the Internet is Wikipedia. Other examples of possible wiki content are glossaries, or policies and procedures. |

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| **Workspace and Folders**  Connect offers you different ways to access workspaces and folders. One of the easiest ways is to click on the *Workspace Toolbar Icon*. You can click the arrows next to the sub item to show or hide the directory structure and select the teams as well as folders you like to have a look at. |

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| **What’s new?**  First, you need to select the workspace or folder you like to have a look at via the *Workspace Toolbar Icon*. In order to always be up to date, you click W*hat’s New* on the Action Toolbar. All new entries contained in the workspace or folder will be displayed. Filter function which enables a selection of all entries or unread entries only. |

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| **Managing People and Folders**  If you want to follow people or folders, you first need to navigate to the workspace or folder menu in the Action Toolbar using either the *Workspace Toolbar Icon* or the shortcut in the Navigation Panel.  In the workspace or folder pull down menu you will find the entries *Follow this Folder/Follow this Person*. The person or folder you currently look at will be marked and in case of changes you are automatically notified   |  | | --- | | If you also like to get notification by e-mail, you need to click on the required folder. You can choose the way of notification by clicking on *E-mail Notification* in the folder pull down menu. | |

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| **Adding Files**  Connect supports collaboration within a team and enables the user to store documents and data in one central location.   1. Use the *Workspace Toolbar* and *Team Workspaces* to select the workspace to which you want to add files 2. Click on *Files* within the Navigation Panel. 3. The files window opens and shows all shared files 4. Click *New File Entry* to create a new entry or *Add Files* to add several documents at once.   These steps also apply to other kinds of folders. For instance, if you like to upload pictures, you need to click on the photo album and then on *New Photo Entry*.  Add a New File by Browsing to the File  Or to Add a File or Folder by Dragging and Dropping them directly into a folder  Click on *Add Files* and the following folder will appear |

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| **Creating a New Folder**  To create a new folder, you select the workspace you like to add the folder to, expand *Workspace* on the Action Toolbar and click on *New Folder* in the Pull-down menu.  A list of different kinds of folders will be displayed. You can also type in the title of the new folder.  E-mail settings have to be activitated under “E-mail Notification” in the *Folder* pull-down menu. |

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| **Adding Favorites**  You can mark the folder or workspace, which you are looking at, under *My Favorites* in the action toolbar. The favorites will list and can be chosen by clicking on it. |

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| **Search Functions**  Connect includes search functions for people, places and tags you know are on the Connect website, which can be reached by clicking on the magnifier symbol with the plus.  Moreover, Connect offers advanced search functions for places, people, files or entries. To reach these, you need to go to *Advanced Search* after you have expanded the search pull-down and a new window will open. |

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| **Managing Tasks**  Task folders keep track of the progress made in completing work assignments. Connect enables you to create a task folder in any workspace that you desire. You can maintain a personal task folder in your personal workspace, and then add separate task folders in your team workspaces to keep track of tasks that are specific to that team.   1. Select the desired Team Workspace via the *Workspace Toolbar Icon*. 2. Select *Task* within the Navigation Panel. 3. By selecting *New Task Entry*, you can add new tasks.   Novell has aligned the task workspace closer to the depiction of MS Project. Beside the established tasks, sub-tasks can be added as well. |

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| **Creating a Team Workspace:** [**What is a Team Workspace, and how do I create one?**](https://connect.richardson.ca/ssf/a/c/p_name/ss_forum/p_action/1/binderId/13224/action/view_folder_entry/namespace/_ss_forum_/entryId/18646/vibeonprem_url/1)  Team Workspaces are a dedicated spot on the intranet for a department or a cross-functional project team to share documents and notes that you would otherwise have had to email. Global Workspaces are accessible to everyone with a Richardson login ID; all of the department links on the top of the Connect screen are Global Workspaces. Team Workspaces, on the other hand, aren't made public, which means that you can customize who can see the information. By default, everyone in Connect has rights to create a team workspace.  To create a new Team Workspace, start on the Connect home page and follow these steps:  Click on Richardson logo in the top left corner of the banner to go back to the home page. |