

User Guide

Novell[®] Vibe[™] OnPrem

3

December 9, 2010

www.novell.com



Legal Notices

Novell, Inc., makes no representations or warranties with respect to the contents or use of this documentation, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc., reserves the right to revise this publication and to make changes to its content, at any time, without obligation to notify any person or entity of such revisions or changes.

Further, Novell, Inc., makes no representations or warranties with respect to any software, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Novell, Inc., reserves the right to make changes to any and all parts of Novell software, at any time, without any obligation to notify any person or entity of such changes.

Any products or technical information provided under this Agreement may be subject to U.S. export controls and the trade laws of other countries. You agree to comply with all export control regulations and to obtain any required licenses or classification to export, re-export or import deliverables. You agree not to export or re-export to entities on the current U.S. export exclusion lists or to any embargoed or terrorist countries as specified in the U.S. export laws. You agree to not use deliverables for prohibited nuclear, missile, or chemical biological weaponry end uses. See the [Novell International Trade Services Web page \(http://www.novell.com/info/exports/\)](http://www.novell.com/info/exports/) for more information on exporting Novell software. Novell assumes no responsibility for your failure to obtain any necessary export approvals.

Copyright © 2008-2010 Novell, Inc. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, or transmitted without the express written consent of the publisher.

Novell, Inc.
404 Wyman Street, Suite 500
Waltham, MA 02451
U.S.A.
www.novell.com

Online Documentation: To access the latest online documentation for this and other Novell products, see the [Novell Documentation Web page \(http://www.novell.com/documentation\)](http://www.novell.com/documentation).

Novell Trademarks: For Novell trademarks, see [the Novell Trademark and Service Mark list \(http://www.novell.com/company/legal/trademarks/tmlist.html\)](http://www.novell.com/company/legal/trademarks/tmlist.html).

Third-Party Materials: All third-party trademarks are the property of their respective owners.

Contents

About This Guide	11
1 Getting Started	13
1.1 About Novell Vibe	13
1.1.1 Novell Vibe Is Collaboration Software	13
1.1.2 Novell Vibe Is Social Networking Software	14
1.2 Upgrading to Novell Vibe 3	14
1.3 Starting Novell Vibe	15
1.4 Getting to Know the Novell Vibe Interface and Its Features	15
1.4.1 Understanding the Masthead	16
1.4.2 Understanding the Navigation Panel	17
1.4.3 Understanding the Action Toolbar	17
1.4.4 Understanding the Relevance Tabs in the Home Page of Your Personal Workspace	18
1.4.5 Understanding the Content Area	18
1.5 Setting Up Your Personal Workspace	18
1.5.1 Modifying Your Profile	18
1.5.2 Branding Your Workspace	19
1.6 Creating a Team Workspace	20
1.7 Using Novell Vibe Folders	21
1.7.1 Discussion	21
1.7.2 Blog	21
1.7.3 Calendar	22
1.7.4 Guestbook	22
1.7.5 Files	22
1.7.6 Milestones	22
1.7.7 Micro-Blog	22
1.7.8 Mirrored Files	23
1.7.9 Photo Album	23
1.7.10 Surveys	23
1.7.11 Tasks	23
1.7.12 Wiki	23
2 Getting Informed	25
2.1 Accessing Novell Vibe from Your Mobile Phone	25
2.2 Finding What's New	25
2.2.1 Viewing New Items	26
2.2.2 Commenting on, Editing, and Deleting New Items	26
2.2.3 Pausing Updates on the What's New Page	27
2.2.4 Configuring How Many Items Are Displayed on a Page	27
2.3 Finding What's Most Popular In Your Novell Vibe Site	27
2.4 Finding What's Unread	27
2.5 Searching for Information	27
2.5.1 Using Basic Search	28
2.5.2 Searching for Specific People, Places, or Tagged Items	31
2.5.3 Using Advanced Search	31
2.5.4 Searching for Deleted Items	33
2.5.5 Saving and Reusing Searches	33
2.5.6 Locating a Subject-Matter Expert	34

2.5.7	Locating a Relevant Workspace or Folder	34
2.6	Following and Unfollowing Places and People of Interest	34
2.6.1	Following Workspaces and Folders	34
2.6.2	Following People	35
2.6.3	Viewing the Workspaces, Folders, and People You Are Following	35
2.6.4	Unfollowing Workspaces, Folders, or People	36
2.7	Viewing Recent Contributions	36
2.8	Viewing Tasks	36
2.9	Viewing Calendar Events	36
2.10	Using Micro-Blogs	37
2.10.1	Posting a Micro-Blog	37
2.10.2	Viewing the Micro-Blog Entries of People You Are Following	37
2.10.3	Viewing the Micro-Blog Entries of Vibe Users You Are Not Following	38
2.11	Sharing Workspaces, Folders, and Entries	39
2.11.1	Sharing Workspaces and Folders	39
2.11.2	Sharing Entries	39
2.11.3	Viewing Shared Items	39
2.12	Subscribing to a Folder or Entry	39
2.12.1	Subscribing to a Folder	40
2.12.2	Subscribing to an Entry	40
2.12.3	Selecting Notification Types and Delivery Destinations	40
2.12.4	Adding and Modifying Delivery Destinations	41
2.12.5	Overriding Higher-Level Notification Settings	41
2.13	Using Remote Applications	42
2.14	Viewing Live Feeds	42
2.14.1	Setting Up a Live Feed	42
2.14.2	Viewing New Entries in Your Live Feed	43
2.14.3	Using the Notification Area to View the Number of New Entries	43
2.14.4	Displaying a Vibe Feed in the GroupWise Client	43
2.15	Viewing Folders as RSS or Atom Feeds	43
2.16	Synchronizing Tasks and Calendar Folders to a Desktop Calendar Application	43

3 Navigating the Novell Vibe Interface 45

3.1	Navigating the Workspace Tree	45
3.2	Viewing and Revisiting Recent Places	45
3.3	Viewing and Revisiting Recent Entries	45
3.4	Managing Your Favorite Places	46
3.4.1	Adding a Favorite Place	46
3.4.2	Accessing Your Favorite Places	46
3.4.3	Editing Your Favorite Places	46
3.5	Accessing Your Teams	46
3.6	Using Tags	47
3.6.1	Tagging Workspaces or Folders	47
3.6.2	Tagging Entries	47
3.6.3	Locating Tagged Items	47
3.6.4	Choosing Between Personal Tags and Community Tags	48

4 Managing and Using Workspaces 49

4.1	General Workspace Management	49
4.1.1	Creating a New Workspace	49
4.1.2	Deleting a Workspace	50
4.1.3	Undeleting a Workspace	50
4.1.4	Copying a Workspace	51
4.1.5	Moving a Workspace	51

4.1.6	Adding a Sub-Workspace	52
4.1.7	Adding Additional Folders to a Workspace	52
4.1.8	Generating Activity Reports for a Workspace	52
4.1.9	Defining a User-Friendly URL for a Workspace or Folder	53
4.1.10	Customizing the Workspace View	54
4.1.11	Branding a Workspace	54
4.1.12	Displaying YouTube Videos in a Workspace	54
4.2	Managing Your Personal Workspace	54
4.2.1	Using the What's New Tab	55
4.2.2	Viewing Recently Posted and Recently Visited Entries	55
4.2.3	Using the Tasks and Calendars Tab	55
4.2.4	Using the Micro-Blogs and Shared Items Tab	56
4.2.5	Viewing Your Profile Information	56
4.2.6	Using the Accessories Tab	57
4.3	Managing a Team Workspace	57
4.3.1	Creating a Team Workspace	57
4.3.2	Adding Additional Team Members to Your Workspace	58
4.3.3	Sending E-Mail to Team Members and Announcing the Workspace after Its Creation.	59
4.3.4	Starting or Scheduling a Team Meeting	59
4.3.5	Viewing Team Members	59
4.3.6	Allowing Visitors to Your Team Workspace	60
4.4	Managing a Discussions Workspace	60
4.5	Managing a Project Management Workspace	60
4.6	Managing a Landing Page	60
4.7	Understanding Global Workspaces	60

5 Managing and Using Folders 63

5.1	Creating a New Folder	63
5.2	Deleting a Folder	64
5.3	Undeleting a Folder	64
5.4	Copying a Folder	65
5.5	Moving a Folder	65
5.6	Importing Files into a Folder	65
5.6.1	Dragging and Dropping Files	65
5.6.2	Importing Files as Entry Attachments	66
5.6.3	Importing Files into the Files Folder	66
5.7	Generating an Activity Report on a Folder	66
5.7.1	Generating a User Activity Report	66
5.7.2	Generating an Entry Access Activity Report	67
5.8	Subscribing to E-Mail Notifications from a Folder	68
5.9	Setting Up a Folder to Receive Entries Via E-Mail	68
5.10	Adding Entries to a Folder Via E-Mail	68
5.11	Changing the Folder View	69
5.12	Configuring the Number of Entries to Display on a Folder Page	69
5.13	Branding a Folder	69
5.14	Displaying YouTube Videos in a Folder	70
5.15	Using Filters on Folders	70
5.15.1	Creating a Filter	70
5.15.2	Applying an Existing Filter	71
5.15.3	Modifying a Filter	71
5.15.4	Deleting a Filter	71
5.16	Listing Folder Entries and Pages	71

6 Working with Specific Folder Types 73

6.1	Working with Discussion Folders	73
6.1.1	Sorting Discussion Entries by Column Title	74
6.1.2	Pinning Discussion Entries	74
6.1.3	Viewing Discussion Entries	74
6.2	Working with Blog Folders	74
6.2.1	Using the Blog Toolbar	74
6.2.2	Organizing Your Blog Folder	75
6.3	Working with Calendar Folders	76
6.3.1	Changing the View of Your Calendar Folder	76
6.3.2	Synchronizing Vibe Calendars of Your Choice	76
6.3.3	Viewing All Calendar Events for Which You Are Scheduled	77
6.3.4	Viewing Today's Calendar Items from All of the Calendars You Are Following.	77
6.3.5	Synchronizing Your Calendar with a Desktop Application	77
6.4	Working with Guestbook Folders	78
6.5	Working with Files Folders	78
6.5.1	Adding Files to a Files Folder and Other WebDAV-Enabled Folders	78
6.5.2	Adjusting the Column Width in a Files Folder	79
6.5.3	Showing and Hiding Columns in a Files Folder	79
6.6	Working with Milestones Folders	80
6.7	Working with Micro-Blog Folders	80
6.8	Working with Mirrored Files Folders	80
6.9	Working with Photo Album Folders	80
6.9.1	Organizing Your Photo Album	81
6.9.2	Synchronizing Photo Albums	82
6.9.3	Viewing and Managing Photo Entries	82
6.10	Working with Surveys Folders	83
6.10.1	Participating in a Survey	83
6.10.2	Creating a Survey	83
6.10.3	Checking the Results of a Survey	84
6.11	Working with Tasks Folders	84
6.11.1	Changing the View of Your Tasks Folder	84
6.11.2	Sorting Tasks in Your Tasks Folder By Task Characteristics	85
6.11.3	Synchronizing the Vibe Tasks Folders of Your Choice	85
6.11.4	Viewing All Tasks That Are Assigned to You	86
6.11.5	Viewing All Tasks That Are Assigned to a Specific Team, Group, or Individual User	87
6.11.6	Importing Tasks	87
6.12	Working with Wiki Folders	88
6.12.1	Organizing Your Wiki Folder	89
6.12.2	Creating a New Wiki Topic	90
6.12.3	Creating a New Wiki Page	90
6.12.4	Using the Wiki Home Page	91
6.12.5	Sorting Wiki Pages	91
6.12.6	Finding a Wiki Page	92
6.12.7	Formatting Your Wiki Page	92
6.13	Creating Folder Content	93

7 Working With Folder Entries 95

7.1	Creating a Folder Entry	95
7.1.1	Filling In the Entry Form	96
7.2	Linking to a Folder or Folder Entry	97
7.2.1	Linking to an Entry in the Current Folder	97
7.2.2	Linking to Another Folder or an Entry in Another Folder	97
7.2.3	Linking to an External Page on the Web	98
7.3	Commenting on a Folder Entry	98

7.4	Modifying a Folder Entry	99
7.4.1	Modifying All Sections of an Entry	99
7.4.2	Modifying the Description Section of an Entry	99
7.5	Locking a Folder Entry	99
7.6	Moving a Folder Entry	99
7.7	Copying a Folder Entry	100
7.8	Deleting a Folder Entry	100
7.9	Undeleting a Folder Entry	100
7.10	Notifying Others about a Folder Entry	101
7.10.1	Sharing an Entry	101
7.10.2	Sending an E-Mail about an Entry	101
7.11	Subscribing to a Folder Entry	102
7.12	Tagging a Folder Entry	102
7.13	Working with Files in a Folder Entry	103
7.13.1	Creating a File Entry	103
7.13.2	Attaching Files to a Folder Entry	103
7.13.3	Viewing and Editing Files	104
7.13.4	Downloading Files	106
7.13.5	Obtaining the WebDAV URL for a File	106
7.13.6	Adding a Note about a File or File Version	106
7.13.7	Setting the File Status	107
7.13.8	Using Version Control with Files	107
7.14	Viewing the History of an Entry	109
7.14.1	Viewing Previous Versions of an Entry	110
7.14.2	Comparing Versions of an Entry	110
7.14.3	Reverting an Entry to a Previous Version	110
7.15	Generating Reports about a Folder Entry	110
7.15.1	Generating Activity Reports	111
7.15.2	Generating Workflow History Reports	111
7.16	Displaying YouTube Videos in a Folder Entry	112
7.17	Rating a Folder Entry	112
7.18	Configuring the Display Style of Entries	113
7.19	Printing a Folder Entry	113
7.20	Enabling Alternate Folder Entry Types	113
7.21	Creating Custom Folder Entry Forms	113
7.22	Displaying Folder Entries on a Landing Page	113

8 Managing Accessories 115

8.1	Creating an Accessory	115
8.1.1	Locating The Accessory Panel	115
8.1.2	Adding the Accessory	116
8.1.3	Setting Up the Accessory	118
8.2	Modifying an Accessory	122
8.2.1	Modifying an Accessory That Has a Border	122
8.2.2	Modifying an Accessory That Doesn't Have a Border	122
8.3	Deleting an Accessory	122
8.3.1	Deleting an Accessory That Has a Border	122
8.3.2	Deleting an Accessory That Doesn't Have a Border	123
8.4	Minimizing an Accessory	123
8.4.1	Minimizing an Accessory That Has a Border	123
8.4.2	Minimizing an Accessory That Doesn't Have a Border	123
8.5	Minimizing the Accessory Panel	123
8.6	Repositioning Accessories	123
8.7	Establishing a Default Layout	123

8.8	Providing a Title for the Accessory Panel	124
9	Connecting With Your Co-Workers	125
9.1	Sending E-Mail from within Vibe	125
9.1.1	Informing Others about a Folder or Workspace	125
9.1.2	Informing Others about an Entry	125
9.1.3	Configuring Folders to Send E-Mail Notifications to Other Users	126
9.2	Sending an Instant Message from within Vibe	126
9.3	Using Novell Conferencing with Novell Vibe	126
9.3.1	Specifying Your Conferencing ID and Password	127
9.3.2	Starting or Scheduling a Team Meeting	127
9.3.3	Starting or Scheduling a Meeting from a User's Presence Icon	128
9.3.4	Starting or Scheduling a Meeting from a Workspace or Folder	129
9.4	Using Skype From within Vibe	130
9.4.1	Setting Up Your Skype Address in Vibe	130
9.4.2	Contacting Other Vibe Users with Skype	130
9.5	Filling Out the Send E-Mail Page	131
9.6	Using the Vibe Clipboard	131
9.6.1	Adding Names to the Clipboard	131
9.6.2	Removing Names from the Clipboard	132
9.6.3	Using the Names on Your Clipboard	132
10	Using Workflows	133
10.1	Manually Starting and Stopping a Workflow	133
10.1.1	Manually Starting a Workflow	133
10.1.2	Manually Stopping a Workflow	133
10.2	Manually Transitioning a Workflow after It Starts	134
11	Using Vibe on Your Mobile Phone	135
A	What's New in Novell Vibe 3	137
A.1	User Interface Improvements	137
A.1.1	Header	137
A.1.2	Navigation Panel	137
A.1.3	Action Toolbar	137
A.2	What's New Page	138
A.3	Document Management	138
A.3.1	Minor Versioning	138
A.3.2	Version Notes	138
A.3.3	File Status	138
A.3.4	Deleting Past Versions	138
A.4	Entry History	138
A.5	Search Improvements	138
A.6	Expanded User Profile	139
A.6.1	User Profile Section in a User's Personal Workspace	139
A.6.2	Profile Quick View Dialog Box	139
A.7	Wiki Improvements	139
A.8	Advanced User Enhancements	139
B	Troubleshooting	141
B.1	Unable to Edit Files on Windows 7 with Microsoft Office 2007 or Later	141

B.2	You Have Exceeded Your Data Quota and Cannot Add Any Files or Attachments to the Vibe Site	141
B.3	You Are Unable to Change Your Vibe Password	142
B.4	Vibe Interface Is Not Displayed Correctly	142
B.5	Understanding Mirrored Folders	142
B.6	Too Many Sign-Ins for WebDAV	143
B.7	WebDAV Phantom Folders	143
B.8	Unable to Open Pictures from WebDAV in Microsoft Office Picture Manager	144
B.9	Unable to Move Files and Folders within the WebDAV Interface.	144
B.10	Unable to Edit Files That Are Attached to Entries	144
	B.10.1 Changing the Default Editor Settings for a Single File Type	144
	B.10.2 Changing the Default Editor Settings for All File Types	145
	B.10.3 Changing the Default Editor Settings When the Editor is Not Installed in the Default Location	145
B.11	Cannot Upload a File Because it Is Too Large	145
	B.11.1 Increasing the Default Memory Amount on Windows	145
	B.11.2 Increasing the Default Memory Amount on Linux	146
B.12	Upload Applet Problems on SLED 10 SP1	146
B.13	Vibe Applets Are Not Working	147
	B.13.1 Applets Are Not Working on a 64-Bit Operating System	147
	B.13.2 Applets Are Not Working on Windows with Firefox 3.6 and Later	148
B.14	Edit-In-Place Applet Is Not Working on Mac	148
B.15	Troubleshooting Your Mobile Device	148
	B.15.1 Your Browser Does Not Automatically Direct You to the Mobile Interface	148
	B.15.2 You Are Unable to View YouTube Videos from Your Mobile Device	149
	B.15.3 Your BlackBerry Curve Does Not Work with the Mobile Interface	149

C Accessibility for People with Disabilities 151

C.1	New Windows Opened without Notification	151
C.2	Text Added to a Page Is Not Conveniently Available	151
C.3	Drop-Down List Access	151

About This Guide

The *Novell Vibe OnPrem 3 User Guide* explains how to use the Novell Vibe OnPrem product.

This guide includes the following topics:

- ♦ Chapter 1, “Getting Started,” on page 13
- ♦ Chapter 2, “Getting Informed,” on page 25
- ♦ Chapter 3, “Navigating the Novell Vibe Interface,” on page 45
- ♦ Chapter 4, “Managing and Using Workspaces,” on page 49
- ♦ Chapter 5, “Managing and Using Folders,” on page 63
- ♦ Chapter 6, “Working with Specific Folder Types,” on page 73
- ♦ Chapter 7, “Working With Folder Entries,” on page 95
- ♦ Chapter 8, “Managing Accessories,” on page 115
- ♦ Chapter 9, “Connecting With Your Co-Workers,” on page 125
- ♦ Chapter 10, “Using Workflows,” on page 133
- ♦ Chapter 11, “Using Vibe on Your Mobile Phone,” on page 135
- ♦ Appendix A, “What’s New in Novell Vibe 3,” on page 137
- ♦ Appendix B, “Troubleshooting,” on page 141
- ♦ Appendix C, “Accessibility for People with Disabilities,” on page 151

Audience

This guide is intended for all new Novell Vibe.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the most recent version of this manual, visit the [Novell Vibe OnPrem 3 Documentation Web site](http://www.novell.com/documentation/vibe_onprem3) (http://www.novell.com/documentation/vibe_onprem3).

Additional Documentation and Resources

You can find more information in the Novell Vibe documentation, which is accessible from the [Novell Vibe OnPrem 3 Documentation Web site](http://www.novell.com/documentation/vibe_onprem3) (http://www.novell.com/documentation/vibe_onprem3).

To access the *Novell Vibe OnPrem User Guide* from within Novell Vibe, click the *Help* icon (question mark).

See the [Novell Vibe Resource Library \(http://www.novell.com/products/vibe-onprem/resource-library/\)](http://www.novell.com/products/vibe-onprem/resource-library/) for additional information and resources, including downloadable custom forms and workflows, relevant articles, and more.

Getting Started

1

When you begin to use Novell Vibe OnPrem, the first thing you might want to do is set up your personal workspace and create a team workspace. This section explains how to get started with Vibe by accomplishing these important tasks.

- ◆ [Section 1.1, “About Novell Vibe,” on page 13](#)
- ◆ [Section 1.2, “Upgrading to Novell Vibe 3,” on page 14](#)
- ◆ [Section 1.3, “Starting Novell Vibe,” on page 15](#)
- ◆ [Section 1.4, “Getting to Know the Novell Vibe Interface and Its Features,” on page 15](#)
- ◆ [Section 1.5, “Setting Up Your Personal Workspace,” on page 18](#)
- ◆ [Section 1.6, “Creating a Team Workspace,” on page 20](#)
- ◆ [Section 1.7, “Using Novell Vibe Folders,” on page 21](#)

As you use this guide to help you accomplish tasks in Vibe, you might discover that you are unable to complete the tasks as the sections describe. If you encounter this problem, it is probably because you have not been granted appropriate rights. You should consult with your Vibe administrator.

For more information on rights and access control in Vibe, see “[Controlling Access](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

1.1 About Novell Vibe

- ◆ [Section 1.1.1, “Novell Vibe Is Collaboration Software,” on page 13](#)
- ◆ [Section 1.1.2, “Novell Vibe Is Social Networking Software,” on page 14](#)

1.1.1 Novell Vibe Is Collaboration Software

Collaboration through Vibe facilitates online work, creating a “virtual meeting space.”

You experience an increase in team synergy when using Vibe:

- ◆ You and your teammates can work together without being 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 Vibe, teamwork is ongoing and seamless.
- ◆ When you are working online, the “presence” feature of Vibe allows you to see which teammates are currently online, and allows you to start a chat session by using Novell Messenger, 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 a meeting in the conference room, the team has already been part of the formation of the idea, and teammates are more likely to understand it, buy into it, and assist with its implementation. Vibe becomes a “pre-meeting” meeting.

- ◆ Documents are reviewed earlier in the process, which allows for easier modifications and adjustments. Vibe also makes it easier to co-author documents, because of workflow processes that automate drafting and review, and because of Vibe access control that easily designates writers and reviewers.
- ◆ Your collaborative process is preserved and publicly accessible in Vibe. 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, you can use the powerful search capability of Vibe to locate historical information quickly and easily.
- ◆ You can use various Vibe 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.

1.1.2 Novell Vibe Is Social Networking Software

The out-of-the-box Novell Vibe tools provide powerful enhancements to online collaboration. In addition, when you use the tools in combination and apply structure to content design, Vibe becomes a powerful knowledge-management and enterprise social networking tool. Knowledge management involves the efficient development, management, access, and distribution of organizational knowledge. Enterprise social networking involves the efficient connection of knowledgeable people needed to form teams, make decisions, and complete work (like FaceBook for the workplace).

Consider these 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, and so on). It enables searches for various subject-matter experts. Also, Vibe 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 Vibe by using a five-star rating system (one star indicating the least impressive, and five stars the most impressive), providing an additional tool for determining the quality of information.
- ◆ Vibe provides tools, such as 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). People can use these tools to create and organize information organically, over time, in ways that map best to the team’s natural work style. Through these tools, teams literally move their business processes online and automate their work.
- ◆ Vibe 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, or it can summarize task-completion information by providing a milestone overview.

1.2 Upgrading to Novell Vibe 3


When you upgrade to Novell Vibe 3 from a previous version of Novell Vibe (the previous name of Novell Vibe is Novell Teaming), you must clear your browser’s cache in order for Vibe to display correctly.

For example, if you are using Mozilla Firefox, click *Tools > Clear Cache* in the browser toolbar.

For information about how to clear the browser cache for other browsers, consult the documentation for your specific browser.

1.3 Starting Novell Vibe

- 1 Launch a Web browser (such as Mozilla Firefox or Internet Explorer).
- 2 Specify the URL of your corporation's Novell Vibe site.

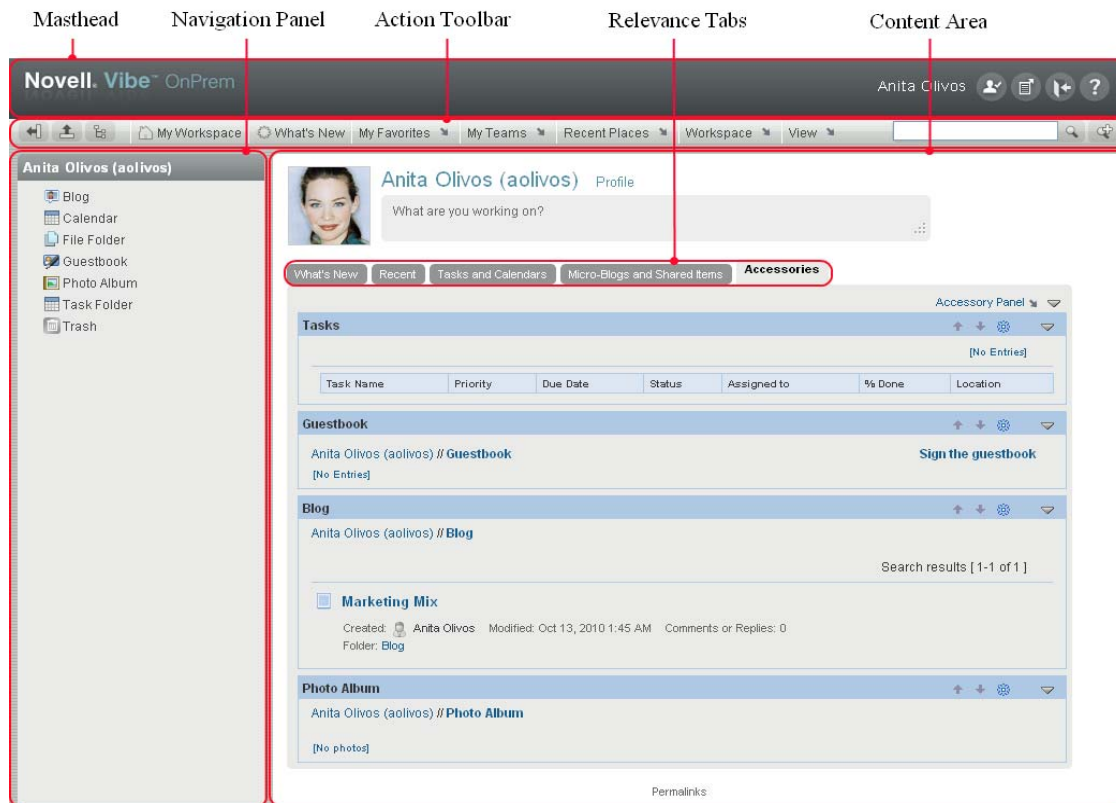
A screenshot of a login dialog box titled "Novell Vibe™ OnPrem". The dialog has a dark header bar with the title in white. Below the header, there are two input fields: "User ID:" and "Password:". At the bottom right, there are two buttons: "OK" and "Cancel".

- 3 In the *User ID* field, specify your Vibe username.
- 4 In the *Password* field, specify your Vibe password.
If you do not know your Vibe username and password, contact your Vibe administrator.
- 5 Click *OK*.

1.4 Getting to Know the Novell Vibe Interface and Its Features

When you first launch Novell Vibe, you see the What's New page. This page shows you what's new in your teams, favorite places, and more. For more information about the What's New page, see [Section 2.2, "Finding What's New," on page 25](#).

You can easily navigate to your personal workspace by clicking *My Workspace*, which includes the following toolbars and features:




- ◆ Section 1.4.1, “Understanding the Masthead,” on page 16
- ◆ Section 1.4.2, “Understanding the Navigation Panel,” on page 17
- ◆ Section 1.4.3, “Understanding the Action Toolbar,” on page 17
- ◆ Section 1.4.4, “Understanding the Relevance Tabs in the Home Page of Your Personal Workspace,” on page 18
- ◆ Section 1.4.5, “Understanding the Content Area,” on page 18


1.4.1 Understanding the Masthead

The Masthead contains the following features:


Personal Workspace Link: Quickly access your personal workspace by clicking your linked name.

Personal Preferences:  Displays your personal preferences, such as the way you want entries to be displayed and how many entries you want to appear on a given page.

For more information, see [Section 7.18, “Configuring the Display Style of Entries,” on page 113](#) and [Section 5.12, “Configuring the Number of Entries to Display on a Folder Page,” on page 69.](#)

Vibe Feed:  Displays live feeds of the latest entries in your teams, places you are following, or across the entire site.

For more information, see [Section 2.14, “Viewing Live Feeds,” on page 42.](#)

Log Out:  Logs you out of the Vibe site.

Help Documentation:  Displays the Vibe Help documentation.

1.4.2 Understanding the Navigation Panel


The Navigation panel contains a navigation tree that displays the current workspace and all sub-workspaces and sub-folders.

1.4.3 Understanding the Action Toolbar

The Action toolbar contains the following features:

Expand/Contract Navigation Panel Icon:  Hides and displays the Navigation panel.

Expand/Contract Header Icon:  Hides and displays the Masthead.

Workspace Toolbar Icon:  Displays the Workspace toolbar, which enables you to quickly navigate to any location where you have appropriate rights.

My Workspace: Displays your personal workspace.

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 Vibe site.

My Teams: Displays links to all of the team workspaces where you are a member.

Workspace: (This option is displayed only when you are viewing a workspace) Provides various functions that enable you to manage the workspace, including adding new folders, managing access control, configuring the workspace, and more.

For more information on how to manage a workspace, see [Section 4.1, “General Workspace Management,”](#) on page 49.

Folder: (This option is displayed only when you are viewing a folder) Provides various functions that enable you to manage the folder, including adding new folders, managing access control, configuring the folder, and more.


For more information on how to manage a folder, see [Chapter 5, “Managing and Using Folders,”](#) on page 63.

Recent Places: Displays the places that you have most recently visited.

For more information, see [Section 3.2, “Viewing and Revisiting Recent Places,”](#) on page 45.

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 Vibe clipboard, and accessing the Vibe 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.

For more information about searching in Vibe, see [Section 2.5, “Searching for Information,”](#) on [page 27](#).

1.4.4 Understanding the Relevance Tabs in the Home Page of Your Personal Workspace

The home page of your personal workspace contains various tabs that are designed to help facilitate your work. Use these tabs as a central location where you can quickly be informed of new entries, upcoming tasks, your daily meetings, and more.

What’s New: Enables you to quickly see new entries in your teams, places you are following, or across the entire site.

Recent: Enables you to view entries that you have recently posted, and entries that you have recently visited. Also, you can view who has recently visited your workspace.

Tasks and Calendars: Enables you to view tasks that are assigned to you, as well as today’s events from the calendars you are following.

Micro-Blogs and Shared Items: Enables you to view the micro-blog entries of the people you are following, as well as items that people have shared with you.

Accessories: Contains an Accessory panel that lists entries from your Guestbook, Blog, and Photo Album folders.

1.4.5 Understanding the Content Area

The Content Area in Vibe is where the majority of information is displayed, such as workspaces, folders, and entries.

1.5 Setting Up Your Personal Workspace

Before you take advantage of all of the features and functionality of Novell Vibe, you might want to customize your personal workspace.


- ♦ [Section 1.5.1, “Modifying Your Profile,”](#) on [page 18](#)
- ♦ [Section 1.5.2, “Branding Your Workspace,”](#) on [page 19](#)

1.5.1 Modifying Your Profile

You might need to manually update your profile in order for important contact information to be seen, such as your e-mail address, phone number, time zone, and picture.




Another reason to modify your profile is to publicize your skills and past experience to other Vibe users. One advantage of Vibe is the ability to find experts on any subject within your organization. You, as a Vibe user, have the ability to be a subject-matter expert.

NOTE: If you are unable to modify your personal information (such as your Vibe password) as described in this section, it is most likely because your personal information is being synchronized from an external directory server. You must consult your Vibe administrator to make changes.

- 1 In the home page of your personal workspace, click the *Profile* link next to your name and avatar.
or
Click your *Presence* icon , located next to any entry that you have created or modified, then click *Profile*.
Your profile is displayed.
If you are a new user, your profile probably does not currently contain much information.
- 2 Click *Edit* in the upper right corner of the profile.
The User page is displayed.
- 3 Change your password, e-mail address, phone number, time zone, language of the interface, upload a picture, and more.
- 4 When you are finished modifying your profile, click *OK*.

1.5.2 Branding Your Workspace

Adding a personal brand to your workspace can enhance the appearance of your workspace and make you feel more at home.

- 1 Navigate to your personal workspace.
 - 2 Click *Workspace > Brand Workspace*.
The Workspace/Folder Branding dialog box is displayed.
 - 3 Specify the following information to create your desired brand.
 - Use Branding Image:** Select this option if you want to use the drop-down list to select an existing image, or click the *Browse* icon  to browse to an image on your computer's file system.
 - Use Advanced Branding:** Select this option, then click *Advanced* if you want to create a brand that includes advanced features, such as a YouTube video.
You can add a YouTube video in your branding section by clicking the *Video* icon .
- For more information about displaying YouTube videos in Vibe, see [Section 7.16, "Displaying YouTube Videos in a Folder Entry,"](#) on page 112.
- Background Image:** Use the drop-down list to select an existing image, or click the *Browse* icon  to browse to an image on your computer's file system.
The background image is displayed behind your regular branding.
 - Stretch Image:** Stretches the background image so that it occupies the entire branding area.
If you stretch your background image, the image overrides any background color that you have set.
 - Background Color:** Adds a background color that occupies the entire branding area. To change the background color, click the color name to the right of this field, select the new color, then click *OK*.

If you added a background image and stretched the image, the background color is not displayed.

Text Color: Changes the text color of the workspace name in the upper right corner of the branding area. To change the text color, click the color name to the right of this field, select the new color, then click *OK*.

Clear branding: Click this option to clear all of your current branding selections.

4 Click *OK*.

Your workspace now displays the brand that you created.


For more information about creating a brand for workspaces and folders, see “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

1.6 Creating a Team Workspace

By default, everyone in Novell Vibe has rights to create a team workspace.

Team workspaces are the most common type of workspaces. They facilitate team objectives by enabling team members to quickly share files, share ideas, and work together more efficiently and effectively.

To create a team workspace:

- 1** Click the *Browse* icon  in the Action toolbar, then expand *Home Workspace* in the Workspace tree.

The Home Workspace directory is the highest-level folder in the workspace tree, and might be named something specific to your organization.

- 2** Click *Team Workspaces*.
- 3** Click *Add a Team Workspace*.

If you do not see this option, your site administrator has not permitted you to create a new workspace at this level. Continue to expand the workspace tree, following the path of your organizational unit, then click the name of the directory where you want to create the new team workspace. Or, follow the steps in “[Creating a Team Workspace inside of an Existing Team Workspace](#)” on page 58.

The Add a Team Workspace page is displayed.

- 4** Specify the following information:

Title: Provide a title for the workspace.

Team Members: Specify the team members.

You can specify individual users, entire groups, or add names that are on your clipboard. For more information about using the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,”](#) on page 131.

Workspace Folders: Select the folders that you want the workspace to contain.

If you later decide that you want to add additional folders, you can add them at any time. For information on how to add folders to a workspace, see [Section 5.1, “Creating a New Folder,”](#) on page 63.

Announcement: (Optional) Select the check box, then type a message in the *Announcement Text* field.

This message informs team members about the existence of the workspace, and can also explain the value of the workspace.

5 Click *OK* to create the new workspace.

For information on how to create a team workspace inside of an existing workspace, see [“Creating a Team Workspace inside of an Existing Team Workspace” on page 58.](#)

1.7 Using Novell Vibe Folders

Novell Vibe includes multiple types of folders that enable you to organize the various kinds of information in your workspaces.

- ♦ [Section 1.7.1, “Discussion,” on page 21](#)
- ♦ [Section 1.7.2, “Blog,” on page 21](#)
- ♦ [Section 1.7.3, “Calendar,” on page 22](#)
- ♦ [Section 1.7.4, “Guestbook,” on page 22](#)
- ♦ [Section 1.7.5, “Files,” on page 22](#)
- ♦ [Section 1.7.6, “Milestones,” on page 22](#)
- ♦ [Section 1.7.7, “Micro-Blog,” on page 22](#)
- ♦ [Section 1.7.8, “Mirrored Files,” on page 23](#)
- ♦ [Section 1.7.9, “Photo Album,” on page 23](#)
- ♦ [Section 1.7.10, “Surveys,” on page 23](#)
- ♦ [Section 1.7.11, “Tasks,” on page 23](#)
- ♦ [Section 1.7.12, “Wiki,” on page 23](#)

For more detailed information about each type of Vibe folder, see [Chapter 6, “Working with Specific Folder Types,” on page 73.](#)

1.7.1 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.

For more information on Discussion folders, see [Section 6.1, “Working with Discussion Folders,” on page 73.](#)

1.7.2 Blog

Blogs are a good way to express your thoughts about topics that are important to you. For example, if you are working on a project and are responsible for a certain aspect of that project, you can update your team on your individual progress by posting a blog in the Blog folder in the team workspace.

For more information on Blog folders, see [Section 6.2, “Working with Blog Folders,” on page 74.](#)

1.7.3 Calendar

Vibe enables you to create a Calendar folder in any workspace that you desire. You can maintain a personal calendar in your personal workspace, and then add separate calendars in your team workspaces to keep track of events that are specific to that team.

For more information on Calendar folders, see [Section 6.3, “Working with Calendar Folders,”](#) on page 76.

1.7.4 Guestbook

The Guestbook folder in Vibe is a place to store all of your guestbook entries. By default, users can sign your Guestbook by clicking the *Overview* tab on the home page of your personal workspace. This is a quick way for your friends and co-workers to communicate with you.

For more information on Guestbook folders, see [Section 6.4, “Working with Guestbook Folders,”](#) on page 78.

1.7.5 Files

Files folders in Vibe make it easy to store and keep track of your files. You can store personal files in the Files folder in your personal workspace, and team-related files in your individual team folders. This makes it easy to share files with your teammates and others who might be interested in viewing them.

For more information on Files folders, see [Section 6.5, “Working with Files Folders,”](#) on page 78.

1.7.6 Milestones

Milestones folders track the progress of several Tasks folders. Although you can use Milestones folders outside of the scope of a project workspace, they are most often used in those workspaces. For more information, see [Section 4.5, “Managing a Project Management Workspace,”](#) on page 60.

For more information on Milestones folders, see [Section 6.6, “Working with Milestones Folders,”](#) on page 80.

1.7.7 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.

For more information on the Micro-Blog feature, see [Section 2.10, “Using Micro-Blogs,”](#) on page 37.

1.7.8 Mirrored Files

Mirrored Files folders use a reference to a file system on an external server, instead of the Vibe file system where other Vibe information is stored. Mirrored Files folders can reference any WebDAV or local file path.

For more information about Mirrored Files folders, see [“Working with Mirrored Folders”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

1.7.9 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.

For more information on Photo Album folders, see [Section 6.9, “Working with Photo Album Folders,”](#) on page 80.

1.7.10 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.

For more information on Surveys folders, see [Section 6.10, “Working with Surveys Folders,”](#) on page 83.

1.7.11 Tasks

Tasks folders keep track of the progress made in completing work assignments. Vibe enables you to create a Tasks folder in any workspace that you desire. You can maintain a personal Tasks folder in your personal workspace, and then add separate Tasks folders in your team workspaces to keep track of tasks that are specific to that team.

For more information on Tasks folders, see [Section 6.11, “Working with Tasks Folders,”](#) on page 84.

1.7.12 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.

For more information on Wiki folders, see [Section 6.12, “Working with Wiki Folders,”](#) on page 88.

Getting Informed

2

Novell Vibe OnPrem provides numerous methods to help keep you informed of what's going on in your teams and in your organization.

- ◆ [Section 2.1, “Accessing Novell Vibe from Your Mobile Phone,” on page 25](#)
- ◆ [Section 2.2, “Finding What’s New,” on page 25](#)
- ◆ [Section 2.3, “Finding What’s Most Popular In Your Novell Vibe Site,” on page 27](#)
- ◆ [Section 2.4, “Finding What’s Unread,” on page 27](#)
- ◆ [Section 2.5, “Searching for Information,” on page 27](#)
- ◆ [Section 2.6, “Following and Unfollowing Places and People of Interest,” on page 34](#)
- ◆ [Section 2.7, “Viewing Recent Contributions,” on page 36](#)
- ◆ [Section 2.8, “Viewing Tasks,” on page 36](#)
- ◆ [Section 2.9, “Viewing Calendar Events,” on page 36](#)
- ◆ [Section 2.10, “Using Micro-Blogs,” on page 37](#)
- ◆ [Section 2.11, “Sharing Workspaces, Folders, and Entries,” on page 39](#)
- ◆ [Section 2.12, “Subscribing to a Folder or Entry,” on page 39](#)
- ◆ [Section 2.13, “Using Remote Applications,” on page 42](#)
- ◆ [Section 2.14, “Viewing Live Feeds,” on page 42](#)
- ◆ [Section 2.15, “Viewing Folders as RSS or Atom Feeds,” on page 43](#)
- ◆ [Section 2.16, “Synchronizing Tasks and Calendar Folders to a Desktop Calendar Application,” on page 43](#)

2.1 Accessing Novell Vibe from Your Mobile Phone

Novell Vibe includes a mobile interface that enables you to access your Vibe site from your iPhone, Blackberry, or any mobile device that provides an HTTP/HTML interface. In other words, most phones that have a data service plan can access the Vibe mobile interface.

For more information about using Vibe on your mobile phone, see [“Using Vibe on Your Mobile Phone”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

2.2 Finding What’s New

One key to effective and efficient teamwork is knowing what people are working on and what they are saying. Vibe enables you to view and act on new items by using the What’s New page. You can view new items for various categories, comment on items, and more.

- ◆ [Section 2.2.1, “Viewing New Items,” on page 26](#)
- ◆ [Section 2.2.2, “Commenting on, Editing, and Deleting New Items,” on page 26](#)

- ◆ [Section 2.2.3, “Pausing Updates on the What’s New Page,” on page 27](#)
- ◆ [Section 2.2.4, “Configuring How Many Items Are Displayed on a Page,” on page 27](#)

2.2.1 Viewing New Items

By default, the What’s New page is displayed when you first access the Vibe site. If the What’s New page is not displayed, or if you navigate away from it, you can easily access it to view new items.

- 1 Click *What’s New* in the Action toolbar from any folder or workspace in Vibe.

By clicking the appropriate category in the What’s New navigation panel on the left side of the page, you can view new items for any of the following categories:

- ◆ **Current Folder or Workspace:** Displays new items in the folder or workspace that you are in when you click *What’s New* in the Action toolbar.
- ◆ **My Favorites:** Displays new items in your favorite places.
For information on how to add places as favorites, see [Section 3.4.1, “Adding a Favorite Place,” on page 46](#).
- ◆ **My Teams:** Displays new items in your teams.
- ◆ **Followed People:** Displays new items that have been added by the people you are following.
For information on how to follow people, see [Section 2.6.2, “Following People,” on page 35](#).
- ◆ **Followed Places:** Displays new items that have been added to the places you are following.
For information on how to follow places, see [Section 2.6.1, “Following Workspaces and Folders,” on page 34](#).
- ◆ **Site Wide:** Displays new items that have been added anywhere in the Vibe site.

- 2 (Optional) If a category contains sub-categories, you can expand the category in the What’s New navigation panel to view new items in a more specific location. For example, if you are a member of multiple teams, you can expand *My Teams* and click a specific team.



2.2.2 Commenting on, Editing, and Deleting New Items

You can comment on, edit, and delete items from the What’s New page if you have appropriate rights. For more information about rights, see [“Controlling Access” in the *Novell Vibe OnPrem 3 Advanced User Guide*](#).

- 1 Click the title of the entry or comment that you want to edit, delete, or comment on.
The entry is displayed.
- 2 Click *Modify*, *Delete*, or *Comment* in the Entry toolbar.
- 3 (Optional) Close the entry by clicking the (x) icon in the upper right corner of the entry to return to the What’s New page.

2.2.3 Pausing Updates on the What's New Page

By default, the What's New page is automatically updated with the latest comments and entries every 60 seconds. You can temporarily stop the What's New page from updating. This can be helpful if you need more time to look at current items.

- 1 Click the *Pause* icon  in the upper right corner of the What's New page.
To resume updates on the What's New page, click the *Play* icon .

2.2.4 Configuring How Many Items Are Displayed on a Page

You can configure how many items you want to show on a single page in the Vibe interface by modifying your personal preferences, as described in [Section 5.12, "Configuring the Number of Entries to Display on a Folder Page,"](#) on page 69.

2.3 Finding What's Most Popular In Your Novell Vibe Site

Novell Vibe enables you to view the most popular entries in your Vibe site.

- 1 Navigate to your personal workspace by clicking *My Workspace* in the Action toolbar.
- 2 Click the *What's New* tab in the home page of your personal workspace.
- 3 Select *Site Wide*.

In the right column of the page, Vibe displays the most popular entries.

2.4 Finding What's Unread

Novell Vibe enables you to view unread items in any workspace or folder.

- 1 Navigate to the workspace or folder where you want to view all unread items.
- 2 Click *View > What's Unread in Workspace* in the Action toolbar to see what's unread in a workspace.

or

Click *View > What's Unread in Folder* in the Action toolbar to see what's unread in a folder.

Vibe displays all of the items that you have not yet read.

Click the *Mark These Read* button to mark all unread items as read. These items no longer appear when you click *What's Unread* in this workspace or folder.

2.5 Searching for Information

Search functionality in Novell Vibe enables you to accomplish the following tasks:

- ♦ Discover what information is available about a particular topic.
- ♦ Quickly navigate to a workspace (personal, team, etc.), folder, or tagged item that you know exists on the Vibe site.

- ◆ Locate a subject-matter expert.
- ◆ Locate a relevant workspace or folder.


The following topics describe Search functionality:

- ◆ [Section 2.5.1, “Using Basic Search,” on page 28](#)
- ◆ [Section 2.5.2, “Searching for Specific People, Places, or Tagged Items,” on page 31](#)
- ◆ [Section 2.5.3, “Using Advanced Search,” on page 31](#)
- ◆ [Section 2.5.4, “Searching for Deleted Items,” on page 33](#)
- ◆ [Section 2.5.5, “Saving and Reusing Searches,” on page 33](#)
- ◆ [Section 2.5.6, “Locating a Subject-Matter Expert,” on page 34](#)
- ◆ [Section 2.5.7, “Locating a Relevant Workspace or Folder,” on page 34](#)

2.5.1 Using Basic Search

When you perform a basic search, your search is case-insensitive. If you want to make your search case-sensitive, perform an [advanced search](#).

To perform a basic search:


- 1 Type the words or quoted phrases into the *Search* field, then either press Enter on your keyboard, or click the *Search* icon .

Vibe enables you to refine your basic search in the following ways:

Search Capability	Function	Example
AND, OR, and NOT between two terms.	<p>Searches for Vibe entries where two terms or phrases:</p> <ul style="list-style-type: none"> ◆ Both exist (AND) ◆ Either exist (OR) ◆ One exists but not the other (NOT) <p>By default, Vibe uses AND when you do not specify an operator between two terms.</p>	<code>sales NOT figure</code> searches for Vibe entries that contain the term “sales” but not the term “figure.”
Double quotation marks surrounding a phrase.	Groups words together to make a phrase.	<code>“marketing meeting notes”</code>

Search Capability	Function	Example
Field name followed by a colon, followed by brackets that contain a date range.	Searches a specific field that contains values within a specific date range.	<p><code>birthDate: {20070503* TO 20100608*}</code> searches all entries whose <code>birthDate</code> field contains values greater than 5/3/2007 and less than 6/8/2010. Use curly brackets if you want to exclude the beginning and ending dates from the search, as in the above example. Or, use square brackets if you want to include the beginning and ending dates that you specify. For example, <code>birthDate: [20070503* TO 20100608*]</code> searches all entries whose <code>birthDate</code> field contains values of 5/3/2007 or greater and 6/8/2010 or less.</p> <p>The search field name (<code>birthDate</code>) is the same as the internal data element name that you can obtain from the Form and View Designer for entry definitions. (For more information, see “Creating a Custom Folder Entry Form” in the <i>Novell Vibe OnPrem 3 Advanced User Guide</i>.)</p>
Asterisk (*) after word fragments. You cannot put an asterisk before word fragments.	Searches for words that begin with the word fragment that you specify.	<p><code>work*</code> searches for words such as “workspace” and “workshop.”</p> <p><code>*space</code> does not search for words ending in “space,” such as “workspace.”</p>
Question mark (?) as a replacement for any single character.	Replaces any single character in your search. You can use multiple question marks to replace multiple characters.	<p><code>t??e</code> returns all results containing the words “true,” “tree,” and so forth.</p> <p>You cannot use a question mark as the first character in a search.</p>
Tilde (~) after a term.	Searches for approximate matches for a single word.	<code>roam~</code> finds matches such as “foam” and “rooms”.
Tilde (~) after a group of words, followed by a number.	Searches for instances of the words that you specify that are within a certain distance.	<code>“marketing notes”~5</code> searches for instances where the words “marketing” and “notes” appear within 5 words of each other.


Search Capability	Function	Example
Caret (^) after a term.	<p>When you search for more than one word, using the caret (^) symbol after a word gives higher relevance to the word. Adding a number after the caret symbol gives even higher relevance to the word.</p> <p>By default, the relevance factor is 1. For example <code>sales</code> is the same as <code>sales^1</code>.</p>	<p><code>sales^ figure</code> finds matches for “sales” and “figure,” giving higher relevance to the term “sales”. To give even higher relevance, <code>sales^2</code> is higher than <code>sales^1</code>, and <code>sales^3</code> is higher than <code>sales^2</code>, and so forth.</p> <p>You can also give relevance to phrases. For example, “<code>sales figure</code>”² “<code>marketing figure</code>”</p>
Minus (-) before a word	Excludes the word from the search.	<code>-tree</code> excludes all items containing “tree,” “Tree,” “TREE,” and so on.
Field name followed by a colon, followed by what you want to search for.	<p>Searches a specific field. When searching a specific field, you must search on the data name of the field. Data names resemble the true names found in the interface.</p> <p>Fields you can search on are:</p> <p><code>_creationDate</code> <code>_creatorName</code> <code>_modificationDate</code> <code>_modificationName</code> <code>_ownerName</code> <code>_ownerTitle</code> <code>_workflowState</code> <code>_fileName</code> <code>_fileStatus</code> <code>_fileExt</code> <code>_rating</code> <code>_loginName</code> <code>_groupName</code> <code>firstName</code> <code>middleName</code> <code>lastName</code> <code>emailAddress</code> <code>txtEmailAddress</code> <code>mobileEmailAddress</code> <code>title</code> <code>description</code></p> <p>When searching in a specific field, the field name is always case-sensitive, even for a case-insensitive search.</p>	<p><code>title:meeting</code> finds instances of the word “meeting” in the entry <i>Title</i> field.</p> <p><code>description:meeting</code> finds instances of the word “meeting” in the entry <i>Description</i> field.</p> <p><code>emailAddress:jchavez*</code> finds instances of “jchavez” in the <i>Email Address</i> field.</p>

Click the *Search Options* icon  to refine your search to include only people, places, or tags, as described in [Section 2.5.2, “Searching for Specific People, Places, or Tagged Items,”](#) on page 31.

You can also select one of your saved searches.

2.5.2 Searching for Specific People, Places, or Tagged Items

To refine your search to include only people, places, or tags:

- 1 Click the *Search Options* icon .
- 2 Select one of the following options:
 - ♦ **People:** Enables you to quickly navigate to a user’s personal workspace.
 - ♦ **Places:** Enables you to quickly navigate to any folder or workspace within Vibe. For example, if you want to locate a colleague’s Blog folder, simply type `blog`, then specify the name of your colleague. The appropriate place is listed in the drop-down list.
 - ♦ **Tags:** Enables you to locate any workspaces, folders, or entries that have been tagged. Specify the name of the tag that you are searching for, and click the name in the drop-down list. Vibe displays all of the workspaces, folders, and entries that have been tagged with that particular tag.

Vibe displays all personal tags, and all community tags for which you have appropriate rights.

- 3 In the provided field, begin typing the name of the person, place, or tag that you are searching for.

Vibe applies the Type-to-Find feature. As you type, Vibe lists items matching what you have typed so far (all items matching “d”, then all items matching “di,” for example).


If there is more than one panel of choices, you can click the left-arrow and right-arrow icons to review your choices.

- 4 Click the name of the person, place, or tag when it appears in the drop-down list.

The person, place, or tagged items are displayed.

2.5.3 Using Advanced Search

Advanced Search enables you to narrow your search based on various criteria.

- 1 Click the *Search Options* icon .
- 2 Click *Advanced Search*.

You can also perform an advanced search from the Search Results page.

- 1 Click *Advanced*.
- 2 If you want to provide more than the initially provided criteria, click *Revise Search* from the Search Results page.

If your search requires more than one criterion, click *Add* and Vibe provides another field for your use.

Click the X icon next to a criterion to remove it from the search.

Text: Enter the specific text that you are searching for.

For more information about the various ways that you can refine a text-based search, see [Section 2.5.1, “Using Basic Search,” on page 28](#).

Places: This section enables you to restrict your search to a particular place. Expand the tree by clicking the plus sign (+) next to the Home Workspace, then navigate to and select the workspace or folder that you want to search.

If you want Vibe to search everything below your selection in the Workspace tree, select *Search All Sub Places*.

Case Sensitive: Select this check box to make the text that you enter in the *Text* field case sensitive. For example, “Tree” does not match “tree,” “TREE,” and so on.

When you select this option, your search must contain at least one uppercase character. If your search contains all lowercase characters, the results of your search are not case sensitive. For example, “tree” matches “Tree,” “TREE,” and so on.

Search deleted items: Search for items that have been deleted. The search returns only items that have been deleted.

Items Per Page: Select how many results you want to display on each Search Results page.

Words Per Item: Select the number of words to display for each search result.

Sort by: Select either *Relevance* or *Date* from the drop-down list.

- ♦ **Relevance:** When you select *Relevance*, the most relevant results are displayed at the top of the list.
- ♦ **Date:** When you select *Date*, the results that were most recently added or modified that match the search criteria are displayed at the top of the list.

Authors: Search for items based on the author.

Tags: Search for items that are tagged, whether they are community or personal tags. For more information on tags, see [Section 3.6, “Using Tags,” on page 47](#).

Workflow: Search for items that have a particular workflow applied to them.

Entry Attributes: Select the type of entry you are searching for, such as a blog entry, calendar entry, or comment.

Last Activity in Days: Select to search for items that have been active in the last 1, 3, 7, 30, or 90 days.

Creation Dates: Search for items based on when the items were created. In the fields provided, specify the start and end dates of the desired interval.

Modification Dates: Search for items based on when the items were last modified. In the fields provided, specify the start and end dates of the desired interval.


Item Type: Select the type of item you are searching for.

2.5.4 Searching for Deleted Items

Vibe enables you to search for items that have been deleted from the Vibe site. After you find the deleted item that you're searching for, you can view the item by clicking it. For information on how to undelete the item, see [Section 4.1.3, "Undeleting a Workspace," on page 50](#), [Section 5.3, "Undeleting a Folder," on page 64](#), or [Section 7.9, "Undeleting a Folder Entry," on page 100](#). You can undelete the item only if you have appropriate rights. If you want to undelete the item but you do not have appropriate rights, contact the user who created the item and ask them to undelete it.

For more information on undeleting items in Vibe, see ["Restoring Deleted Items"](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

To search for a deleted item:

- 1 Click the *Search Options* icon .
The Search Options dialog box is displayed.
- 2 Click *Advanced Search*.
- 3 Select *Search deleted items*.
- 4 (Optional) Narrow your search in any of the ways described in [Section 2.5.3, "Using Advanced Search," on page 31](#).

If you decide not to narrow your search, all items that have been deleted from Vibe are displayed.

Purged items cannot be displayed.

- 5 Click *Search*.

2.5.5 Saving and Reusing Searches

Vibe enables you to save searches, so you can reuse them in the future.


- ♦ ["Saving Your Search" on page 33](#)
- ♦ ["Accessing Saved Searches" on page 33](#)

Saving Your Search

To save a search for later use:

- 1 After you have performed a search that you want to save, click *Saved Searches* in the *Action* toolbar.
The Saved Searches dialog box is displayed.
- 2 In the *Manage Saved Searches* section, specify the name of the search that you want to save, then click *Save > Close*.

Accessing Saved Searches

- 1 Click the *Search Options* icon .
The Search Options dialog box is displayed.
- 2 In the *Saved Searches* drop-down list, click the saved search that you want to access.

2.5.6 Locating a Subject-Matter Expert

Vibe enables you to locate subject-matter experts by providing a list of users who have written the most concerning a particular topic. For example, you might want to locate a user in your organization who knows a lot about Java code.

- 1 Perform a basic or advanced search, as described in [Section 2.5.1, “Using Basic Search,” on page 28](#) and [Section 2.5.3, “Using Advanced Search,” on page 31](#).

The Search Results page is displayed with a list of entries that match your search criteria.

- 2 Click *Top Ranked* in the *Action* toolbar.

A list of top-ranked places and top-ranked people is displayed. The users at the top of the *Top Ranked People* section have made the most posts to the Vibe site concerning the particular topic that you searched. Click a user’s name to navigate to the user’s personal workspace.

2.5.7 Locating a Relevant Workspace or Folder

Vibe enables you to locate workspaces and folders that contain information about a particular topic. For example, you might want to locate a discussion forum on the Vibe site that is centered on Java code.

- 1 Perform a basic or advanced search, as described in [Section 2.5.1, “Using Basic Search,” on page 28](#) and [Section 2.5.3, “Using Advanced Search,” on page 31](#).

The Search Results page is displayed with a list of entries that match your search criteria.

- 2 Click *Top Ranked* in the *Action* toolbar.

A list of top-ranked places and top-ranked people is displayed. The places at the top of the *Top Ranked Places* section contain the most information about the particular topic that you searched. Click the name of the workspace or folder to quickly navigate there.

2.6 Following and Unfollowing Places and People of Interest

Novell Vibe enables you to follow workspaces, folders, or people. When you follow something or someone in Vibe, you can easily see activity generated in the specific place that you are following, or by the specific person that you are following.

- ♦ [Section 2.6.1, “Following Workspaces and Folders,” on page 34](#)
- ♦ [Section 2.6.2, “Following People,” on page 35](#)
- ♦ [Section 2.6.3, “Viewing the Workspaces, Folders, and People You Are Following,” on page 35](#)
- ♦ [Section 2.6.4, “Unfollowing Workspaces, Folders, or People,” on page 36](#)

2.6.1 Following Workspaces and Folders

- ♦ [“Following Workspaces” on page 35](#)
- ♦ [“Following Folders” on page 35](#)

Following Workspaces

- 1 Navigate to the workspace that you want to follow.
- 2 Click *Workspace > Follow this Workspace* in the Action toolbar.

Following Folders

- 1 Navigate to the folder that you want to follow.
- 2 Click *Folder > Follow this Folder* in the Action toolbar.

2.6.2 Following People

- ♦ “Using the Workspace to Follow Someone” on page 35
- ♦ “Using the Presence Icon to Follow Someone” on page 35

Using the Workspace to Follow Someone

- 1 Navigate to the personal workspace of the user who you want to follow.
- 2 Click *Workspace > Follow this Person* in the Action toolbar.

or

On the user’s profile page, click *Follow*.

Using the Presence Icon to Follow Someone

- 1 Click the *Presence* icon 📍 of the user you want to follow.

The *Presence* icon is displayed next to a user’s name wherever the user has posted or commented on a Vibe entry. When you click a user’s presence icon, the Profile Quick View is displayed.

- 2 Click *Follow*.



2.6.3 Viewing the Workspaces, Folders, and People You Are Following

If you are currently following a workspace, folder, or person, Vibe enables you to easily see activity generated in the specific place that you are following, or by the specific person that you are following.

- 1 Click *What's New* in the Action toolbar.

2 Click *Followed Places* to view new entries that have been posted to the places you are following.

or

Click *Followed People* to view new entries that have been contributed by the people you are following.

Staying up-to-date on another Vibe user's micro-blog entries is another reason that you might want to follow a person in Vibe. For information on the various and convenient ways that you can view the micro-blog entries of people you are following, see [Section 2.10.2, "Viewing the Micro-Blog Entries of People You Are Following," on page 37.](#)

2.6.4 Unfollowing Workspaces, Folders, or People

If you are currently following someone or some place in Vibe, it is easy to unfollow that person or place.

- 1** Navigate to your personal workspace.
- 2** Click the *What's New* tab.
- 3** Select *Places being followed*.
- 4** On the right side of the page, click the (X) next to the person or place that you want to unfollow.

2.7 Viewing Recent Contributions

Novell Vibe enables you to quickly revisit entries that you recently posted or recently visited.

- 1** Navigate to your personal workspace.
- 2** Click the *Recent* tab.

The left column lists all of the entries that you have most recently posted. The right column lists all of the entries that you have most recently visited.

2.8 Viewing Tasks

To help you keep track of tasks that have been assigned to you, Novell Vibe provides a quick, easy way to view tasks.

- 1** Navigate to the home page of your personal workspace.
- 2** Click the *Tasks and Calendars* tab.

In the left column, Vibe displays the tasks that are assigned to you. You can sort them by tasks due within two weeks, or any tasks that are currently assigned to you.

2.9 Viewing Calendar Events

To help you keep track of your calendar events, Novell Vibe enables you to view all of the calendar events for which you are scheduled on the current day.

- 1** Navigate to the home page of your personal workspace.

2 Click the *Tasks and Calendars* tab.

The right section of the page displays today's schedule with all of the calendar events from all of the calendars you are following.

2.10 Using Micro-Blogs

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.

Micro-blogs differ from regular blogs in that their purpose is not to present an entire topic or argument, but rather to give a quick snippet of information about the author of the micro-blog. Micro-blogs should be only one or two short sentences.

For more information on traditional blogs within Novell Vibe, see [Section 6.2, "Working with Blog Folders,"](#) on page 74.

- ♦ [Section 2.10.1, "Posting a Micro-Blog,"](#) on page 37
- ♦ [Section 2.10.2, "Viewing the Micro-Blog Entries of People You Are Following,"](#) on page 37
- ♦ [Section 2.10.3, "Viewing the Micro-Blog Entries of Vibe Users You Are Not Following,"](#) on page 38

2.10.1 Posting a Micro-Blog

- 1 Navigate to the home page of your personal workspace.
- 2 In the *What are you working on?* field, specify your micro-blog entry, then click *Share*.

2.10.2 Viewing the Micro-Blog Entries of People You Are Following

You can view the micro-blog entries of people you are following in three convenient ways:

- ♦ ["Setting Up a Live Feed to View the Micro-Blog Entries of People You Are Following"](#) on page 37
- ♦ ["Using the Relevance Tabs in Your Personal Workspace to View the Micro-Blog Entries of People You Are Following"](#) on page 38
- ♦ ["Using Your Mobile Device to View the Micro-Blog Entries of People You Are Following"](#) on page 38

For information on how to follow people in Vibe, see [Section 2.6.1, "Following Workspaces and Folders,"](#) on page 34.

Setting Up a Live Feed to View the Micro-Blog Entries of People You Are Following

Like Twitter, Vibe enables you to see live feeds for the micro-blog entries of the people you are following.

For information on how to set up a live micro-blog feed, see [Section 2.14.1, "Setting Up a Live Feed,"](#) on page 42.

Using the Relevance Tabs in Your Personal Workspace to View the Micro-Blog Entries of People You Are Following

- 1 Navigate to your personal workspace.
- 2 Click the *Micro-Blogs and Shared Items* tab.

The *Micro-Blogs being Followed* column lists the micro-blog entries of the people you are currently following.


Using Your Mobile Device to View the Micro-Blog Entries of People You Are Following


Vibe enables you to use your mobile device to view the micro-blog entries of the people you are following, as described in “[Viewing the Newest Micro-Blog Entries of People You’re Following](#)” in “[Using Vibe on Your Mobile Phone](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

2.10.3 Viewing the Micro-Blog Entries of Vibe Users You Are Not Following

- ♦ “[Viewing a User’s Micro-Blog Entries by Using the Presence Icon](#)” on page 38
- ♦ “[Viewing a User’s Micro-Blog Entries by Navigating to His or Her Personal Workspace](#)” on page 38

Viewing a User’s Micro-Blog Entries by Using the Presence Icon

Vibe enables you to view a user’s micro-blog entries by clicking the user’s *Presence* icon , located next to his or her name in an entry.

- 1 Click the *Presence* icon  of the user whose micro-blog entries you want to view.
The Profile Quick View is displayed.



- 2 Click *Micro-Blog*.

Viewing a User’s Micro-Blog Entries by Navigating to His or Her Personal Workspace

You can navigate to a user’s personal workspace to view the micro-blog entries.

- 1 Navigate to the personal workspace of the user whose micro-blog entries you want to view.
- 2 In the Navigation panel, click the Micro-Blog folder.
The user’s micro-blog entries are listed in the folder.

2.11 Sharing Workspaces, Folders, and Entries

Novell Vibe enables you to share workspaces, folders, and entries with other Vibe users. This is a quick and easy way to refer a co-worker to a place on the Vibe site.

- ♦ [Section 2.11.1, “Sharing Workspaces and Folders,” on page 39](#)
- ♦ [Section 2.11.2, “Sharing Entries,” on page 39](#)
- ♦ [Section 2.11.3, “Viewing Shared Items,” on page 39](#)

2.11.1 Sharing Workspaces and Folders

- 1 Navigate to the workspace or folder that you want to share.
- 2 Click *Workspace > Share This Workspace* or *Folder > Share This Folder* in the Action toolbar.
- 3 Specify the individual users, groups, or teams that you want to share the workspace or folder with.
- 4 In the *Comments* field, specify any comments that you want to include in the e-mail.
- 5 Click *OK*.

A notification is displayed, stating that an e-mail was successfully sent to the users, groups, or teams that you specified.

2.11.2 Sharing Entries

- 1 Navigate to and open the entry that you want to share.
- 2 Click *Actions > Share this Entry* in the Entry toolbar.
- 3 Specify the individual users, groups, or teams that you want to share the workspace or folder with.
- 4 In the *Comments* field, specify any comments that you want to include in the e-mail.
- 5 Click *OK*.

A notification is displayed, stating that an e-mail was successfully sent to the users, groups, or teams that you specified.

2.11.3 Viewing Shared Items

When others share an item with you, Vibe sends you an e-mail notification with a link to the item. Also, Vibe makes it easy to find items that others have shared with you, directly from the Vibe interface.

- 1 Navigate to your personal workspace.
- 2 Click the *Micro-Blogs and Shared Items* tab.

In the right column, Vibe lists all of the items that people have shared with you.

2.12 Subscribing to a Folder or Entry

You can configure Novell Vibe to send you e-mail notifications for folders and their sub-folders, or for individual entries (this is called “subscribing” to a folder or entry). Also, folder owners can configure Vibe to send e-mail notifications to you (as described in “[Configuring Folders to Send E-](#)

[Mail Notifications to Other Users](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*). However, because a user’s individual subscription settings override those of the folder owner, you can override any higher-level configurations.

If you are particularly interested in a specific folder or entry, you might want to subscribe to that folder or entry. When you subscribe to a folder or entry, Vibe notifies you of the activity that takes place in the folder or entry.

- ♦ [Section 2.12.1, “Subscribing to a Folder,”](#) on page 40
- ♦ [Section 2.12.2, “Subscribing to an Entry,”](#) on page 40
- ♦ [Section 2.12.3, “Selecting Notification Types and Delivery Destinations,”](#) on page 40
- ♦ [Section 2.12.4, “Adding and Modifying Delivery Destinations,”](#) on page 41
- ♦ [Section 2.12.5, “Overriding Higher-Level Notification Settings,”](#) on page 41

2.12.1 Subscribing to a Folder

- 1 Navigate to the folder that you want to subscribe to.
- 2 Click *Folder > E-Mail Notification* in the Action toolbar.
The Select the Type of E-Mail Notification dialog box is displayed.
- 3 Continue with [Section 2.12.3, “Selecting Notification Types and Delivery Destinations,”](#) on page 40.

2.12.2 Subscribing to an Entry

- 1 Navigate to and open the entry that you want to subscribe to.
- 2 In the Footer toolbar of the entry, click *Subscribe to This Entry*.
The Select the Type of E-Mail Notification form is displayed.
- 3 Continue with [Section 2.12.3, “Selecting Notification Types and Delivery Destinations,”](#) on page 40.

2.12.3 Selecting Notification Types and Delivery Destinations

This form enables you to choose which type of notification that you want to receive, as well as the e-mail address or phone number that you want the notifications to be sent to.

- 1 Select an e-mail address or phone number where you want the notifications to be sent.
You can select multiple e-mail or phone number delivery destinations for each notification type by simply pressing Ctrl and selecting the e-mail addresses or phone numbers.
You can select these delivery destinations in any of the provided sections, which represent the e-mail notification types:
 - Digest:** (Available for folders only) Vibe sends one message that summarizes all of the activity in the folder and its sub-folders. Vibe sends digest notifications at a schedule established by your site administrator.
 - Individual Messages:** (Includes Attachments) Vibe sends one message for every new or changed entry, and messages include attached files.

Individual Messages without Attachments: Vibe sends one message for every new or changed entry. The e-mail messages do not include files that might be attached to the new or changed entries. Vibe sends all types of individual notifications every five minutes.

Message Suitable for Text Messaging: Vibe sends a message suitable for viewing as a text message. The content of the message includes only the linked title of the new or changed entry. Vibe sends text-message notifications up to every five minutes.

- 2 (Optional) Select *Override preset notifications with these selections* if you want your selections to override those made by the administrator or folder owner.

For more information, see [Section 2.12.5, “Overriding Higher-Level Notification Settings,” on page 41](#).

- 3 Click *OK*.

2.12.4 Adding and Modifying Delivery Destinations

You can add and modify your e-mail and phone number contact information in your Personal Profile.

- 1 Navigate to the home page of your personal workspace, then click the *Profile* link next to your avatar (picture).
- 2 Click *Edit*.
- 3 Specify the appropriate delivery destination information in the *E-Mail Address*, *Mobile E-Mail Address*, and *Text Messaging E-Mail Address* fields.
- 4 Click *OK*.

Now, when you select your notification types and delivery destinations as described in [Section 2.12.3, “Selecting Notification Types and Delivery Destinations,” on page 40](#), the new or modified contact information is displayed.

2.12.5 Overriding Higher-Level Notification Settings

If a folder owner or administrator has configured a folder to send you e-mail notifications, you can override the higher-level settings.

- 1 Navigate to the folder where you want to override the higher-level notification settings.
- 2 Click *Folder > E-mail Notification*.
- 3 Select the kinds of notification that you want to receive.
- 4 Select *Override preset notifications with these selections*.
- 5 Click *OK*.

If you want to receive no e-mail notifications:

- 1 Navigate to the folder where you want to override the higher-level notification settings.
- 2 Click *Folder > E-mail Notification*.
- 3 Ensure that no e-mail address is selected in any of the sections.
- 4 Select *Override preset notifications with these selections*.
- 5 Click *OK*.

2.13 Using Remote Applications

Remote applications communicate with a third-party online application, and send information from that third-party application back to Novell Vibe.

For example, your Vibe administrator could create a remote application for Twitter that displays, in Vibe, all of your Twitter entries.

Remote applications are very customizable, and are set up by your Vibe administrator. Consult your Vibe administrator if you have a request for a new remote application.

For information on displaying remote applications that have been enabled by your Vibe administrator, see “[Managing Remote Applications](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

You can also display remote applications as folder and workspace accessories, as described in [Section 8.1, “Creating an Accessory,”](#) on page 115.


2.14 Viewing Live Feeds

Novell Vibe enables you to view live feeds of the latest entries in your teams, followed places, or across the entire site, so you can be up-to-date in real time without entering the Vibe site. And, like Twitter, you can see live feeds for the micro-blog entries of the people you are following.

- ♦ [Section 2.14.1, “Setting Up a Live Feed,”](#) on page 42
- ♦ [Section 2.14.2, “Viewing New Entries in Your Live Feed,”](#) on page 43
- ♦ [Section 2.14.3, “Using the Notification Area to View the Number of New Entries,”](#) on page 43
- ♦ [Section 2.14.4, “Displaying a Vibe Feed in the GroupWise Client,”](#) on page 43

2.14.1 Setting Up a Live Feed

To set up a live feed from your Vibe site:

- 1 Click the *Vibe Feed* icon  in the upper right corner of the Vibe site.
The Vibe Feed window is displayed.
- 2 In the *Select Feed* drop-down list, select from the following options:
 - ♦ **My Teams:** Displays the most recent entries of members of your various teams.
 - ♦ **Places being Followed:** Displays the most recent entries that have been posted to the places that you are currently following.
 - ♦ **Site Wide:** Displays the most recent entries that have been posted to the Vibe site.
 - ♦ **Micro-Blogs:** Displays the most recent micro-blog entries of the people that you are currently following.
- 3 (Optional) Minimize the Vibe Feed window.
The Vibe Feed window is displayed in your desktop notification area.

2.14.2 Viewing New Entries in Your Live Feed

- 1 Open the Vibe Feed window that you minimized (located in your desktop notification area).
The live feed is automatically updated every five minutes. To instantly update the feed and see the most recent entries, click *Refresh*.

2.14.3 Using the Notification Area to View the Number of New Entries

In the Firefox Web browser, you can view how many new entries have been posted since the last time the live feed was refreshed.

- 1 Look at the notification area of the Vibe Feed window that you minimized. The number of new entries is displayed on the left. If there are no new entries, no number is displayed.

2.14.4 Displaying a Vibe Feed in the GroupWise Client

You can display your Vibe feed in the GroupWise client. This enables you to keep up with the latest Vibe additions without leaving GroupWise.

For information on how to do this, see:

- ♦ “Creating a New Panel” in “Getting Organized” in the *GroupWise 8 Windows Client User Guide*[GroupWise 8 Windows Client Help](#)
- ♦ “Creating a New Panel” in “Getting Organized” in the *GroupWise 8 Linux/Mac Client User Guide*[GroupWise 8 Linux Client Help](#)[GroupWise 8 Mac Client Help](#)

2.15 Viewing Folders as RSS or Atom Feeds

RSS and Atom enable you to set up feeds to Novell Vibe folders and view those feeds in one convenient location.

You can set up a Vibe folder to be accessed by an RSS or Atom reader, so the Vibe folder sends new or modified folder entries to your RSS or Atom reader. This is an easy way to stay informed on activity in a certain folder.

For more information, see “[Viewing Vibe Folders as RSS or Atom Feeds](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

2.16 Synchronizing Tasks and Calendar Folders to a Desktop Calendar Application

iCal functionality in Novell Vibe enables you to synchronize Vibe Tasks folders and Calendar folders to other task lists and calendars that support the iCal format.

- 1 Navigate to the Tasks folder or Calendar folder that you want to synchronize to your desktop calendar application.
- 2 Click the Footer toolbar, located at the bottom of the folder page.
- 3 In the *iCal URL* section in the provided table, select and copy the iCal URL.

You use this link to export Vibe calendar data for inclusion in another calendar that supports the iCal format (for example, Google and Outlook).

- 4** Paste the iCal URL into the required section of the desktop calendar application.

Consult the documentation for the desktop application for instructions on where to paste the iCal URL and complete the synchronization.


Navigating the Novell Vibe Interface

3


Novell Vibe OnPrem provides various methods of navigating the interface.

- ♦ [Section 3.1, “Navigating the Workspace Tree,” on page 45](#)
- ♦ [Section 3.2, “Viewing and Revisiting Recent Places,” on page 45](#)
- ♦ [Section 3.3, “Viewing and Revisiting Recent Entries,” on page 45](#)
- ♦ [Section 3.4, “Managing Your Favorite Places,” on page 46](#)
- ♦ [Section 3.5, “Accessing Your Teams,” on page 46](#)
- ♦ [Section 3.6, “Using Tags,” on page 47](#)

3.1 Navigating the Workspace Tree

You can access the Workspace tree from any page within Novell Vibe. Located in the upper left corner of the Vibe interface, the Workspace tree icon  displays the path of all of the workspaces and folders that contain the place you are currently viewing, without leaving the current page.

To navigate to another workspace or folder:

- 1 Click the Workspace tree icon .
- 2 Expand *Home Workspace*.
- 3 Navigate to and click the linked name of the desired location in the Workspace tree.
Vibe displays the desired location.

3.2 Viewing and Revisiting Recent Places

Novell Vibe provides a list of folders and workspaces that you have recently visited in the Vibe site. You can quickly revisit the places you have most recently accessed.

- 1 Click *Recent Places* in the Action toolbar, then click the place that you want to revisit.

Vibe stores your recently visited places in your current Vibe session.

3.3 Viewing and Revisiting Recent Entries

Novell Vibe enables you to view and quickly revisit the entries that you have recently posted and recently visited.

- 1 Navigate to the home page of your personal workspace.
- 2 Click the *Recent* tab.
In the left column, Vibe displays the entries that you have recently posted.
In the right column, Vibe displays the entries that you have recently visited.

The *Recent* tab stores entries that you have recently visited in your current Vibe session and in previous Vibe sessions.

3.4 Managing Your Favorite Places

Novell Vibe enables you to easily add, access, and edit your favorite places in the Vibe site.

- ♦ [Section 3.4.1, “Adding a Favorite Place,” on page 46](#)
- ♦ [Section 3.4.2, “Accessing Your Favorite Places,” on page 46](#)
- ♦ [Section 3.4.3, “Editing Your Favorite Places,” on page 46](#)

3.4.1 Adding a Favorite Place

- 1 Navigate to a workspace or folder that you want to add as a favorite.
- 2 Click *My Favorites* in the Action toolbar.
- 3 Click *Add This Place*.

3.4.2 Accessing Your Favorite Places

- 1 Click *My Favorites* in the Action toolbar.
- 2 Click the linked title of the place that you want to visit.

3.4.3 Editing Your Favorite Places

You can edit your favorite places by reordering their position in the list, or by deleting them.

- 1 Click *My Favorites* in the Action toolbar.
- 2 Click *Edit Favorites*.
The Edit Favorites dialog box is displayed.
- 3 Select the item you want to edit.
- 4 Click *Move Up*, *Move Down*, or *Delete*.
- 5 Click *OK*.

3.5 Accessing Your Teams

Novell Vibe makes it easy to quickly access team workspaces where you are a member.

- 1 Click *My Teams* in the Action toolbar.
All of the teams of which you are a member are displayed.
- 2 Click the linked title of the team workspace that you want to visit.

3.6 Using Tags

Tags are keywords that categorize a workspace, folder, or entry. Tagging functionality in Novell Vibe enables you to create virtual containers for places and entries. Like folders in your e-mail, you can categorize information, and then come back to it at a later time.

- ♦ [Section 3.6.1, “Tagging Workspaces or Folders,” on page 47](#)
- ♦ [Section 3.6.2, “Tagging Entries,” on page 47](#)
- ♦ [Section 3.6.3, “Locating Tagged Items,” on page 47](#)
- ♦ [Section 3.6.4, “Choosing Between Personal Tags and Community Tags,” on page 48](#)

3.6.1 Tagging Workspaces or Folders

- 1 Navigate to the workspace or folder that you want to tag.
- 2 Click *Workspace > Tag this Workspace*, or click *Folder > Tag this Folder* in the Action toolbar, depending on whether you want to tag a workspace or folder.
The Tag this Workspace or Tag this Folder dialog box is displayed.
- 3 Type the name of the tag into the field in either the *Personal Tags* or *Community Tags* section.
This field uses Type-to-Find functionality, so if a tag already exists with the desired name, it appears in the drop-down list. If the name does not appear in the drop-down list, you are creating a new tag.
To decide whether you want to create a personal or community tag, see [Section 3.6.4, “Choosing Between Personal Tags and Community Tags,” on page 48](#).
- 4 Finish typing the name of the tag, or select it from the drop-down list, then click *Add > Close*.


The workspace or folder is now marked with the tag that you specified.

3.6.2 Tagging Entries

- 1 In the entry that you want to tag, click *Tags*.
- 2 Type the name of the tag into the field in either the *Personal Tags* or *Community Tags* section.
This field uses Type-to-Find functionality, so if a tag already exists with the desired name, it appears in the drop-down list. If the name does not appear in the drop-down list, you are creating a new tag.
To decide whether you want to create a personal or community tag, see [Section 3.6.4, “Choosing Between Personal Tags and Community Tags,” on page 48](#).
- 3 Finish typing the name of the tag, or select it from the drop-down list, then click *Add > Close*.
The entry is now marked with the tag that you specified.

3.6.3 Locating Tagged Items

Vibe enables you to locate all places and entries that have a particular tag.

- 1 Click the *Search Options* icon .
The Search Options dialog box is displayed.
- 2 Select *Tags*.

3 In the provided field, specify the name of the tag that you are searching for.

4 Select the tag from the drop-down list.

Vibe displays all of the places and entries that have the tag that you specified.

3.6.4 Choosing Between Personal Tags and Community Tags

Personal Tags: Personal tags are for your use only. When you create a personal tag, it can be used and viewed only by you.

Community Tags: Community tags can be used and viewed by anyone who has rights to view the workspace, folder, or entry where a community tag is implemented. For example, if you create a community tag on the Files folder in your team workspace, then anyone with View rights to the Files folder can use the tag you created to tag other places with the same tag name. They can also use Vibe Search and Find features to locate entries that have been tagged with that tag name.


You can tag places and entries with a community tag only if you have appropriate rights.

For more information on using Search to locate tagged items, see [Section 2.5.3, “Using Advanced Search,”](#) on page 31.

Managing and Using Workspaces

4

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

You can see the structure of the workspaces in your Vibe site by clicking the Workspace tree icon , expanding *Home Workspace*, and browsing the [Workspace tree](#).

- ◆ [Section 4.1, “General Workspace Management,” on page 49](#)
- ◆ [Section 4.2, “Managing Your Personal Workspace,” on page 54](#)
- ◆ [Section 4.3, “Managing a Team Workspace,” on page 57](#)
- ◆ [Section 4.4, “Managing a Discussions Workspace,” on page 60](#)
- ◆ [Section 4.5, “Managing a Project Management Workspace,” on page 60](#)
- ◆ [Section 4.6, “Managing a Landing Page,” on page 60](#)
- ◆ [Section 4.7, “Understanding Global Workspaces,” on page 60](#)

4.1 General Workspace Management

This section contains task information that applies to all types of workspaces.

- ◆ [Section 4.1.1, “Creating a New Workspace,” on page 49](#)
- ◆ [Section 4.1.2, “Deleting a Workspace,” on page 50](#)
- ◆ [Section 4.1.3, “Undeleting a Workspace,” on page 50](#)
- ◆ [Section 4.1.4, “Copying a Workspace,” on page 51](#)
- ◆ [Section 4.1.5, “Moving a Workspace,” on page 51](#)
- ◆ [Section 4.1.6, “Adding a Sub-Workspace,” on page 52](#)
- ◆ [Section 4.1.7, “Adding Additional Folders to a Workspace,” on page 52](#)
- ◆ [Section 4.1.8, “Generating Activity Reports for a Workspace,” on page 52](#)
- ◆ [Section 4.1.9, “Defining a User-Friendly URL for a Workspace or Folder,” on page 53](#)
- ◆ [Section 4.1.10, “Customizing the Workspace View,” on page 54](#)
- ◆ [Section 4.1.11, “Branding a Workspace,” on page 54](#)
- ◆ [Section 4.1.12, “Displaying YouTube Videos in a Workspace,” on page 54](#)

4.1.1 Creating a New Workspace

Novell Vibe enables you to create new workspaces in any workspace where you have appropriate rights.

- 1 Navigate to the workspace where you want to create the new workspace.
- 2 Click *Workspace > New Workspace*.

The New Workspace page is displayed.

- 3 Specify the appropriate information for the page.

Workspace Title: Specify a title for the workspace.

If you leave this field blank, the workspace is titled `workspace`.

Workspace: Select the type of workspace that you want to create.

Fill in any additional information fields that display when you select the workspace type.

Team Members: (Conditional) This section is displayed only if you are creating a team workspace. Use this section to specify users and groups that you want to include as members of your team workspace.

Workspace Folders: Use this section to select the folders that you want the workspace to contain.

Announcement: (Optional) Create an announcement message to be sent to all members of the team.

If you are not creating a team workspace, this message is sent to all team members of the parent workspace.

- 4 Click *OK*.

4.1.2 Deleting a Workspace

- 1 Navigate to the workspace that you want to delete.

- 2 Click *Workspace > Delete Workspace*.

The Delete Workspace page is displayed.

- 3 (Optional) Select *Purge this workspace immediately* if you want to purge the workspace so that it cannot be recovered.

IMPORTANT: Selecting this option renders the workspace unrecoverable and it is permanently deleted from the Vibe site.

If you do not select this option, you can undelete the workspace as described in [Section 4.1.3, “Undeleting a Workspace,” on page 50](#).

- 4 (Conditional) If the workspace contains mirrored folders, you can select to delete the source files of the folders, and also all of the mirrored folders’ sub-folders.

For more information on working with mirrored folders, see “[Working with Mirrored Folders](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

- 5 Click *OK*.

4.1.3 Undeleting a Workspace

Vibe enables you to undelete a workspace that you previously deleted, restoring it to its previous location.

- 1 Navigate to the workspace where the deleted workspace previously resided.

For example, if you want to restore a team workspace that was in the *Team Workspaces* directory, navigate to the *Team Workspaces* directory.

TIP: If you want to see everything that has been deleted in the Vibe site, navigate to the highest level workspace. (By default this is the *Home Workspace* directory.)

- 2 Click the *Trash* folder in the Navigation panel.

or

Click *Actions > Trash* in the Action toolbar.

The Trash page displays all workspaces, folders, and entries that have been deleted in or below the current workspace. Items that have been purged are not displayed because they are unrecoverable.

- 3 Select the workspace that you want to undelete.
- 4 Click *Restore*.

The workspace is restored to its previous location.

For more information about undeleting, see “[Restoring Deleted Items](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.1.4 Copying a Workspace

- 1 Navigate to the workspace that you want to copy.
- 2 Click *Workspace > Copy Workspace*.

The Copy Workspace page is displayed.

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

4.1.5 Moving a Workspace

Vibe enables you to move a workspace into any folder or workspace where you have appropriate rights.

- 1 Navigate to the workspace that you want to move.
- 2 Click *Workspace > Move Workspace*.

The Move Workspace page is displayed.
- 3 Use one of the following methods to move the workspace:
 - ♦ **Select the Destination Folder or Workspace:** Use the Workspace tree to navigate to and select the folder or workspace where you want to move the workspace.
 - ♦ **Find the Destination Folder or Workspace:** In the provided field, specify the name of the folder or workspace where you want to move the workspace.
- 4 Click *OK*.

4.1.6 Adding a Sub-Workspace

Vibe enables you to create sub-workspaces inside of existing workspaces.

1 Navigate to the workspace where you want to add the sub-workspace.

2 Click *Workspace > New Workspace*.

The New Workspace page is displayed.

3 Specify the information.

Workspace title: Specify a title for the workspace.

If you leave this field blank, the workspace is titled `workspace`.

Team Members: (Conditional) This section is displayed only if you are creating a team workspace. Use this section to specify users and groups that you want to include as members of your team workspace.

Workspace: Select the type of workspace that you want to create.

Fill in any additional information fields that display when you select the workspace type.

Workspace Folders: Use this section to select the folders that you want the workspace to contain.

Announcement: (Optional) Create an announcement message to be sent to all members of the team.

If you are not creating a team workspace, this message is sent to all team members of the parent workspace.

4 Click *OK*.

4.1.7 Adding Additional Folders to a Workspace

Vibe enables you to add additional folders to your workspace at any time.

1 Navigate to the workspace where you want to add the new folders.

2 Click *Workspace > New Folder*.

The New Folder page is displayed.

3 Specify the following information:

Folder Title: Specify a title for the folder.

If you do not provide a title, the folder is given the default folder name. For example, a Discussion folder is named *Discussion*.

Folder: Select the type of folder that you want to create.

For information about each type of folder, see [Chapter 6, “Working with Specific Folder Types,” on page 73](#).

4 Click *OK*.

4.1.8 Generating Activity Reports for a Workspace

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

1 Navigate to the workspace that you want to generate the activity report for.

2 Click *View > Activity Report*.

The Folder Activity page is displayed.

3 Specify the following information:

Report on Activity Between: Select the date range for which you want to generate the activity report.

Report Workspace or Folder Activity: Select this option to see how many views, adds, modifies, and deletes have been made in the folder. You can generate a report for the following categories of users:

- ♦ **Team Members:** View the workspace activity of individual team members only.
- ♦ **All Users:** View the workspace activity of all Vibe users. This option shows the name of each user who has had some type of activity in the workspace.
- ♦ **Summary:** View a summary of all the activity that has occurred in the workspace. This option does not list individual users.

Report on Workflow State: Select this option to view the activity of a workflow. You can select to show the average amount of time the workflow spent in each state, or show the number of entries that are currently in each state.

Select the Folders for Reporting: Select the folders about which you want to generate the activity report. If you select the workspace, then Vibe generates an activity report that includes all folders in the workspace.

4 Click *OK*.

Vibe launches the report in a spreadsheet. For information regarding the columns in this spreadsheet, see [Section 7.15.1, “Generating Activity Reports,”](#) on page 111.

4.1.9 Defining a User-Friendly URL for a Workspace or Folder

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

1 Navigate to the workspace where you want to define the URL.

2 Click *Workspace > Configure* in the Action toolbar.

The Configure Default Settings page is displayed.

3 In the *Define a simple URL for this folder or workspace* section, select one of the predefined global keywords from the *Define URL* drop-down list.

Unless you are a site administrator, your URL must begin with one of these predefined global keywords.

4 In the provided field, specify the desired URL for the folder or workspace.

5 Click *Add > Close*.

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

Defining a user-friendly URL for a folder can also enable users to e-mail folder entries into the folder, as described in [Section 5.9, “Setting Up a Folder to Receive Entries Via E-Mail,”](#) on page 68.

4.1.10 Customizing the Workspace View

Vibe enables you to customize the layout of your workspace. For more information, see “[Creating Custom Workspace Views](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.1.11 Branding a Workspace



Branding a workspace is a good way to make the workspace more unique and identifiable. When you brand a workspace, the brand is also applied to all sub-workspaces and sub-folders.

For more information on branding, see “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.1.12 Displaying YouTube Videos in a Workspace

This section describes how to display YouTube videos in the *Description* section of the workspace. For information on how to display YouTube videos in the *Branding* section of a workspace, see “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

To display a YouTube video in the *Description* section of a workspace:

- 1 Navigate to the workspace where you want to display the YouTube video.
- 2 Click *Workspace > Edit Workspace* in the Action toolbar.
- 3 In the *Description* section, click the *Expand* icon  to expand the options in the HTML editor, then click the *Video* icon .
- 4 In the *URL of a Video on YouTube* field, paste the URL of the YouTube video that you want to post.
- 5 In the *Dimensions* fields, do not make any changes if you want to keep the default YouTube dimensions.
- 6 Click *Insert*, then click *OK* to display the video in the workspace.

For more information about other places where you can display YouTube videos in Vibe, see [Section 7.16, “Displaying YouTube Videos in a Folder Entry,”](#) on page 112.

4.2 Managing Your Personal Workspace

Your personal workspace in Novell Vibe is a place where you can store your personal files, blogs, photos, and all other types of Vibe folder entries.

Your personal workspace also includes relevance tabs that help you easily keep track of tasks and calendar events, get informed on new entries, view shared items, and more.

The relevance tabs are located in the home page of your personal workspace. These tabs enable you to get quick access to important information that pertains directly to you.

- ♦ [Section 4.2.1, “Using the What’s New Tab,”](#) on page 55
- ♦ [Section 4.2.2, “Viewing Recently Posted and Recently Visited Entries,”](#) on page 55
- ♦ [Section 4.2.3, “Using the Tasks and Calendars Tab,”](#) on page 55
- ♦ [Section 4.2.4, “Using the Micro-Blogs and Shared Items Tab,”](#) on page 56

- ♦ [Section 4.2.5, “Viewing Your Profile Information,” on page 56](#)
- ♦ [Section 4.2.6, “Using the Accessories Tab,” on page 57](#)

4.2.1 Using the What’s New Tab

Use the *What’s New* tab to accomplish the following tasks:

- ♦ [“Finding What’s New” on page 55](#)
- ♦ [“Finding What’s Hot” on page 55](#)

Finding What’s New

The *What’s New* tab enables you to find new content in your teams, in the places you are following, or across the entire site.

- 1 In the home page of your personal workspace, click the *What’s New* tab.
- 2 Select *My Teams*, *Places being followed*, or *Site Wide*, depending on where you want Vibe to search for new items.

All of the new items recently added are displayed in the left side of the page, in the *What’s New* section.

Finding What’s Hot

The *What’s New* tab enables you to find the entries and folders that are most popular in your Vibe site.

- 1 In the home page of your personal workspace, click the *What’s New* tab.
- 2 Select *Site Wide*.

The most popular items in your Vibe site are displayed in the right side of the page, in the *What’s Hot Site Wide* section.

4.2.2 Viewing Recently Posted and Recently Visited Entries

Vibe enables you to view which entries you have recently posted, and which entries you have recently visited. This can help you prioritize what you are working on, or quickly locate an entry that you have recently created or viewed.

- 1 In the home page of your personal workspace, click the *Recent Entries* tab.

The left section of the page displays the entries that you have recently posted, and the right section of the page displays the entries that you have recently visited.

4.2.3 Using the Tasks and Calendars Tab

Use the *Tasks and Calendars* tab to accomplish the following tasks:

- ♦ [“Viewing Your Tasks” on page 56](#)
- ♦ [“Viewing Today’s Calendar Events” on page 56](#)

Viewing Your Tasks

To help you keep track of tasks that have been assigned to you, Vibe provides a quick, easy way to view tasks.

- 1 In the home page of your personal workspace, click the *Tasks and Calendars* tab.
In the left column, Vibe displays the tasks that are assigned to you. You can sort these tasks by tasks due within two weeks, or any tasks that are currently assigned to you.

Viewing Today's Calendar Events

To help you keep track of your calendar events, Vibe enables you to view all of the calendar events for which you are scheduled on the current day.

- 1 In the home page of your personal workspace, click the *Tasks and Calendars* tab.
The right section of the page displays today's schedule with all of the calendar events from all of the calendars you are following.
For information on how to follow a calendar, see [Section 2.6.1, "Following Workspaces and Folders," on page 34](#).

4.2.4 Using the Micro-Blogs and Shared Items Tab

Use the *Micro-Blogs and Shared Items* tab to accomplish the following tasks:

- ♦ ["Viewing the Micro-Blog Entries of People You Are Following" on page 56](#)
- ♦ ["Viewing What Others Have Shared With You" on page 56](#)

Viewing the Micro-Blog Entries of People You Are Following


- 1 In the home page of your personal workspace, click the *Micro-Blogs and Shared Items* tab.
The *Micro-Blogs* column lists the micro-blog entries of the people you are currently following.
For information on how to select someone to follow, see [Section 2.6.2, "Following People," on page 35](#).

Viewing What Others Have Shared With You

When others share an item with you, Vibe sends you an e-mail notification with a link to the item. Also, Vibe makes it easy to find items that others have shared with you.

- 1 In the home page of your personal workspace, click the *Micro-Blogs and Shared Items* tab.
In the right column, Vibe lists all of the items that people have shared with you.

4.2.5 Viewing Your Profile Information

- 1 In the home page of your personal workspace, click the *Profile* link next to your name and avatar.
or
Click your *Presence* icon , located next to any entry that you have created.
Your personal profile information is displayed.

For information on modifying your profile information, see [Section 1.5.1, “Modifying Your Profile,” on page 18.](#)

4.2.6 Using the Accessories Tab

The *Accessories* tab contains an accessory panel. You can use this accessory panel to make items in your personal workspace more visible. For example, by default, the *Accessory* tab contains a Guestbook accessory that references the Guestbook folder in your personal workspace. By displaying this accessory in the *Accessories* tab, you don't need to view the Guestbook folder in order to see who has signed your Guestbook.

By default, a Task, Guestbook, Blog, and Photo Album accessory exist in this accessory panel, but you can add more as you desire. (For information on how to add additional accessories, see [Section 8.1, “Creating an Accessory,” on page 115.](#))

4.3 Managing a Team Workspace

Team workspaces are the key to helping you and your team accomplish tasks and meet objectives, together.

As the owner of a workspace, you are primarily responsible for workspace administration. You can create other containers for information (sub-workspaces and folders), adjust access controls to determine who can do what in the workspace, and provide some initial content to assist team members to get started.

- ◆ [Section 4.3.1, “Creating a Team Workspace,” on page 57](#)
- ◆ [Section 4.3.2, “Adding Additional Team Members to Your Workspace,” on page 58](#)
- ◆ [Section 4.3.3, “Sending E-Mail to Team Members and Announcing the Workspace after Its Creation,” on page 59](#)
- ◆ [Section 4.3.4, “Starting or Scheduling a Team Meeting,” on page 59](#)
- ◆ [Section 4.3.5, “Viewing Team Members,” on page 59](#)
- ◆ [Section 4.3.6, “Allowing Visitors to Your Team Workspace,” on page 60](#)

4.3.1 Creating a Team Workspace

By default, everyone in Novell Vibe has rights to create a team workspace.

Team workspaces are the most common type of workspaces. They facilitate team objectives by enabling team members to quickly share files, share ideas, and work together more efficiently and effectively.

Vibe enables you to create a highly visible team workspace in the Team Workspaces directory, or you can create a nested team workspace, which is a team workspace inside of an existing team workspace.

- ◆ [“Creating a Highly Visible Team Workspace” on page 58](#)
- ◆ [“Creating a Team Workspace inside of an Existing Team Workspace” on page 58](#)

Creating a Highly Visible Team Workspace

If you want your team workspace to be highly visible and easy to find in the workspace tree, create the team workspace in the Team Workspaces directory, as described in [Section 1.6, “Creating a Team Workspace,”](#) on page 20.

Creating a Team Workspace inside of an Existing Team Workspace

Vibe enables you to create nested workspaces, which are workspaces inside of other workspaces. You can create a team workspace inside of any existing workspace where you have appropriate rights.

You might want to do this if you are not concerned about having high visibility in the workspace tree, and if the team workspace that you want to create consists mostly of members who already belong to a certain workspace.

- 1 Navigate to the workspace where you want to create the new team workspace.

- 2 Click *Workspace > New Workspace*.

The New Workspace page is launched.

- 3 In the *Workspace* section, select *Team Workspace*.

You can also create a basic workspace, a project management workspace, and a discussions workspace.

- 4 Specify the following information:

Workspace Title: Specify a title for the workspace.

Team Members: Specify the team members.

You can specify individual users, entire groups, or add names that are on your clipboard. For more information about using the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,”](#) on page 131.

You can also click *Team Members*. This displays a list of all of the members of the team workspace where you are creating your new team workspace. Select the names of the users that you want to include in your new team workspace.

Workspace Folders: Select the folders that you want the workspace to contain.

If you later decide that you want to add additional folders, you can add them at any time.

For information on how to add folders to an existing workspace, see [Section 4.1.7, “Adding Additional Folders to a Workspace,”](#) on page 52.

Announcement: (Optional) Select the check box, then type a message in the *Announcement Text* field.

This message informs team members about the existence of the workspace, and can also explain the value of the workspace.

- 5 Click *OK* to create the new workspace.

4.3.2 Adding Additional Team Members to Your Workspace

After you create your workspace, you can add other Vibe users who need to join your team.

- 1 Navigate to the team workspace where you want to add the additional team members.

- 2 Click *Workspace > Edit Team* in the Action toolbar.

The Add or Delete Team Members page is launched.

- 3 (Conditional) If this workspace is currently inheriting its team membership from a parent folder, click *Yes*.
- 4 In the *Users* field, specify the names of the individual users that you want to add to the team.
You can also specify entire groups in the *Groups* field, or you can add names that are on your clipboard by clicking *Clipboard User Names*. For more information about using the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,” on page 131](#).
- 5 Click *OK*.

You can announce the workspace to the new team members. For information on how to do this, see [Section 4.3.3, “Sending E-Mail to Team Members and Announcing the Workspace after Its Creation,” on page 59](#).

4.3.3 Sending E-Mail to Team Members and Announcing the Workspace after Its Creation

Vibe enables you to send e-mail messages to your entire team. Also, if new team members join the team after the team workspace has already been created, you can use this functionality to announce the workspace to the new team members.

To send mail to team members:

- 1 Navigate to the team workspace.
- 2 Click *Workspace > E-Mail Team* in the Action toolbar.
The Send E-Mail page is displayed.
- 3 Fill in the appropriate fields.
For information on filling in the rest of the Send E-Mail form, see [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131](#).
- 4 Click *OK*.

4.3.4 Starting or Scheduling a Team Meeting

If you have Novell Conferencing, you can start or schedule a team meeting. For information about how to start or schedule a team meeting, see [Section 9.3, “Using Novell Conferencing with Novell Vibe,” on page 126](#).

4.3.5 Viewing Team Members

- ♦ [“Viewing Team Members from Any Page within The Workspace” on page 59](#)
- ♦ [“Viewing Team Members in an Accessory from the Workspace Home Page” on page 60](#)

Viewing Team Members from Any Page within The Workspace

You can view the members of the team from any folder within the workspace:

- 1 On any page within the workspace, click *Workspace > View Team* in the Action toolbar.

Viewing Team Members in an Accessory from the Workspace Home Page

Accessories are sections at the top of workspaces and folders that provide summary information for you. For more information on working with accessories, see [Chapter 8, “Managing Accessories,” on page 115](#).

By default, Vibe includes a team-membership accessory on the home page of your workspace. This accessory displays all team members.

4.3.6 Allowing Visitors to Your Team Workspace

By default, only team members can view and participate in the workspaces and folders contained in the team workspace. There might 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).

For information on how to allow visitors to your team workspace, see “[Allowing Visitors to Your Team Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.4 Managing a Discussions Workspace

Create a Discussions workspace if you want a place to store multiple discussion forums. This can help organize your Novell Vibe site, so users know where they should go if they are looking for a particular discussion forum.

For more information on Discussions workspaces, see “[Creating and Managing a Discussions Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.5 Managing a Project Management Workspace

Project Management workspaces are optimized for managing a project.

Project Management 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 Tasks and Milestones folders.

For more information on Project Management workspaces, see “[Creating and Managing a Project Management Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.6 Managing a Landing Page

Novell Vibe enables you to configure a workspace to have a landing page. When you create a workspace landing page, you can populate it with entries that exist within the workspace.

For information on how to create a landing page on a workspace, see “[Creating and Managing Landing Pages](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

4.7 Understanding Global Workspaces

Global workspaces contain information that might be of interest throughout your organization.

For more information on global workspaces, see “[Creating Global Workspaces](#)” in the *Novell Vibe OnPrem 3 Administration Guide*.

Managing and Using Folders

5

The topics in this section describe how to perform management functions for all types of folders in Novell Vibe OnPrem.

Most functions are the same, regardless of the type of folder that you are managing. However, some management functions are unique to individual folder types. These functions are described in [Chapter 6, “Working with Specific Folder Types,” on page 73.](#)

- ◆ [Section 5.1, “Creating a New Folder,” on page 63](#)
- ◆ [Section 5.2, “Deleting a Folder,” on page 64](#)
- ◆ [Section 5.3, “Undeleting a Folder,” on page 64](#)
- ◆ [Section 5.4, “Copying a Folder,” on page 65](#)
- ◆ [Section 5.5, “Moving a Folder,” on page 65](#)
- ◆ [Section 5.6, “Importing Files into a Folder,” on page 65](#)
- ◆ [Section 5.7, “Generating an Activity Report on a Folder,” on page 66](#)
- ◆ [Section 5.8, “Subscribing to E-Mail Notifications from a Folder,” on page 68](#)
- ◆ [Section 5.9, “Setting Up a Folder to Receive Entries Via E-Mail,” on page 68](#)
- ◆ [Section 5.10, “Adding Entries to a Folder Via E-Mail,” on page 68](#)
- ◆ [Section 5.11, “Changing the Folder View,” on page 69](#)
- ◆ [Section 5.12, “Configuring the Number of Entries to Display on a Folder Page,” on page 69](#)
- ◆ [Section 5.13, “Branding a Folder,” on page 69](#)
- ◆ [Section 5.14, “Displaying YouTube Videos in a Folder,” on page 70](#)
- ◆ [Section 5.15, “Using Filters on Folders,” on page 70](#)
- ◆ [Section 5.16, “Listing Folder Entries and Pages,” on page 71](#)

5.1 Creating a New Folder

Novell Vibe enables you to create folders and subfolders in any workspace or folder where you have appropriate rights.

1 Navigate to the workspace or folder where you want to create the new folder.

2 Click *Workspace > New Folder*.

or

Click *Folder > New Folder* to create a subfolder.

The New Folder page is displayed.

3 Specify the following information:

Folder Title: Specify a title for the folder.

If you do not provide a title, the folder is given the default folder name. For example, a Discussion folder is named *Discussion*.

Folder: Select the type of folder that you want to create.

For information about each type of folder, see [Chapter 6, “Working with Specific Folder Types,”](#) on page 73.

- 4 Click *OK*.

5.2 Deleting a Folder

- 1 Navigate to the folder that you want to delete.

- 2 Click *Folder > Delete Folder*.

The Delete Folder page is displayed.

- 3 (Optional) Select *Purge this folder immediately* if you want to purge the folder so that it cannot be recovered.

IMPORTANT: Selecting this option renders the folder unrecoverable and it is permanently deleted from the Novell Vibe site.

If you do not select this option, you can undelete the folder as described in [Section 5.3, “Undeleting a Folder,”](#) on page 64.

- 4 (Conditional) If the folder is a mirrored folder, you can select to delete the source files of the folder, and also all of the mirrored folders’ sub-folders.

For more information on working with mirrored folders, see “[Working with Mirrored Folders](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

- 5 Click *OK*.

5.3 Undeleting a Folder

Novell Vibe enables you to undelete a folder that you previously deleted, restoring it to its previous location.

- 1 Navigate to the folder or workspace where the deleted folder previously resided.

For example, if you want to restore a Blog folder that was in your personal workspace, navigate to your personal workspace.

TIP: If you want to see everything that has been deleted in the Vibe site, navigate to the highest level workspace. (By default this is the *Home Workspace* directory.)

- 2 Click the *Trash* icon , located in the Navigation panel.

The Trash page displays all workspaces, folders, and entries that have been deleted in or below the current workspace or folder. Items that have been purged are not displayed because they are unrecoverable.

- 3 Select the folder that you want to undelete.

- 4 Click *Restore*.

The folder is restored to its previous location. Contents of the folder are not automatically restored.

For more information about undeleting, see “[Restoring Deleted Items](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

5.4 Copying a Folder

- 1 Navigate to the folder that you want to copy.
- 2 Click *Folder > Copy Folder*.
The Copy Folder page is displayed.
- 3 Use one of the following methods to copy the folder:
 - ♦ **Select the Destination Folder or Workspace:** Use the Workspace tree to navigate to and select the folder or workspace where you want to copy the folder.
 - ♦ **Find the Destination Folder or Workspace:** In the provided field, specify the name of the folder or workspace where you want to copy the folder.
- 4 Click *OK*.

5.5 Moving a Folder

Novell Vibe enables you to move a folder into any folder or workspace where you have appropriate rights.

- 1 Navigate to the folder that you want to move.
- 2 Click *Folder > Move Folder*.
The Move Folder page is displayed.
- 3 Use one of the following methods to move the folder:
 - ♦ **Select the Destination Folder or Workspace:** Use the Workspace tree to navigate to and select the folder or workspace where you want to move the folder.
 - ♦ **Find the Destination Folder or Workspace:** In the provided field, specify the name of the folder or workspace where you want to move the folder.
- 4 Click *OK*.

5.6 Importing Files into a Folder

Novell Vibe enables you to import files from any location and add them to a folder in your workspace. There are two ways to do this.

- ♦ [Section 5.6.1, “Dragging and Dropping Files,” on page 65](#)
- ♦ [Section 5.6.2, “Importing Files as Entry Attachments,” on page 66](#)
- ♦ [Section 5.6.3, “Importing Files into the Files Folder,” on page 66](#)

5.6.1 Dragging and Dropping Files

Vibe enables you to drag files from any location, and drop them into any Vibe folder.

If you are adding files to a Vibe Files folder, the behavior can be different. For more information about adding files to a Files folder, see [Section 6.5.1, “Adding Files to a Files Folder and Other WebDAV-Enabled Folders,” on page 78](#).

- 1 Navigate to the folder where you want to add the files.
- 2 Click *Add Files to Folder* in the Folder Entry toolbar.

The drag-and-drop window opens.

- 3 Drag a file from one location, such as your desktop, and drop it onto the folder icon in the drag-and-drop window.

A new entry is created with the file as an entry attachment. The name of the document is automatically the name of the entry.

5.6.2 Importing Files as Entry Attachments

If you want to attach files to a folder entry, you can attach the file when you are creating the entry, as described in [Section 7.1, “Creating a Folder Entry,” on page 95](#), or you can modify an existing entry to attach the file, as described in [Section 7.13.2, “Attaching Files to a Folder Entry,” on page 103](#).

5.6.3 Importing Files into the Files Folder

Because Files folders require each file to have a unique name, Files folders behave differently from other types of Vibe folders. For specific information about importing files into a Vibe Files folder, see [Section 6.5.1, “Adding Files to a Files Folder and Other WebDAV-Enabled Folders,” on page 78](#).

You can import single files into a Files folder by browsing your computer’s file system and creating a new file entry, if the file that you want to import has a unique name from all other files in the Files folder.

- 1 Navigate to the Files folder where you want to import the file.
- 2 Click *New File Entry* in the Folder Entry toolbar.
- 3 Click *Browse*, then browse to and select the file that you want to import.
- 4 Add a description of the file in the *Description* field, then click *OK*.

5.7 Generating an Activity Report on a Folder

You can generate a report that tells you the user activity in the folder, or you can generate a report that tells you how many entries in the folder have individual access control settings.

You must have appropriate rights to generate these reports. If you do not have appropriate rights, these options are not available to you.

- ♦ [Section 5.7.1, “Generating a User Activity Report,” on page 66](#)
- ♦ [Section 5.7.2, “Generating an Entry Access Activity Report,” on page 67](#)

5.7.1 Generating a User Activity Report

- 1 Navigate to the folder about which you want to generate the activity report.
- 2 Click *View > Activity Reports* in the Action toolbar.
The Activity Reports page is displayed.
- 3 Click *Activity By User*.
The Folder Activity page is displayed.
- 4 Select the date range for which you want to generate the activity report.

5 Choose between the following options:

Report Workspace or Folder Activity: Select this option to see how many views, adds, modifies, and deletes have been made in the folder. You can generate a report for the following categories of users:

- ♦ **Team Members:** View the folder activity of individual team members only.
- ♦ **All Users:** View the folder activity of all Novell Vibe users. This option shows the name of each user who has had some type of activity in the folder.
- ♦ **Summary:** View a summary of all the activity that has occurred in the folder. This option does not list individual users.

Report on Workflow State: Select this option if you want to view a report on workflows in the folder. You can select to show the average time entries spent in each workflow state, or the number of entries that are currently in each state.

6 In the *Select the Folders for Reporting* section, navigate to and select the folders for which you want to generate the report. You can select multiple folders.

7 Click *OK*.

Vibe launches the report in a spreadsheet. For information regarding the columns in this spreadsheet, see [Section 7.15.1, “Generating Activity Reports,” on page 111](#).

You can run activity reports on individual entries. For information on how to do this, see [Section 7.15, “Generating Reports about a Folder Entry,” on page 110](#).

5.7.2 Generating an Entry Access Activity Report

Because users can set access controls on individual entries, as discussed in [“Controlling Access to Entries”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*, folder owners can generate reports that specify how many entries in the folder have individual access control settings that differ from the folder access controls. Also, folder owners can see how many entries are hidden from them.

1 Navigate to the folder about which you want to generate the activity report.

2 Click *View > Activity Reports* in the Action toolbar.

The Activity Reports page is displayed.

3 Click *Entry Access Report*.

The Entry Access Report page is displayed. It contains the following information:

- ♦ **Entries in the folder:** Displays how many entries exist in the folder.
- ♦ **Entries with an entry-level access control setting:** Displays how many entries contain unique entry-level access controls that differ from the access controls that exist on the folder.
- ♦ **Hidden entries:** Displays how many hidden entries exist in the folder. Hidden entries are entries that the folder owner does not have rights to view, because the entry creator has restricted rights by setting an entry-level access control, as described in [“Controlling Access to Entries”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

As a folder owner, if you discover that there are hidden entries within a folder, you can request the Vibe administrator to inspect the entries to ensure there is no inappropriate or invalid content.

- ♦ **Creation Date:** Displays the date that the hidden entry was created.

- ♦ **Author:** Displays the name of the user who authored the hidden entry.

4 Click *Close* to exit the activity report.

5.8 Subscribing to E-Mail Notifications from a Folder

You can configure a folder to send you e-mail notifications to inform you about activity that takes place in the folder.

For information on how to subscribe to receive e-mail notifications from a folder, see [Section 2.12, “Subscribing to a Folder or Entry,”](#) on page 39.

5.9 Setting Up a Folder to Receive Entries Via E-Mail

Before you can add e-mail and text message entries to a folder, as described in [Section 5.10, “Adding Entries to a Folder Via E-Mail,”](#) on page 68, you first need to set up the folder to allow such entries.

For information on how to do this, see “[Enabling Folders to Receive Entries through E-Mail](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

5.10 Adding Entries to a Folder Via E-Mail

Novell Vibe enables you to e-mail entries into folders. This is useful if you don’t have access to the Vibe site and you still want to create an entry. You can also text-message entries into folders, so when you don’t have access to a computer or the Internet, you can still capture thoughts and contribute to conversations.

To e-mail entries into folders, you must have sufficient rights to create entries in the folder, as described in [Section 7.1, “Creating a Folder Entry,”](#) on page 95.

You must also know the previously defined e-mail address for the folder.

To see the e-mail address of a folder:

- 1 Navigate to the folder where you want to add entries via e-mail.
- 2 Click the Footer toolbar, located at the bottom of the folder page.

In the *E-Mail Addresses* section of the provided table, the e-mail address of the folder is displayed.

This is the e-mail address that you use to make entries to the folder via e-mail.

If you are the folder owner and want to define an e-mail address for the folder, see “[Enabling Folders to Receive Entries through E-Mail](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide* for instructions on how to do this.

5.11 Changing the Folder View

Novell Vibe enables you to change the view of a folder. For example, if you are viewing your Calendar folder in the default Calendar view, you can change the view to the Tasks folder view. You can also change the default view of the folder, so no other options are available to those who want to view the folder.

Anyone who has access to a folder can change the view of the folder, if the folder owner or someone with appropriate rights has configured the folder to allow alternate folder views.


If you are the owner of a folder and you want to allow alternate views on a folder, or if you want to change the default view of a folder, see “[Managing Folder Views](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

To change the view of a folder after the folder owner has configured it to support alternate folder views:

- 1 Navigate to the folder where you want to change the view.
- 2 Click *Folder > Folder Options* in the Action toolbar.
The Folder Options dialog box is displayed.
- 3 In the *View Options* section, select the view that you want the folder to be displayed as, then click *OK*.
The folder view is changed to the view that you specified.

5.12 Configuring the Number of Entries to Display on a Folder Page

You can select how many entries per page you want to be displayed in each folder on the Novell Vibe site.

- 1 Click the *Personal Preferences* icon  in the upper right corner of the Vibe interface.
The Personal Preferences dialog box is displayed.
- 2 In the *Entries per Folder Page* field, specify the maximum number of entries that you want to be displayed on each page in the Vibe site.
The default is 10.
- 3 Click *OK*.

5.13 Branding a Folder



Branding a folder is a good way to make the folder more unique and identifiable. When you brand a folder, the brand is applied to all sub-workspaces and sub-folders.

For more information on branding, see “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

5.14 Displaying YouTube Videos in a Folder

This section describes how to display YouTube videos in the *Description* section of the folder. For information on how to display YouTube videos in the *Branding* section of a folder, see “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

To display a YouTube video in the *Description* section of a folder:

- 1 Navigate to the folder where you want to display the YouTube video.
- 2 Click *Folder > Edit Folder* in the Action toolbar.
- 3 In the *Description* section, click the *Expand* icon  in the HTML editor, then click the *Video* icon .
- 4 In the *URL of a Video on YouTube* field, paste the URL of the YouTube video that you want to post.
- 5 In the *Dimensions* fields, do not make any changes if you want to keep the default YouTube dimensions.
- 6 Click *Insert*, then click *OK* to display the video in the folder.

For more information about other places where you can display YouTube videos in Novell Vibe, see [Section 7.16, “Displaying YouTube Videos in a Folder Entry,”](#) on page 112.

5.15 Using Filters on Folders

Many types of folders in Novell Vibe provide a filter that helps you quickly sift through information in your folder.

- ♦ [Section 5.15.1, “Creating a Filter,”](#) on page 70
- ♦ [Section 5.15.2, “Applying an Existing Filter,”](#) on page 71
- ♦ [Section 5.15.3, “Modifying a Filter,”](#) on page 71
- ♦ [Section 5.15.4, “Deleting a Filter,”](#) on page 71

5.15.1 Creating a Filter

In the *Filter* section, Vibe enables you to create multiple filters in your folder. You can easily apply those filters to help you quickly sift through your entries.

- 1 Navigate to the folder where you want to create the filter.
- 2 In the *Filter* section, click *Filters*.
- 3 Click *Add a New Filter*.

This form is nearly identical to the one used for advanced searches (see [Section 2.5.3, “Using Advanced Search,”](#) on page 31 for information regarding the various fields in this form).

In addition to the elements explained in [Section 2.5.3, “Using Advanced Search,”](#) on page 31, you must consider the following elements when creating a filter:

Filter Name: Specify a name for the filter.

Make This Filter Available to Everyone: Select this option if you want the filter to be available to all users who visit the folder. If this option is left unselected, the filter is available only to the user who created it.

4 Click *OK*.

5.15.2 Applying an Existing Filter

1 Navigate to the folder where you have already created the filter that you want to apply.

2 In the *Filter* section, click the name of the filter.

The filter is applied to the folder.

After you apply a filter, items that do not match the filter criteria in that folder are not displayed in the folder listing. To clear the filter, click *None* in the Filter section.

5.15.3 Modifying a Filter

1 Navigate to the folder where you want to modify a filter that has already been created.

2 In the *Filter* section, click *Filters*.

3 In the *Personal Filters* section, click the drop-down list and select the filter that you want to modify.

4 Click *Modify*.

5 Make the modifications that you desire, then click *OK*.

5.15.4 Deleting a Filter

1 Navigate to the folder where you want to delete a filter that has already been created.

2 In the *Filter* section, click *Filters*.

3 In the *Personal Filters* section, click the drop-down list and select the filter that you want to delete.

4 Click *Delete*, then click *OK* to confirm that you want to delete the filter.

5.16 Listing Folder Entries and Pages

Many types of folders in Novell Vibe provide an Entry Listing toolbar that enables you to search for entries individually, or navigate among pages of listings. Some of these tools are useful only if there is more than one page of entries. The available tools are:

Go to An Entry: Specify the number (displayed in the # column) of the entry that you want to view, then click *Go*.

Previous/Next: Enables you to scroll through the pages of the folder.

Go to Page: Type a page number in this text box, then click *Go* to display the entries on that page of listings.

Working with Specific Folder Types

6

Novell Vibe OnPrem provides various kinds of folders that enable you and your teams to accomplish specific tasks.

Many folder management functions are the same for all types of folders. For information on how to perform general folder management functions, see [Chapter 5, “Managing and Using Folders,” on page 63](#).

This section describes how to perform tasks that are unique to each folder type.

- ◆ [Section 6.1, “Working with Discussion Folders,” on page 73](#)
- ◆ [Section 6.2, “Working with Blog Folders,” on page 74](#)
- ◆ [Section 6.3, “Working with Calendar Folders,” on page 76](#)
- ◆ [Section 6.4, “Working with Guestbook Folders,” on page 78](#)
- ◆ [Section 6.5, “Working with Files Folders,” on page 78](#)
- ◆ [Section 6.6, “Working with Milestones Folders,” on page 80](#)
- ◆ [Section 6.7, “Working with Micro-Blog Folders,” on page 80](#)
- ◆ [Section 6.8, “Working with Mirrored Files Folders,” on page 80](#)
- ◆ [Section 6.9, “Working with Photo Album Folders,” on page 80](#)
- ◆ [Section 6.10, “Working with Surveys Folders,” on page 83](#)
- ◆ [Section 6.11, “Working with Tasks Folders,” on page 84](#)
- ◆ [Section 6.12, “Working with Wiki Folders,” on page 88](#)
- ◆ [Section 6.13, “Creating Folder Content,” on page 93](#)

6.1 Working with Discussion Folders

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 or team, start the discussion thread in the Discussion folder of the appropriate workspace.

Starting a discussion thread is often more effective than sending individual users an e-mail, because other interested parties and knowledge holders can easily join the discussion, without waiting for the e-mail to be forwarded partway through the discussion.


By default, the Discussion folder is sorted with the most recent discussions appearing first in the list of discussion entries.

- ◆ [Section 6.1.1, “Sorting Discussion Entries by Column Title,” on page 74](#)
- ◆ [Section 6.1.2, “Pinning Discussion Entries,” on page 74](#)
- ◆ [Section 6.1.3, “Viewing Discussion Entries,” on page 74](#)

6.1.1 Sorting Discussion Entries by Column Title


You can organize your discussion entries by any of the column titles, which are *Entry Number (#)*, *Title*, *Author*, *State*, *Created/Modified*, or *Rating*.

To sort discussion entries by column titles:

- 1 Click the title of the column that represents how you want to sort your discussions.
The *Sort* icon  is displayed next to the column title that represents how the discussions are being sorted.
- 2 Click the column title again to reverse the sort order for the discussions.

6.1.2 Pinning Discussion Entries

Novell Vibe enables you to pin discussion entries, which makes them easy to view in the future by bringing them to the top of the list of discussion entries. This is like placing a bookmark on a discussion entry that you want to keep track of.

- 1 In a Discussion folder, click the gray *Pin* icon  next to a discussion entry that you are interested in.
The Pin icon changes from gray to orange. The next time the page refreshes, the discussion entry is brought to the top of the list of discussion entries. It remains at the top of the list until you click the *Pin* icon again, and un-pin the discussion entry.
You can pin multiple discussion entries. Pinned discussion entries are sorted alphabetically by title.

6.1.3 Viewing Discussion Entries

- 1 Click the title of the discussion entry.
The discussion entry is opened either in the Content Area or in a dialog box, as described in [Section 7.18, “Configuring the Display Style of Entries,” on page 113](#).

6.2 Working with Blog Folders

Blogs are a good way to express your thoughts about topics that are important to you. For example, if you are working on a project and are responsible for a certain aspect of that project, you can update your team on your individual progress by posting a blog in the Blog folder in the team workspace.

- ♦ [Section 6.2.1, “Using the Blog Toolbar,” on page 74](#)
- ♦ [Section 6.2.2, “Organizing Your Blog Folder,” on page 75](#)

6.2.1 Using the Blog Toolbar

Unlike other folder views, the Blog folder provides the Blog toolbar on each entry. The toolbar is displayed at the bottom of any blog entry, and enables you to do several actions without opening the entry:

- ♦ **Add Comment:** Enables you to quickly add a comment to an entry.

- ♦ **View Comments:** Opens a list containing all of the comments that have been made on the entry.
- ♦ **Send to Friend:** Enables you to e-mail the blog entry to anybody who might be interested in viewing it.
- ♦ **Subscribe:** Enables you to send notifications to yourself when activity takes place in this entry. For more information, see [Section 2.12, “Subscribing to a Folder or Entry,” on page 39](#).

6.2.2 Organizing Your Blog Folder

There are various ways that you can organize your Blog folder.

- ♦ [“Creating a New Blog Page” on page 75](#)
- ♦ [“Sorting Blog Entries” on page 75](#)
- ♦ [“Using the Archives Section” on page 75](#)

Creating a New Blog Page

You can organize your Blog folder into separate Blog pages. Blog pages are displayed in the Blog sidebar, located in the right section of the Blog folder, above the *Archives* section. Also, in the Navigation panel, you can expand your Blog folder to view your Blog pages.

To create a new Blog page:

- 1 In a Blog folder, click *New Blog Page* in the Folder Entry toolbar.
- 2 In the *Folder Title* field, specify the name of the new Blog page that you want to create.
- 3 Click *OK*.

Sorting Blog Entries

You can sort your blog entries by *Entry Number (#)*, *Title*, *State*, *Author*, *Created/Modified*.

- 1 Click the *Sort by* drop-down list in the Folder Entry toolbar.
- 2 Select how you want to sort the entries in your Blog folder.

Using the Archives Section

The Blog sidebar in the Blog folder includes an *Archives* section that displays each month of the year that blogs were created. When you first enter a Blog folder, all of the blog entries are displayed in the main viewing area. Selecting an archived month simply filters the entries in the folder to display only entries that were created in that month.

You can use the *Archives* section to quickly navigate to a specific blog entry if you know the month when it was created. Or, you can view all of the blog entries that were created in any given month.

- 1 In the *Archives* section, click the month the blog was created.

The most recent month is displayed at the top of the *Archives* section.

In the main viewing area of the Blog folder, Novell Vibe displays all of the blog entries that were created in that month.

- 2 (Optional) You can further navigate to the blog you are looking for by clicking the name of the Blog page where the blog is stored.

The blog is displayed in the Content Area.


6.3 Working with Calendar Folders

Novell Vibe enables you to create a Calendar folder in any workspace that you desire. You can maintain a personal calendar in your personal workspace, and then add separate calendars in your team workspaces to keep track of events that are specific to that team.

- ◆ [Section 6.3.1, “Changing the View of Your Calendar Folder,” on page 76](#)
- ◆ [Section 6.3.2, “Synchronizing Vibe Calendars of Your Choice,” on page 76](#)
- ◆ [Section 6.3.3, “Viewing All Calendar Events for Which You Are Scheduled,” on page 77](#)
- ◆ [Section 6.3.4, “Viewing Today’s Calendar Items from All of the Calendars You Are Following,” on page 77](#)
- ◆ [Section 6.3.5, “Synchronizing Your Calendar with a Desktop Application,” on page 77](#)

6.3.1 Changing the View of Your Calendar Folder

The Date toolbar in Vibe enables you to customize the Calendar folder view in various ways:

- ◆ Specify whether Vibe should display all hours in the day, or only regular working hours.
- ◆ Specify the amount of time displayed on a single folder page (1 day, 3 days, 5 days, 1 full week, 2 weeks, or a month).
- ◆ Use the left-arrow and right-arrow icons to specify the next or previous folder page. For example, if you are currently viewing three days of information, clicking the arrows shows you the previous or next three days of information.
- ◆ Click the *Calendar Settings* icon  to specify the following options:
 - ◆ The day of the week that the calendar starts. (Saturday, Sunday, or Monday).
 - ◆ The time your work day starts.
- ◆ Use the calendar applet to display the month or day. After you select a new month to view, be sure to click *OK* to refresh the folder page.

6.3.2 Synchronizing Vibe Calendars of Your Choice

Vibe enables you to synchronize the Vibe calendars of your choice, and display them in a single, summarized calendar in the Accessory Panel. This eliminates the need to check multiple calendars.

- 1 Navigate to the workspace or folder where you want to display the calendar.
- 2 Click the *Accessory Panel* drop-down list.
- 3 Click *Add an Accessory*.
- 4 In the *Accessory Scope* section, select where you want the accessory to be displayed.

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.

5 In the *Accessory Type* section, select *Calendar Summary*.

6 Click *OK*.

The Accessory Setup page is displayed.

7 In the *Title* field, provide a title for the calendar.

8 In the *Display Style* section, select whether you want the calendar to have a border.

9 In the *Select the Calendar Folder(s) to be Shown* section, navigate the workspace tree and select all of the calendars that you want to be included in the Calendar Summary accessory.

Vibe takes the calendar events from all of the Calendar folders that you select here, and displays them in a single, convenient calendar in the Accessory Panel.

10 Click *Apply > Close*.

The Calendar Summary accessory is displayed in the Accessory Panel on the pages where you configured it to be shown, as explained in [Step 4](#).

6.3.3 Viewing All Calendar Events for Which You Are Scheduled

Vibe enables you to display all past and future calendar events for which you are scheduled in one convenient location.

1 Navigate to the calendar folder in your personal workspace.

2 In the *Show* drop-down list, select *Assigned Events*.

All calendar events that are assigned to you in the Vibe system are displayed in the calendar.

6.3.4 Viewing Today's Calendar Items from All of the Calendars You Are Following

Vibe enables you to view all of your calendar events for the current day, in one synchronized view. This view displays events from the calendars that you are following, and displays only those events for which you are scheduled.

1 Navigate to the home page of your personal workspace.

2 Click the *Tasks and Calendars* tab.

The right section of the page displays today's schedule with all of the calendar events from all of the calendars you are following.

For information on how to follow a calendar in Vibe, see [Section 2.6.1, "Following Workspaces and Folders,"](#) on page 34.

6.3.5 Synchronizing Your Calendar with a Desktop Application

Vibe provides iCal URLs for Calendar folders, so you can synchronize your Vibe Calendar folder to your desktop application.

For information on using iCal to synchronize your calendar with a desktop application, see [Section 2.16, “Synchronizing Tasks and Calendar Folders to a Desktop Calendar Application,”](#) on page 43.

6.4 Working with Guestbook Folders

The Guestbook folder in Novell Vibe is a place to store all of your guestbook entries. By default, guestbook signatures are displayed in the *Accessories* tab of a user’s personal workspace. Signing the Guestbook is a quick way for your friends and co-workers to communicate with you.

To sign another user’s Guestbook:

- 1 Navigate to the user’s Guestbook folder.
- 2 In the upper right corner of the folder, click *Sign the guestbook*.
- 3 In the *Title* section, provide a title for the signature.
- 4 In the *Description* section, compose your message.
- 5 (Optional) In the *Attachments* section, add any attachments.
- 6 Click *OK*.

6.5 Working with Files Folders

Files folders in Novell Vibe make it easy to store and keep track of your files. You can store personal files in the Files folder in your personal workspace, and team-related files in your team folders. This makes it easy to share files with your teammates and others who might be interested in viewing them.

- ♦ [Section 6.5.1, “Adding Files to a Files Folder and Other WebDAV-Enabled Folders,”](#) on page 78
- ♦ [Section 6.5.2, “Adjusting the Column Width in a Files Folder,”](#) on page 79
- ♦ [Section 6.5.3, “Showing and Hiding Columns in a Files Folder,”](#) on page 79

6.5.1 Adding Files to a Files Folder and Other WebDAV-Enabled Folders

Files folders behave differently from other types of Vibe folders. With most types of Vibe folders, Vibe allows you to add multiple files with the same name to a single folder, if each file is added as a separate entry. Files folders, however, require each file to have a unique name. Folders that have been configured to support WebDAV also require each file to have a unique name.

For information about how to configure a folder to support WebDAV, see [“Configuring a Folder to Support WebDAV”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

When you add a file to a Files folder or a WebDAV-enabled folder, and the file has the same name as a file that has already been added to the folder, you see the following behavior, depending on the method you use to add the file:

- ♦ [“Adding a File as a New File Entry”](#) on page 79
- ♦ [“Adding a File by Dragging and Dropping”](#) on page 79
- ♦ [“Adding a File through WebDAV”](#) on page 79

Adding a File as a New File Entry

When you add a file as a new file entry in your Files folder, and a file with the same name already exists in the folder, a status message informs you that a file with the same name already exists, and you are not allowed to upload the file.

For information about how to add a new file entry to your Files folder when the file entry has a unique name, see [Section 5.6.3, “Importing Files into the Files Folder,”](#) on page 66.

Adding a File by Dragging and Dropping

When you add a file by dragging and dropping a file into a Files folder, and a file with the same name already exists in the folder, the newly uploaded file replaces the existing file, and the existing file is stored as a previous version.

For information about how to drag and drop a file into a Vibe folder, see [Section 5.6.1, “Dragging and Dropping Files,”](#) on page 65.

For more information about file versioning, see [Section 7.13.8, “Using Version Control with Files,”](#) on page 107.

Adding a File through WebDAV

When you add a file to a WebDAV-enabled folder, and a file with the same name already exists in the folder, the newly uploaded file replaces the existing file, and the existing file is stored as a previous version.

For more information about file versioning, see [Section 7.13.8, “Using Version Control with Files,”](#) on page 107.

6.5.2 Adjusting the Column Width in a Files Folder

Vibe enables you to adjust the column width of the table in the Files folder.

- 1 Click and drag the arrow icons, located at the top of each column.
- 2 When the column is the desired width, release the mouse.

6.5.3 Showing and Hiding Columns in a Files Folder

Vibe enables you to show or hide table columns in the Files folder. By default, the columns that are available are:

- ♦ **Entry Number (#):** Displays the number of the entry (“1” indicates that the entry was created first)
- ♦ **Title:** Displays the title of the entry.
- ♦ **Author:** Displays the author of the entry.
- ♦ **Comments or Replies:** Displays how many comments or replies have been made on the entry.
- ♦ **Size:** Displays the file size of the entry.
- ♦ **Download:** Enables you to download the file to your local workstation.
- ♦ **VIEW:** Enables you to view the file in the HTML format.
- ♦ **State:** Shows the workflow state of the file.

- ♦ **Created/Modified:** Displays when the entry was last modified or commented on.
- ♦ **Rating:** Displays the rating that users have given the entry.

To show or hide table columns in the Files folder:

- 1 Navigate to the Files folder where you want to show or hide the table columns.
- 2 Click *Folder > Folder Options* in the Action toolbar.
The Folder Options dialog box is displayed.
- 3 In the *Configure Options* section, select *Configure Columns*, then click *OK*.
- 4 Select the columns that you want to show, and deselect the columns that you want to hide.
- 5 (Optional) Select *Set the default folder columns for everyone* if you want all users to see only the columns that you have selected.
- 6 Click *OK*.

6.6 Working with Milestones Folders

Milestones folders track the progress of several Tasks folders. Although you can use Milestones folders outside of the scope of a project workspace, they are most often used in those workspaces. For more information, see [Section 4.5, “Managing a Project Management Workspace,” on page 60](#).

6.7 Working with Micro-Blog Folders

The Micro-Blog folder in Novell Vibe is a place to store all of your micro-blog entries. Use micro-blog entries to display your status to your co-workers. 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.

For more information on the Micro-Blog feature, see [Section 2.10, “Using Micro-Blogs,” on page 37](#).

6.8 Working with Mirrored Files Folders

Mirrored Files folders use a file system on an external server, instead of the Novell Vibe file system where other Vibe information is stored. Mirrored Files folders can use any WebDAV or local file path.

For more information about Mirrored Files folders, see “[Working with Mirrored Folders](#)” in the [Novell Vibe OnPrem 3 Administration Guide](#).

6.9 Working with Photo Album Folders

Photo albums store and display pictures. You can store your personal photos in the Photo Album folder in your personal workspace, and team-related photos in the Photo Album folder of the team workspace.

- ♦ [Section 6.9.1, “Organizing Your Photo Album,” on page 81](#)
- ♦ [Section 6.9.2, “Synchronizing Photo Albums,” on page 82](#)
- ♦ [Section 6.9.3, “Viewing and Managing Photo Entries,” on page 82](#)

6.9.1 Organizing Your Photo Album

- ◆ “Creating New Photo Albums within the Folder” on page 81
- ◆ “Sorting Photo Entries” on page 81
- ◆ “Using the Archives Section” on page 81

Creating New Photo Albums within the Folder

You can organize your Photo Album folder into separate photo albums. Photo albums are displayed in the Photo Album sidebar, located in the right section of the Photo Album folder. Also, in the Navigation panel, you can expand your Photo Album folder to view all of your photo albums in the folder.

To create a new photo album in your Photo Album folder:

- 1 Click *New Photo Album* in the Folder Entry toolbar.
The New Photo Album page is displayed.
- 2 In the *Folder Title* field, specify the name of the new photo album that you want to create.
- 3 Click *OK*.

Sorting Photo Entries

You can organize your photo album entries by *Creation Date*, *Title*, or *Created/Modified*.

- 1 Click the *Sort by* drop-down list in the Folder Entry toolbar.
- 2 Select how you want to sort the entries in your Photo Album folder.

Using the Archives Section

The Photo Album sidebar in the Photo Album folder includes an *Archives* section that displays each month of the year that photos were created. When you first enter a Photo Album folder, all of the photo album entries are displayed in the main viewing area. Selecting an archived month simply filters the entries in the folder to display only entries that were created in that month.

You can use the *Archives* section to quickly navigate to a specific photo entry if you know the month when it was created. Or, you can view all of the photo entries that were created in any given month.

- 1 In the *Archives* section, click the month when the photo was created.
The most recent month is displayed at the top of the *Archives* section.
In the Content Area of the Photo Album folder, Novell Vibe displays all of the photo entries that were created in that month.
- 2 (Optional) You can further navigate to the photo entry you are looking for by clicking the name of the Photo Album where the photo entry is stored.
The photo entry is displayed in the main viewing area.

6.9.2 Synchronizing Photo Albums

Vibe enables you to synchronize the Vibe photo albums of your choice, and display them in a single, summarized photo album (called a Photo Gallery) in the Accessory Panel.

- 1 Navigate to the workspace or folder where you want to display the Photo Gallery.
- 2 Click the *Accessory Panel* drop-down list.
- 3 Click *Add an Accessory*.
- 4 In the *Accessory Scope* section, select where you want the accessory to be displayed.

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.

- 5 In the *Accessory Type* section, select *Photo Gallery*.
- 6 Click *OK*.

The Accessory Setup page is displayed.

- 7 In the *Title* field, provide a title for the photo gallery.
- 8 In the *Display Style* section, select whether you want the photo gallery to have a border.
- 9 In the *Number of Photos to Show* field, specify how many results you want to display at any one time in the photo list.
- 10 Select whether you want photos to be shown big or small.
- 11 In the *Select the Photo Album(s) to be Shown* section, navigate the workspace tree and select all of the photo albums that you want to be included in the Photo Gallery accessory.
Vibe takes the photos from all of the Photo Album folders that you select here, and displays them in a single, convenient Photo Gallery in the Accessory Panel.
- 12 Click *Apply > Close*.

The Photo Gallery accessory is displayed in the Accessory Panel on the pages where you configured it to be displayed, as explained in [Step 4](#).

6.9.3 Viewing and Managing Photo Entries

- ♦ [“Viewing Photos” on page 82](#)
- ♦ [“Managing Photo Entries” on page 83](#)

Viewing Photos

To view a photo in a full-sized view in a separate window, click the thumbnail picture.

To scroll through an album that contains multiple photos, simply click the navigation arrows.

Managing Photo Entries

To manage a photo entry, including deleting, modifying, commenting, etc., click the linked title of the photo entry.

6.10 Working with Surveys Folders

Surveys folders store surveys that you or other Novell 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 entire organization.

- ♦ [Section 6.10.1, “Participating in a Survey,” on page 83](#)
- ♦ [Section 6.10.2, “Creating a Survey,” on page 83](#)
- ♦ [Section 6.10.3, “Checking the Results of a Survey,” on page 84](#)

6.10.1 Participating in a Survey

- 1 Navigate to the Surveys folder that contains the survey that you want to participate in.
- 2 Click the entry title of the survey.
- 3 Provide answers to the survey questions, then click *Vote*.

6.10.2 Creating a Survey

When you create a survey, you become its moderator. Depending on the access control settings that you set for the survey, the moderator can have more rights than regular users.

- 1 Navigate to the Surveys folder where you want to create the survey.
- 2 Click *New Survey* in the Folder Entry toolbar.
The Survey page is launched.
- 3 Fill in the *Title*, *Description*, and *Attachments* sections as described in [Section 7.1.1, “Filling In the Entry Form,” on page 96](#).
- 4 In the *Due Date* section, specify the date when you want to stop all voting on the survey. After the date that you specify, users cannot cast a vote.
- 5 Specify the following access control settings:

Who Can See Vote Results Before Due Time: When users have access to view the vote results before the survey is due, they can see how other participants have voted so far. You can enable all users to have this ability, the moderator and those users who have already voted, or only the moderator.

Who Can See Vote Results After Due Time: When users have access to view the vote results after the survey is due, they can see how other participants have voted, but only after they have cast a vote and the voting is closed. You can enable all users to have this ability, the moderator and those users who have voted, or only the moderator.

Who Can See Who Has Voted and How: When users have access to see who has voted and how, they can see how other individual users have voted. Using this option is not recommended if your users want their votes to remain confidential. You can enable all users to have this ability, the moderator and those users who have voted, or only the moderator.

Allow Voters to Change/Remove Their Votes: Select this option if you want to grant users the ability to change or remove their votes before the survey is due. Users who are logged in as Guest cannot have this ability.

- 6 Select one of the following options for the first question of your survey:
 - ♦ **Multiple Choice: Multiple Answers:** Adds a multiple-choice question, and enables users to select more than one answer.
 - ♦ **Multiple Choice: Single Answer:** Adds a multiple-choice question, and restricts users to only one answer.
 - ♦ **Written Reply:** Adds a written reply question, and provides users with a field where they can specify their written response.
- 7 (Optional) Select *Answer to this question is required*, if you want to require users to answer the question.
- 8 (Optional) Click *Add More Answers*, if you want to add more answer possibilities for a multiple-choice question. (This option does not exist for Written Reply questions.)
- 9 Repeat [Step 6](#) through [Step 8](#) to add additional questions to your survey.
- 10 Click *OK*.

6.10.3 Checking the Results of a Survey

After you have voted, you can check the results by viewing the entry again.

- 1 Navigate to and open the survey where you want to check the voting results.
- 2 Click *View Voting Details*, located near the bottom of the survey entry.

Vibe displays the percentage of votes cast for each survey question.

6.11 Working with Tasks Folders

Tasks folders keep track of the progress made in completing work assignments. Novell Vibe enables you to create a Tasks folder in any workspace that you desire. You can maintain a personal Tasks folder in your personal workspace, and then add separate Tasks folders in your team workspaces to keep track of tasks that are specific to that team.

- ♦ [Section 6.11.1, “Changing the View of Your Tasks Folder,” on page 84](#)
- ♦ [Section 6.11.2, “Sorting Tasks in Your Tasks Folder By Task Characteristics,” on page 85](#)
- ♦ [Section 6.11.3, “Synchronizing the Vibe Tasks Folders of Your Choice,” on page 85](#)
- ♦ [Section 6.11.4, “Viewing All Tasks That Are Assigned to You,” on page 86](#)
- ♦ [Section 6.11.5, “Viewing All Tasks That Are Assigned to a Specific Team, Group, or Individual User,” on page 87](#)
- ♦ [Section 6.11.6, “Importing Tasks,” on page 87](#)

6.11.1 Changing the View of Your Tasks Folder

The View toolbar enables you to choose the kinds of tasks that you want to display in the task list, according to the following categories:

- ♦ **Closed:** Displays tasks that have the status of Closed.

- ♦ **Today:** Displays tasks that have a due date of today.
- ♦ **Week:** Displays tasks that have a due date sometime in the next seven days.
- ♦ **Month:** Displays tasks that have a due date sometime in the next 30 days.
- ♦ **All Active:** Displays tasks that are currently active.
- ♦ **All Entries:** Displays all tasks.
- ♦ **Assigned Tasks:** (Available only in user workspaces) Displays all tasks assigned to the owner of the workspace, regardless of where the tasks are located in Vibe.
- ♦ **From Folder:** (Available only in user workspaces) Displays all tasks that are in the current folder.

6.11.2 Sorting Tasks in Your Tasks Folder By Task Characteristics

Vibe enables you to sort the tasks in your task list based on task characteristics. You can sort tasks by task name, priority, due date, status, assignee, and percent done.

- 1 Navigate to the Tasks folder where you want to sort your tasks.
- 2 At the top of the task list, click the title of the column heading by which you want to sort the tasks.

Tasks in the Tasks folder are sorted according to the column title that you click.

6.11.3 Synchronizing the Vibe Tasks Folders of Your Choice

Vibe enables you to synchronize the Vibe Tasks folders of your choice and display them in a single, summarized task list in the Accessory Panel. You can display tasks that are assigned to specific users, groups, or teams.

- 1 Navigate to the page where you want to display the task list.
- 2 Click the *Accessory Panel* drop-down list.
- 3 Click *Add an Accessory*.
- 4 In the *Accessory Scope* section, select where you want the accessory to be displayed.

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.

- 5 In the *Accessory Type* section, select *Task Summary*.
- 6 Click *OK*.

The Accessory Setup page is displayed.

- 7 In the *Title* field, provide a title for the task list.
- 8 In the *Display Style* section, select whether you want the task list to have a border.

- 9 In the *Number of Results to be Shown* field, specify how many results you want to display at any one time in the task list.
- 10 In the *Show Only the Tasks Assigned To* section, specify the specific users, groups, or teams whose tasks you want to display.
- 11 In the *Select the Task Folder(s) to be Shown* section, navigate the workspace tree and select all of the Tasks folders that you want to be included in the task list.
Vibe takes the tasks from all of the Tasks folders that you select here, and displays them in a single, convenient task list in the Accessory Panel.
- 12 Click *Apply > Close*.
The Task Summary accessory is displayed in the Accessory Panel on the pages where you configured it to be shown in [Step 4](#).

6.11.4 Viewing All Tasks That Are Assigned to You

Vibe enables you to display all of the tasks that are assigned to you, whether they are assigned personally to you, or assigned to a group or team of which you are a member.

- ♦ [“Viewing Your Tasks in a Full Interactive View” on page 86](#)
- ♦ [“Viewing Summaries of All Your Assigned Tasks” on page 86](#)
- ♦ [“Viewing Summaries of Your Assigned Tasks That Are Due within the Next Two Weeks” on page 86](#)

Viewing Your Tasks in a Full Interactive View

Vibe enables you to view a full interactive view of all of your assigned tasks. In a graphical and interactive view, you can easily modify task priority, status, and completion level.

- 1 Navigate to a Tasks folder in your personal workspace.
- 2 In the *Show* section, select *Assigned Tasks*.
Vibe displays all tasks that are currently assigned to you.

Viewing Summaries of All Your Assigned Tasks

- 1 Navigate to the home page of your personal workspace.
- 2 Click the *Tasks and Calendars* tab.
The left section of the page displays all of the tasks that are assigned to you, whether they are assigned personally to you, or assigned to a group or team of which you are a member.
- 3 Select *Due Anytime*.
Vibe displays in a summarized view all tasks that are assigned to you.

Viewing Summaries of Your Assigned Tasks That Are Due within the Next Two Weeks

- 1 Navigate to the home page of your personal workspace.
- 2 Click the *Tasks and Calendars* tab.
The left section of the page displays all of the tasks that assigned to you, whether they are assigned personally to you, or assigned to a group or team of which you are a member.

3 Select *Due Within 2 Weeks*.

Vibe displays in a summarized view of all tasks that are due within the next two weeks and are assigned to you.

6.11.5 Viewing All Tasks That Are Assigned to a Specific Team, Group, or Individual User

Vibe enables you to view all tasks located in the Vibe site that are assigned to a specific team, group, or individual user, and display them in a single, summarized task list in the Accessory Panel.

1 Navigate to the page where you want to display the task list.

2 Click the *Accessory Panel* drop-down list.

3 Click *Add an Accessory*.

4 In the *Accessory Scope* section, select where you want the accessory to be displayed.

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.

5 In the *Accessory Type* section, select *Task Summary*.

6 Click *OK*.

The *Accessory Setup* page is displayed.

7 In the *Title* field, provide a title for the task list.

8 In the *Display Style* section, select whether you want the task list to have a border.

9 In the *# of Results to be Shown* section, specify how many results you want to display at any one time in the task list.

10 In the *Show Only the Tasks Assigned To* section, specify the specific users, groups, or teams whose tasks you want to display.

11 In the *Select the Task Folder(s) to be Shown* section, do not select anything.

Vibe takes the tasks from the entire Vibe site that are associated to the user, group or team that you specified in [Step 10](#), and displays them in a single, convenient task list in the Accessory Panel.

12 Click *Apply > Close*.

The *Task Summary* accessory is displayed in the Accessory Panel on the pages where you configured it to be shown, as explained in [Step 4](#).

6.11.6 Importing Tasks

Vibe enables you to import tasks from other software applications. You can import tasks from Outlook or from other applications that export to files of `.ical`, `.ics`, `.ifb`, and `.icalendar` formats.

You can import tasks as a single file, or you can import a list of tasks from a URL.

- ♦ [“Importing Tasks as a Single File” on page 88](#)
- ♦ [“Importing Tasks from a URL” on page 88](#)

Importing Tasks as a Single File

- 1 Navigate to the Tasks folder where you want to import the task.
- 2 Click *Folder > Folder Options* in the Action toolbar.
The Folder Options dialog box is displayed.
- 3 In the *Calendar Import Options* section, select *Import Tasks from a File*.
- 4 Click *OK*.
The Import from File dialog box is displayed.
- 5 Click *Browse*, then browse to and select the task that you want to import.
- 6 Click *Import from File*.

Importing Tasks from a URL

- 1 Navigate to the Tasks folder where you want to import the task.
- 2 Click *Folder > Folder Options* in the Action toolbar.
The Folder Options dialog box is displayed.
- 3 In the *Calendar Import Options* section, select *Import Tasks from a URL*.
- 4 Click *OK*.
The Import Tasks dialog box is displayed.
- 5 In the provided field, specify the URL where there is a list of tasks that you want to import.
- 6 Click *OK*.

6.12 Working with Wiki Folders

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, and policies or procedures.

- ♦ [Section 6.12.1, “Organizing Your Wiki Folder,” on page 89](#)
- ♦ [Section 6.12.2, “Creating a New Wiki Topic,” on page 90](#)
- ♦ [Section 6.12.3, “Creating a New Wiki Page,” on page 90](#)
- ♦ [Section 6.12.4, “Using the Wiki Home Page,” on page 91](#)
- ♦ [Section 6.12.5, “Sorting Wiki Pages,” on page 91](#)
- ♦ [Section 6.12.6, “Finding a Wiki Page,” on page 92](#)
- ♦ [Section 6.12.7, “Formatting Your Wiki Page,” on page 92](#)

6.12.1 Organizing Your Wiki Folder

Wikis in Novell Vibe are organized into Wiki Topics, with each Wiki Topic containing individual Wiki pages.

Depending on the content that you are planning to have in your Wiki, you can organize your Vibe Wiki in either of the following ways:

- ◆ Adding Wiki folders to a Vibe workspace

You can organize your Wikis with multiple high-level folders in a single workspace. You might want to do this if the information in each Wiki folder is not related.

For information on how to add additional Wiki folders in a workspace, see [Section 4.1.7, “Adding Additional Folders to a Workspace,” on page 52.](#)

- ◆ Adding Wiki folders (Topics) to an existing Wiki folder (Recommended)

You can organize your Wikis with multiple folders (Topics) within a single Wiki folder. Organizing your Wikis in this way makes it easy for those who access the Wiki to go from topic to topic in a single, convenient interface.






This section describes how to organize Wikis with multiple Wiki Topics within a Wiki folder.

- ◆ [“Understanding Wiki Folder Organization” on page 89](#)
- ◆ [“Understanding Wiki Page Organization” on page 89](#)

Understanding Wiki Folder Organization

Like other types of Vibe folders, you can create subfolders within a main Wiki folder, as described in [Section 6.12.2, “Creating a New Wiki Topic,” on page 90.](#) However, unlike other types of Vibe folders, when you create Wiki Topics inside a Wiki folder, the main Wiki folder and the Wiki Topics inside that folder are considered equal, with none considered as higher in the folder hierarchy. The Wiki folder and the Wiki Topics within that folder are displayed side-by-side in the *Wiki Topics* section.

[New Wiki Page](#) [New Wiki Topic](#) [Add Files](#)

Wiki Topics: Products Best Practices Market Strategy				
	↔	↔	↔	↔
Title	Author	Comments	Created/Modified	Rating
Products Overview 📄	 Anita Olivos	0	10/7/10 6:15 PM	
Product Q	 Anita Olivos	0	10/7/10 6:14 PM	
Product Z	 Anita Olivos	0	10/7/10 6:14 PM	
Product X	 Anita Olivos	0	10/4/10 5:55 PM	
Product Y	 Anita Olivos	0	10/4/10 5:54 PM	

Understanding Wiki Page Organization

Pages are where information is contained within Wiki Topics. You can add a page to any Wiki Topic, as described in [Section 6.12.3, “Creating a New Wiki Page,” on page 90.](#)

Wiki pages are contained within Wiki Topics. You can view pages by selecting the Wiki Topic where the page is contained, in the *Wiki Topics* section, then clicking the page.

[New Wiki Page](#) [New Wiki Topic](#) [Add Files](#)

Wiki Topics: **Products** [Best Practices](#) [Market Strategy](#)

Title	Author	Comments	Created/Modified	Rating
Products Overview	Anita Olivos	0	10/7/10 6:15 PM	
Product Q	Anita Olivos	0	10/7/10 6:14 PM	
Product Z	Anita Olivos	0	10/7/10 6:14 PM	
Product X	Anita Olivos	0	10/4/10 5:55 PM	
Product Y	Anita Olivos	0	10/4/10 5:54 PM	

6.12.2 Creating a New Wiki Topic

You can organize your Wiki pages (Wiki entries) into separate Wiki Topics (Wiki folder and Wiki sub-folders). Wiki Topics are displayed in the *Topics and Pages* tab, in the *Topics* section. Also, in the Navigation panel, you can expand your Wiki folder to view your Wiki Topics.

You can use the *Topics and Pages* tab to create a new Wiki Topic:

- 1 In the Wiki folder where you want to create the new Wiki Topic, click the *Topics and Pages* tab.
- 2 Click *New Wiki Topic*.
The New Wiki Topic page is displayed.
- 3 In the *Folder Title* field, specify the name of the new Wiki Topic that you want to create.
- 4 Click *OK*.

You can also use the Action toolbar to create a new Wiki Topic:

- 1 In the Wiki folder where you want to create the new Wiki Topic, click *Folder > New Folder* in the Action toolbar.
The New Folder page is displayed.
- 2 In the *Folder Title* field, specify the name of the new Wiki Topic that you want to create.
- 3 In the *Folder* section, select *Wiki*.
- 4 Click *OK*.

6.12.3 Creating a New Wiki Page

Wiki pages (Wiki entries) make up the content that is available in a Wiki Topic. You can make any page within a Wiki Topic the home page for the Wiki Topic where the page resides, as described in [Section 6.12.4, “Using the Wiki Home Page,” on page 91](#).

To create a new Wiki page:

- 1 In the Wiki folder where you want to create the new Wiki Topic, click the *Topics and Pages* tab.

- 2 In the *Wiki Topics* section, select the Wiki Topic where you want to create the new Wiki page.
- 3 Click *New Wiki Page*.
The Wiki page is displayed.
- 4 In the *Title* field, specify the name of the new Wiki page that you want to create.
- 5 In the *Description* section, specify the content for your Wiki page.
- 6 Click *OK*.

6.12.4 Using the Wiki Home Page

The home page is the first page users see when they access the Wiki Topic. You should define a home page for each Wiki Topic.

- ♦ [“Setting a Wiki Home Page” on page 91](#)
- ♦ [“Navigating to Your Wiki Home Page” on page 91](#)

Setting a Wiki Home Page

Vibe enables you to set any Wiki page to be the home page for the Wiki Topic where the page resides.

- 1 Navigate to and open the Wiki page that you want to set as the home page for your Wiki Topic.
- 2 Click *Actions > Set Wiki Home Page* in the upper right corner of the Wiki page.
The Wiki page is now set as the home page for the Wiki Topic. When users access the Wiki Topic, this is the page they see first.

Navigating to Your Wiki Home Page

- 1 In the Wiki folder, click the *Topics and Pages* tab.
- 2 In the *Wiki Topics* section, select the Wiki Topic where you want to view the home page.
The home page for the Wiki Topic is displayed.

6.12.5 Sorting Wiki Pages

You can organize your Wiki Topics to display pages by *Title*, *Author*, *Created/Modified*, or *Rating*.

To sort Wiki pages:

- 1 Click the *Topics and Pages* tab.
- 2 Click the Wiki Topic that contains the pages that you want to sort.
- 3 Click the *Sort by* drop-down list.
- 4 In the table, click the column heading that represents how you want to sort the pages in your Wiki Topic. Click the column heading a second time to reverse the order.
 - ♦ **Title:** Lists pages in alphabetical order according to the title.
 - ♦ **Author:** Lists pages in alphabetical order according to the author.
 - ♦ **Created/Modified:** Lists pages in order according to when the page was created or last modified.

- ♦ **Rating:** Lists pages according to each page's rating.

For more information on rating, see [Section 7.17, “Rating a Folder Entry,”](#) on page 112.

6.12.6 Finding a Wiki Page

Wiki pages are contained within Wiki Topics. You can view entries by selecting the Wiki Topic where the page is contained, in the *Wiki Topics* section.

New Wiki Page New Wiki Topic Add Files

Wiki Topics: **Products** Best Practices Market Strategy

Title	Author	Comments	Created/Modified	Rating
Products Overview	Anita Olivos	0	10/7/10 6:15 PM	
Product Q	Anita Olivos	0	10/7/10 6:14 PM	
Product Z	Anita Olivos	0	10/7/10 6:14 PM	
Product X	Anita Olivos	0	10/4/10 5:55 PM	
Product Y	Anita Olivos	0	10/4/10 5:54 PM	

For Wiki Topics that contain many pages, you can use the *Find Page* field.

- 1 Select the Wiki Topic that contains the Wiki page that you are searching for.
- 2 In the *Find Page* field, begin typing the name of the Wiki page that you are looking for. Click the name of the Wiki page when it appears in the drop-down list.

6.12.7 Formatting Your Wiki Page

After you create a new Wiki page in your Wiki Topic, you can add section headings and links. (For information on creating a page, see [Section 6.12.3, “Creating a New Wiki Page,”](#) on page 90.)

- ♦ [“Creating Sections and Subsections”](#) on page 92
- ♦ [“Linking to Another Wiki Page”](#) on page 93

Creating Sections and Subsections

You can create section and subsection headings in a Wiki page by typing text enclosed in the equals sign.

Example	Description
<code>==Section name==</code>	Creates a section heading in the Wiki page.
<code>===Subsection name===</code>	Creates a subsection heading in the Wiki page.

Linking to Another Wiki Page

If you know the exact title of the Wiki page that you want to link to, you can enter `[[title]]` in the *Description* section of the page that you are linking from to create a link to another page. For more information about linking within Vibe, see [Section 7.2, “Linking to a Folder or Folder Entry,”](#) on [page 97](#).

6.13 Creating Folder Content

For information on creating and managing content within folders, see [Chapter 7, “Working With Folder Entries,”](#) on [page 95](#).

Working With Folder Entries

7

Folder entries in Novell Vibe OnPrem are individual sections or parts that are used to populate folders with information.

- ◆ [Section 7.1, “Creating a Folder Entry,” on page 95](#)
- ◆ [Section 7.2, “Linking to a Folder or Folder Entry,” on page 97](#)
- ◆ [Section 7.3, “Commenting on a Folder Entry,” on page 98](#)
- ◆ [Section 7.4, “Modifying a Folder Entry,” on page 99](#)
- ◆ [Section 7.5, “Locking a Folder Entry,” on page 99](#)
- ◆ [Section 7.6, “Moving a Folder Entry,” on page 99](#)
- ◆ [Section 7.7, “Copying a Folder Entry,” on page 100](#)
- ◆ [Section 7.8, “Deleting a Folder Entry,” on page 100](#)
- ◆ [Section 7.9, “Undeleting a Folder Entry,” on page 100](#)
- ◆ [Section 7.10, “Notifying Others about a Folder Entry,” on page 101](#)
- ◆ [Section 7.11, “Subscribing to a Folder Entry,” on page 102](#)
- ◆ [Section 7.12, “Tagging a Folder Entry,” on page 102](#)
- ◆ [Section 7.13, “Working with Files in a Folder Entry,” on page 103](#)
- ◆ [Section 7.14, “Viewing the History of an Entry,” on page 109](#)
- ◆ [Section 7.15, “Generating Reports about a Folder Entry,” on page 110](#)
- ◆ [Section 7.16, “Displaying YouTube Videos in a Folder Entry,” on page 112](#)
- ◆ [Section 7.17, “Rating a Folder Entry,” on page 112](#)
- ◆ [Section 7.18, “Configuring the Display Style of Entries,” on page 113](#)
- ◆ [Section 7.19, “Printing a Folder Entry,” on page 113](#)
- ◆ [Section 7.20, “Enabling Alternate Folder Entry Types,” on page 113](#)
- ◆ [Section 7.21, “Creating Custom Folder Entry Forms,” on page 113](#)
- ◆ [Section 7.22, “Displaying Folder Entries on a Landing Page,” on page 113](#)

7.1 Creating a Folder Entry

Novell Vibe enables you to create folder entries in any folder where you have appropriate rights. If you do not have appropriate rights in a folder, you are not able to create an entry as described in this section.

- 1 Navigate to the folder where you want to create the entry.
- 2 In the Folder Entry toolbar, click the appropriate item to add the entry. For example, to add a blog entry in the Blog folder, click *New Blog Entry*.
The Blog Entry page is launched.
- 3 Specify the appropriate information in the Entry page. For more detailed information on the fields, see [Section 7.1.1, “Filling In the Entry Form,” on page 96](#).

4 Click *OK*.

The entry is added to the folder.

7.1.1 Filling In the Entry Form

Although the process for creating a folder entry is similar for each type of entry (file entry, calendar entry, discussion entry, etc.), the Entry form can vary considerably.

Because Vibe is highly customizable, field names in the Entry form can be defined and changed by Vibe administrators and other Vibe users who create forms. This section contains a list of named fields for the various default entry types. For more information on creating custom forms, see “[Designing Custom Folder Entry Forms](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

Title: Provide a title for the entry.

Location: Specify the location for the event.

Description: Provide a description of the entry. This is the body of the entry where you add the main content.

Event/Time Period: Specify the start and end time, whether you want the entry to adjust for the time zone of attendees, how you want your status to be displayed during this event (*Free*, *Busy*, *Tentative*, or *Out of Office*), and if you want the entry to repeat (*Does not repeat*, *Daily*, *Weekly*, *Monthly*, or *Yearly*).

Priority: Specify the priority of the entry.

Attendee: Specify individual attendees whom you want to invite to the calendar event.

Clipboard User Names: Use names that are on your clipboard to invite users to the event. For more information about the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,”](#) on page 131.

Groups: Specify groups that you want to be associated with the entry. When you specify a group, each member of the group is associated with the entry. For example, if you are scheduling a meeting and you specify a group to attend the meeting, each member of the group is considered to be an attendee.

Teams: Specify teams that you want to be associated with the entry. When you specify a team, each member of the team is associated with the entry. For example, if you are assigning a task to a team, each member of the team is responsible for completing the task.

Send an E-Mail Notification: Select this option if you want Vibe to send an e-mail notification to all of the users, groups, or teams that you associated with the entry.

Status: Select the current state for the task, such as *In Process*, *Completed*, and so forth.

Completed: Select the percentage of the task that is complete.

Attachments: Enables you to browse your file system and attach a file to the entry. Click *Add more files* to add additional attachments.

Photo: Enables you to browse to and upload a photo.

Due Date: The last day the entry is active.

Survey: Enables you to set parameters for your survey, such as whether to allow multiple answers, single answers, or written replies, who can see the vote results before the survey is due, who can see vote results after the survey is due, and who can see participant names. It also provides an option to allow voters to change or remove their votes.

For more detailed instructions on creating a survey, see [“Creating a Survey” on page 83](#).

Subscribe to This Entry: You can configure Vibe to send you notifications when activity takes place in this entry. For more information, see [Section 2.12, “Subscribing to a Folder or Entry,” on page 39](#).



Send E-Mail When Entry is Submitted: To ensure that certain co-workers are aware of your entry, you can send them an e-mail directly from Vibe, notifying them that an entry has been created. For more information, see [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131](#).

7.2 Linking to a Folder or Folder Entry

When creating an entry, when creating an advanced brand, or at other places in the Novell Vibe interface, you can include a link to another folder or entry in your Vibe site, or to anywhere else on the Internet.

- ♦ [Section 7.2.1, “Linking to an Entry in the Current Folder,” on page 97](#)
- ♦ [Section 7.2.2, “Linking to Another Folder or an Entry in Another Folder,” on page 97](#)
- ♦ [Section 7.2.3, “Linking to an External Page on the Web,” on page 98](#)

7.2.1 Linking to an Entry in the Current Folder



- 1 In the *Description* section of the Entry form, click the *Expand* icon  in the HTML editor, then click the *Apply link* icon , located near the end of the row of buttons.

Vibe displays a window that allows you to specify the entry to which you want to link.

- 2 In the *Entry name to link to* field, do either of the following:
 - ♦ Type the exact entry title.
 - ♦ Click *Find* next to the field, start typing the name of the entry, then select the appropriate title from the drop-down list.
- 3 Click *Insert*.

If you know the exact name of the entry that you want to link to, you can specify `[[entry name]]` in the *Description* section of the entry to create a link to that entry.

7.2.2 Linking to Another Folder or an Entry in Another Folder

- 1 In the *Description* section of the Entry form, click the *Expand* icon  in the HTML editor, then click the *Apply link* icon , located near the end of the row of buttons in the HTML editor.



Vibe displays a window that allows you to specify the folder or entry to which you want to link.

- 2 Click the *Change* link.
- 3 In the provided field, start typing the name of the folder that you want to link to, or the name of the folder that contains the entry that you want to link to.

- 4 When the desired folder appears in the type-to-find list, click it.
- 5 (Optional) If you want to link to an entry, in the *Entry name to link to* field, specify the complete name of the entry that you want to link to, or click *Find* to use the type-to-find functionality.
- 6 After you have finished typing the name, or after you have clicked the name in the type-to-find drop-down list, click *Insert*.

The linked title of your chosen entry is inserted into the *Description* box.

7.2.3 Linking to an External Page on the Web

- 1 In the *Description* section of the Add Entry form, select the text that you want to convert into a link.
- 2 Click the *Expand* icon  in the HTML editor, then click the *Insert/edit link* icon .
- 3 Vibe displays a window that allows you to specify the entry to which you want to link.
- 3 Fill in the following fields:
 - Link URL:** Specify the URL of the page that you want to link to.
 - Target:** Specify whether you want to open the link in the same window, or open the link in a new window.
 - Title:** Specify a title for the link.
 - Class:** Specify how big you want the link to appear.If you leave this field blank, 12px is automatically selected. This is the standard setting.
- 4 Click *Insert*.

7.3 Commenting on a Folder Entry

People often post a folder entry to generate ideas and obtain feedback. Novell Vibe enables you to comment on any type of entry, so you can share your ideas and provide input.

- 1 Navigate to the entry where you want to make a comment.
- 2 Select the entry, then click *Comment* in the Entry toolbar.
 - For entries in Discussion folders, click *Reply*.
- 3 In the *Description* field, specify your comment.
- 4 (Optional) Click *Browse* to attach a file to your comment.
- 5 Click *OK*.

Your comment is displayed in the *Comments* tab as the last comment in the list of comments.

For Blog entries, you can use the Blog toolbar to make comments. For information on using the Blog toolbar, see [“Using the Blog Toolbar” on page 74](#).

7.4 Modifying a Folder Entry

If you have appropriate rights, Novell Vibe enables you to modify a folder entry after it has been created. You can modify all sections of an entry, or the *Description* section only.

- ♦ [Section 7.4.1, “Modifying All Sections of an Entry,” on page 99](#)
- ♦ [Section 7.4.2, “Modifying the Description Section of an Entry,” on page 99](#)

7.4.1 Modifying All Sections of an Entry

- 1 Navigate to the entry that you want to modify.
- 2 Select the entry, then click *Modify* in the Entry toolbar.
- 3 Modify the entry as necessary.
You can modify the title or description of the entry. You can also [subscribe to the entry](#), or [send an e-mail when the entry is submitted](#).
- 4 When you have finished modifying the entry, click *OK*.

7.4.2 Modifying the Description Section of an Entry

- 1 Navigate to the entry that you want to modify.
- 2 In the lower right corner of the *Description* section, click *Edit*.
- 3 Use the provided HTML editor to modify the *Description* section.
- 4 Click *OK*.

7.5 Locking a Folder Entry

When you lock a folder entry in Novell Vibe, other users who might want to modify, move, copy, or delete the entry are unable to do so for as long as you have the entry locked.

This does not apply to users accessing the entry through WebDAV.

- 1 Navigate to the entry that you want to lock.
- 2 Select the entry, then click *Actions > Lock* in the Entry toolbar.
The entry is now locked from other activity. Nobody else can modify, move, copy, or delete the entry.
When you are finished modifying the entry, click *Actions > Unlock* in the Entry toolbar to make it available to be modified by other users.

7.6 Moving a Folder Entry

Novell Vibe enables you to move a folder entry into any folder where you have appropriate rights. If you do not have sufficient rights, this option is not available to you.

- 1 Navigate to the entry that you want to move.
- 2 Select the entry, then click *Actions > Move* in the Entry toolbar.
- 3 In the *Select the Destination Folder or Workspace* section, use the Workspace tree to navigate to the folder where you want to move the entry.

- 4 Click the linked title of the folder where you want to move the entry.

The *Current Save Location* section shows you the path where the entry is currently located.

- 5 To move the entry to the location specified, click *OK*.

7.7 Copying a Folder Entry

Novell Vibe enables you to copy a folder entry from one folder and paste it into any folder where you have appropriate rights. If you do not have sufficient rights, this option is not available to you.

- 1 Navigate to the entry that you want to copy.
- 2 Select the entry, then click *Actions > Copy* in the Entry toolbar.
- 3 In the *Select the Destination Folder or Workspace* section, use the Workspace tree to navigate to the folder that you want to copy the entry into.

- 4 Click the linked title of the folder that you want to copy the entry into.

The *Current Save Location* section shows you the path where the entry is currently located.

- 5 To copy the entry into the location specified, click *OK*.

7.8 Deleting a Folder Entry

You can delete a folder entry if you have appropriate rights to do so. If you do not have sufficient rights, this option is not available to you.

- 1 Navigate to the entry that you want to delete.
- 2 Select the entry, then click *Delete* in the Entry toolbar.
Novell Vibe asks you if you really want to delete the entry.
- 3 (Optional) Select *Purge this entry immediately* if you want to purge the entry so that it cannot be recovered.

IMPORTANT: Selecting this option renders the entry unrecoverable and it is permanently deleted from the Vibe site.

If you do not select this option, you can undelete the entry as described in [Section 7.9, “Undeleting a Folder Entry,”](#) on page 100.

- 4 Click *OK*.

7.9 Undeleting a Folder Entry

Novell Vibe enables you to undelete a folder entry that has been deleted, restoring it to its previous location.

- 1 Navigate to the folder where the deleted entry previously resided.

For example, if you want to restore an entry that was in your Blog folder in your personal workspace, navigate to the Blog folder in your personal workspace.

TIP: If you want to see everything that has been deleted in the Vibe site, navigate to the highest level workspace. (By default this is the *Home Workspace* directory.)

- 2 Click the Trash icon  in the Navigation panel.

The Trash page displays all workspaces, folders, and entries that have been deleted in or below the current folder.

- 3 Select the entry that you want to undelete.
- 4 Click *Restore*.

The entry is restored to its previous location. If the folder or workspace containing this entry has also been deleted, it is restored when you restore the entry.

For more information about undeleting, see “[Restoring Deleted Items](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

7.10 Notifying Others about a Folder Entry

When viewing a folder entry, you might think of a co-worker who also needs the information. Novell Vibe provides various ways to inform your friends and co-workers about entries that you think they might be interested in.

- ♦ [Section 7.10.1, “Sharing an Entry,” on page 101](#)
- ♦ [Section 7.10.2, “Sending an E-Mail about an Entry,” on page 101](#)

NOTE: Notifying another Vibe user about an entry does not automatically grant the user access rights to view the entry. If the user does not already have access rights to view the entry, you can modify the access control settings of the entry, as described in “[Controlling Access to Entries](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

7.10.1 Sharing an Entry

When you share a folder entry with someone, that person can view that entry in the *Micro-Blogs and Shared Items* tab in his or her personal workspace. For information on how to view shared entries, see [Section 2.11.3, “Viewing Shared Items,” on page 39](#).

- 1 In the entry that you want to share, click *Actions > Share This Entry* in the Entry toolbar.
- 2 In the provided page, select the users, groups, or teams with whom you want to share the entry.
- 3 In the *Comments* section, provide any comments that you want to include.
- 4 Click *OK*.

The entry is now shared with the users that you specified.

7.10.2 Sending an E-Mail about an Entry

You can send a notification e-mail about a folder entry when you create the entry, or after the entry has already been created.

- ♦ [“Sending an E-Mail When Creating the Entry” on page 101](#)
- ♦ [“Sending an E-Mail After the Entry Is Created” on page 102](#)

Sending an E-Mail When Creating the Entry

- 1 In the entry creation form when you are creating an entry, click *Send E-Mail When Entry is Submitted*.

- 2 Fill in the appropriate fields.

For information on filling in the rest of the Send E-Mail form, see [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131.](#)

- 3 Click *OK* to create the entry and send the e-mail.

Sending an E-Mail After the Entry Is Created

You do not need to be the author of the entry to send this type of e-mail.

- 1 Navigate to and open the entry that you want to inform others about via e-mail.

- 2 Click *E-mail Contributors* in the entry’s Footer toolbar.

The Send E-Mail page is displayed.

A link to this entry is automatically created and is visible in the body of the received message.

- 3 Fill in the appropriate fields.

For information on filling in the rest of the Send E-Mail form, see [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131.](#)

- 4 Click *OK* to send the notification.

For Blog entries, you can use the Blog toolbar to send an e-mail about the entry. For information on using the Blog toolbar, see [“Using the Blog Toolbar” on page 74.](#)

7.11 Subscribing to a Folder Entry

If you are particularly interested in a specific folder entry, you can subscribe to that entry. When you subscribe to an entry, Novell Vibe notifies you of any activity that takes place in the entry.

- 1 Navigate to and open the entry that you want to subscribe to.
- 2 In the Footer toolbar of the entry, click *Subscribe to This Entry*.
- 3 Select the type of e-mail notification that you want to receive, then click *OK*.

For more information on subscribing to entries, see [Section 2.12, “Subscribing to a Folder or Entry,” on page 39.](#)

For Blog entries, you can use the Blog toolbar to subscribe to the entry. For information on using the Blog toolbar, see [“Using the Blog Toolbar” on page 74.](#)

7.12 Tagging a Folder Entry

Tags are keywords that categorize a workspace, folder, or folder entry. Tagging functionality in Novell Vibe enables you to create virtual containers for places and entries. Like folders in your e-mail, you can categorize information, then come back to it at a later time.

- 1 In the entry that you want to tag, click *Tags* in the lower left corner of the entry.
- 2 Type the name of the tag into the field in either the *Personal Tags* or *Community Tags* section.
To decide whether you want to create a personal or community tag, see [Section 3.6.4, “Choosing Between Personal Tags and Community Tags,” on page 48.](#)

This field uses Type-to-Find functionality, so if a tag already exists with the desired name, it appears in the drop-down list. If the name does not appear in the drop-down list, you are creating a new tag.

- 3 Finish typing the name of the tag, or select it from the drop-down list, then click *Add*.

The entry is now tagged with the tag that you specified.

For more information on tagging, see [Section 3.6, “Using Tags,” on page 47](#).

7.13 Working with Files in a Folder Entry

- ◆ [Section 7.13.1, “Creating a File Entry,” on page 103](#)
- ◆ [Section 7.13.2, “Attaching Files to a Folder Entry,” on page 103](#)
- ◆ [Section 7.13.3, “Viewing and Editing Files,” on page 104](#)
- ◆ [Section 7.13.4, “Downloading Files,” on page 106](#)
- ◆ [Section 7.13.5, “Obtaining the WebDAV URL for a File,” on page 106](#)
- ◆ [Section 7.13.6, “Adding a Note about a File or File Version,” on page 106](#)
- ◆ [Section 7.13.7, “Setting the File Status,” on page 107](#)
- ◆ [Section 7.13.8, “Using Version Control with Files,” on page 107](#)

7.13.1 Creating a File Entry

Novell Vibe enables you to create file entries in designated Files folders. Creating a file entry is different than attaching a file to another type of folder entry. File entries in Vibe Files folders contain a primary file. Other files can be associated to the file entry as attachments, but there is only one primary file.

You can create file entries in Files folders the same way that you create any other type of folder entry in Vibe, as described in [Section 7.1, “Creating a Folder Entry,” on page 95](#). Or, you can create file entries as described in [Section 5.6, “Importing Files into a Folder,” on page 65](#).

For more information about the difference between Files folders and other types of Vibe folders when you add files, see [Section 6.5.1, “Adding Files to a Files Folder and Other WebDAV-Enabled Folders,” on page 78](#).

7.13.2 Attaching Files to a Folder Entry

Vibe provides various alternatives to add attachments to an entry.

- ◆ [“Dragging and Dropping Files” on page 103](#)
- ◆ [“Uploading a Single File” on page 104](#)

Dragging and Dropping Files

You can attach a file to an entry by dragging it from another location and dropping it into the entry.

- 1 Navigate to and open the entry where you want to attach the file.
- 2 Click the *Attachments* tab.
- 3 Click *Drag and Drop Files*.

The Drag and Drop Files dialog box is displayed.

- 4 Drag the file that you want to upload and drop it onto the folder icon in the Drag and Drop Files dialog box.

Vibe displays an opening and closing folder to signify that your dropped files are being uploaded as attachments.

You can also copy and paste files into the folder icon.

Uploading a Single File

- 1 Navigate to and open the entry where you want to attach the file.

- 2 Click the *Attachments* tab.

- 3 Click *Upload a Single File*.

The Upload a Single File dialog box is displayed.

- 4 Click *Browse*, then browse to and select the file that you want to attach.

- 5 Click *OK*.

7.13.3 Viewing and Editing Files

Vibe enables you to easily view and edit files that are associated with entries. Files can be associated with entries in one of two ways:

- ♦ Files can be attached to an entry
- ♦ Files can be a primary file for the entry

Primary files can exist only in entries in Files folders

The following sections describe how to view and edit attached files:

- ♦ [“Viewing Files” on page 104](#)
- ♦ [“Editing Files” on page 105](#)

Viewing Files

You can view files in a text editor or in HTML format.

- ♦ [“Viewing a File in a Text Editor” on page 104](#)
- ♦ [“Viewing the File in HTML Format” on page 105](#)

Viewing a File in a Text Editor

When you view a file in a text editor, the file is opened in Read-Only mode.

- 1 Navigate to and open the entry that contains the file that you want to view.
- 2 (Conditional) If the file that you want to view is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file that you want to view, click *File Actions > View This File*.
or
Click the name of the file.

Viewing the File in HTML Format

If you want to quickly view a file, you can view it in HTML format.

Some file types cannot be viewed in HTML format, such as PNG, JPG, GIF, and PDF.

- 1 Navigate to and open the entry that contains the file that you want to view.
- 2 (Conditional) If the file that you want to view is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file that you want to view, click *File Actions > View This File as HTML*.

Editing Files

Vibe enables you to edit documents in-place, using the Edit-in-Place feature. This feature allows you to seamlessly edit documents that are stored on the Vibe server.

You can edit files only if you have the editing application for that specific type of file installed on your personal workstation. For example, to edit a DOC file, you must have Microsoft Word installed on your personal workstation.

- 1 Navigate to and open the entry that contains the file that you want to edit.
- 2 (Conditional) If the file that you want to edit is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file that you want to edit, click *File Actions > Edit This File*.
The file is launched in the file editor that you specified. For information on how to change the editor that Vibe uses to edit files, see [Section B.10, “Unable to Edit Files That Are Attached to Entries,” on page 144](#).
- 4 (Conditional) If Vibe prompts you to provide your Vibe credentials, specify the username and password that you use to log in to Vibe, then click *OK*.
You can now edit the file.
- 5 After you have edited the file, save your changes, then exit the editing application.
Vibe creates a version of the file as it was before you modified it. When you exit and reopen the entry, you can view the older version of the file, as described in [“Accessing a Previously Saved Version of a File” on page 109](#).

IMPORTANT: When you edit an attached document using OpenOffice, Vibe creates a new version of the document each time you click *Save*. Because each version of a document counts against your data quota (for more information on data quota, see [“Managing Your Data Quota”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*), you should save the document only when you close it if you are using OpenOffice. For information on how to delete versions of a file, see [“Deleting Existing Versions of a File” on page 109](#).

When you use Microsoft Office, Vibe creates only one new version each time you edit the document. Clicking *Save* multiple times does not create multiple versions.

7.13.4 Downloading Files

You can download files that are associated with an entry. You can download a single file, or all files that are associated with the entry. Files are downloaded in a ZIP file.

- ♦ [“Downloading Single Files” on page 106](#)
- ♦ [“Downloading All Files” on page 106](#)

Downloading Single Files

- 1 Navigate to and open the entry that contains the file that you want to download.
- 2 Next to the file, click *File Actions* > *Download This File in a Zip File*.

Downloading All Files

- 1 Navigate to and open the entry that contains the files that you want to download.
- 2 Next to any file within the entry, click *File Actions* > *Download All Files*.

or

Click the *Attachments* tab, then click *Download All Files*.

7.13.5 Obtaining the WebDAV URL for a File

When you know a file’s WebDAV URL, you can open the file directly from an editing application such as Microsoft Office, or directly from the command line.

To obtain the WebDAV URL for a file:

- 1 Navigate to and open the entry that contains the file for which you want to obtain the WebDAV URL.
- 2 (Conditional) If the file for which you want to obtain the WebDAV URL is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file, click *File Actions* > *WebDAV URL*.

The WebDAV URL is displayed for you to copy.

After you have obtained the WebDAV URL for the file, you can specify the URL into a document editor such as Microsoft Office to open the file. Refer to the documentation for your specific document editor for instructions on how to accomplish this.

7.13.6 Adding a Note about a File or File Version

You might want to add a note about a particular file or version of a file. File notes are displayed directly below the filename in the *Attachments* and *File Versions* tabs. File notes can make it easier for users to know exactly what the file contains without opening it. They can also be an easy way to differentiate one version of a file from another.

- 1 Navigate to and open the entry that contains the attached file or file version for which you want to add a note.

- 2 (Conditional) If the file for which you want to add a note is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file for which you want to add a note, click *File Actions > Edit File Note*.
The Add a File Note page is displayed.
- 4 Specify the note that you want to add, then click *OK*.

7.13.7 Setting the File Status

If you have multiple versions of a file, you might want to set a status for each version to help keep track of which is the official version, which versions are just drafts, and so forth. Files can have the status of *Official*, *Draft*, or *Obsolete*.

- 1 Navigate to and open the entry that contains the attached file or file version for which you want to set the file status.
- 2 (Conditional) If the file for which you want to set the file status is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file for which you want to set the status, in the *Status* column, click the current status, then click the status that you want to set for the file.

7.13.8 Using Version Control with Files

When you modify a file in Vibe, Vibe saves the previous version of the file, and makes it available for easy reference. This includes files that are stored in Vibe Files folders, or any files that are saved as attachments to a folder entry.

- ♦ [“Creating a New Version of a File” on page 107](#)
- ♦ [“Incrementing the Major Version Number of a File” on page 108](#)
- ♦ [“Accessing a Previously Saved Version of a File” on page 109](#)
- ♦ [“Promoting a Previous File Version to Be the Current Version” on page 109](#)
- ♦ [“Deleting Existing Versions of a File” on page 109](#)

Creating a New Version of a File

When you edit and save a file, Vibe creates a new version of the file and saves the old version. For information about how to edit a file, see [“Editing Files” on page 105](#).

You can also use the drag-and-drop functionality to create a new version of an attached file or a new version of a file entry in a Files folder, as described in the following sections:

- ♦ [“Dragging and Dropping a File to Update a File Entry Attachment” on page 108](#)
- ♦ [“Dragging and Dropping a File to Update the Primary File of a File Entry” on page 108](#)

Dragging and Dropping a File to Update a File Entry Attachment

In order to create a new version of an existing entry attachment, the file that you drag and drop must have the same name as the existing entry attachment for which you want to create a new version.

- 1 Navigate to and open the entry that contains the file attachment for which you want to create a new version.
- 2 Click the *Attachments* tab, then click *Drag and Drop Files*.
- 3 Drag a file from one location, such as your desktop, and drop it onto the folder icon in the drag-and-drop window.

The document is added as a new version of the existing entry attachment. Older versions are displayed in the *File Versions* tab in the entry.

Dragging and Dropping a File to Update the Primary File of a File Entry

Only Files folders allow you to create updated versions of folder entries as described in this section. For more information about the difference between Files folders and other types of Vibe folders in regards to adding files, see [Section 6.5.1, “Adding Files to a Files Folder and Other WebDAV-Enabled Folders,” on page 78](#).

In order to create a new version of an existing file in the Files folder, the file that you drag and drop must have the same name as the existing file for which you want to create a new version.

- 1 Navigate to the folder where you want to import the new version of the file.
A file with the same name must already exist in the folder as a file entry.
- 2 Click *Add Files to Folder* in the Folder Entry toolbar.
The drag-and-drop window opens.
- 3 Drag a file from one location, such as your desktop, and drop it onto the folder icon in the drag-and-drop window.

The document is added as a new version of the existing file entry. Older versions are displayed in the *File Versions* tab in the entry.

Incrementing the Major Version Number of a File

By default, when you create new versions of a file, Vibe tracks the versions with minor version numbers. For example, 1.0, 1.1, 1.2, and so forth. You can increment the major version number of the most recent version of a file. For example, version 1.2 becomes version 2.0.

- 1 Navigate to and open the entry that contains the file for which you want to increment the major version number.
- 2 (Conditional) If the file for which you want to increment the major version number is an attachment, click the *Attachments* tab.
Only Files folders can contain files that are not attachments.
- 3 Next to the file for which you want to increment the major version, click *File Actions > Increment Major Version Number*.
The Increment Major Version Number page is displayed.
- 4 Click *OK*.

Accessing a Previously Saved Version of a File

- 1 Navigate to and open the entry that contains the file for which you want to access a previous version.
- 2 Click the *File Versions* tab.

All of the previously saved versions of each file that are associated with the entry are listed in reverse chronological order. Vibe displays information such as the date, file size, and the person who modified the file.

Promoting a Previous File Version to Be the Current Version

You can promote a previous version of a file to be the current version.

- 1 Navigate to and open the entry where the file version resides that you want to promote to be the current version.
- 2 Click the *File Versions* tab.
- 3 Next to the file version that you want to promote to be the current version, click *File Actions > Promote This Version To Be Current*, then click *OK*.

You can revert the entire entry to a previous version (such as the title and description of the entry), as described in [Section 7.14.3, “Reverting an Entry to a Previous Version,” on page 110](#).

Deleting Existing Versions of a File

IMPORTANT: Files and file versions that are deleted from the Vibe site cannot be recovered.

- 1 Navigate to and open the entry that contains the file for which you want to access a previous version.
- 2 Click the *File Versions* tab.
All of the previously saved versions of each file that are associated with the entry are listed in reverse chronological order. Vibe displays information such as the date, file size, and the person who modified the file.
- 3 Select the file versions that you want to delete, then click *Delete Selected Versions*.
- 4 Click *OK* to confirm the deletion.

7.14 Viewing the History of an Entry

Novell Vibe enables you to view the history of an entry. You can view the various versions of an entry, compare two versions to see what changes were made, and revert the entry to a previous version.

- ♦ [Section 7.14.1, “Viewing Previous Versions of an Entry,” on page 110](#)
- ♦ [Section 7.14.2, “Comparing Versions of an Entry,” on page 110](#)
- ♦ [Section 7.14.3, “Reverting an Entry to a Previous Version,” on page 110](#)

7.14.1 Viewing Previous Versions of an Entry

You can view version information about the entry, such as when it was created, when it was edited, and who edited it.

- 1 Navigate to and open the entry where you want to view the previous versions.
- 2 Click the *Entry History* tab.

For each version of the entry, you see the version number, the date the entry was modified, the user who modified the entry, and the way in which the entry changed.

You can click the date of the entry to view what the entry looked like on that date.

7.14.2 Comparing Versions of an Entry

You can compare two versions of an entry. You can see additions and deletions that have been made to the *Title* and *Description* sections of an entry. You cannot compare the contents of files that are attached to the entry.

- 1 Navigate to and open the entry where you want to compare two versions.
- 2 Click the *Entry History* tab.
- 3 Select the two versions that you want to compare, then click *Compare*.

Vibe displays the additions highlighted in green, and the deletions marked with strikeout.

7.14.3 Reverting an Entry to a Previous Version

When you or another user modifies an entry, as described in [Section 7.4, “Modifying a Folder Entry,” on page 99](#), the latest version of the entry is displayed in Vibe.

If you are no longer satisfied with the latest version of an entry, you can revert to a previous version.

- 1 Navigate to and open the entry that you want to revert to a previous version.
- 2 Click the *Entry History* tab.
- 3 Locate the version that you want to revert to, then click *Promote To Current*.

The Promote To Current page is displayed. You can view how the entry looks in this version.

- 4 Click *OK* to make this version of the entry the current version.

To keep an accurate history, the version that you revert to also retains its position in the Entry History list.

7.15 Generating Reports about a Folder Entry

Novell Vibe enables you to generate reports about a folder entry. If you do not have sufficient rights, the option is not available to you.

- ♦ [Section 7.15.1, “Generating Activity Reports,” on page 111](#)
- ♦ [Section 7.15.2, “Generating Workflow History Reports,” on page 111](#)

7.15.1 Generating Activity Reports

- 1 Navigate to and open the entry that you want to generate an activity report about.
- 2 Click *Reports > Activity Report* in the Entry toolbar.

Vibe launches a spreadsheet that displays the entry activity.

For information on how to change the default application that Vibe uses to view activity reports, see [Section B.10.1, “Changing the Default Editor Settings for a Single File Type,” on page 144.](#)

Activity reports contain the following kinds of information:

- ♦ **User:** Shows the users who have had some kind of activity in the entry.
- ♦ **Views:** Displays how many times the user has viewed the entry.
- ♦ **Adds:** Displays who created the entry.
- ♦ **Edits:** Displays who has edited the entry.
- ♦ **Deletes:** Displays who deleted the entry. This column lists only entries that have been both deleted and purged.

To acquire this information, you must run the report at the folder level, as described in [Section 5.7, “Generating an Activity Report on a Folder,” on page 66.](#)

- ♦ **Pre-deletes:** Displays who deleted the entry. This column lists entries that have been deleted but not yet purged.

To acquire this information, you must either run the report at the folder level, as described in [Section 5.7, “Generating an Activity Report on a Folder,” on page 66,](#) or navigate to the Trash folder to view the entry, as described in [Section 7.9, “Undeleting a Folder Entry,” on page 100.](#)

- ♦ **Restores:** Displays who restored the entry.

7.15.2 Generating Workflow History Reports

- 1 Navigate to and open the entry that you want to generate a report about.
- 2 Click *Reports > Workflow History* in the Entry toolbar.

Vibe opens a new page that displays the workflow history of the entry.

Workflow history reports contain the following kinds of information:



- ♦ **Event:** Displays the order of the actions that have been performed concerning the workflow.
- ♦ **Date:** Displays the date the entry was modified for the workflow.
- ♦ **Modified by:** Displays the user who modified the entry for the workflow.
- ♦ **Operation:** Displays the operation that was performed.
- ♦ **Process:** The name of the original workflow.
- ♦ **Parallel Workflow Thread:** Name of the workflow thread that is parallel to this workflow.
- ♦ **State:** State of the workflow process.

7.16 Displaying YouTube Videos in a Folder Entry

Novell Vibe enables you to post YouTube videos in a folder entry, as well as in the following locations throughout the Vibe site:

- ♦ In a workspace or folder brand, as described in “[Branding a Folder or Workspace](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.
- ♦ In a workspace description, as described in [Section 4.1.12](#), “[Displaying YouTube Videos in a Workspace](#),” on page 54.
- ♦ In a folder description, as described in [Section 5.14](#), “[Displaying YouTube Videos in a Folder](#),” on page 70.
- ♦ On a landing page, as described in “[Displaying YouTube Videos on a Landing Page](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

To post a YouTube video in a folder entry:

- 1 Navigate to the folder where you want to post the YouTube video.
- 2 Create a new folder entry by clicking the appropriate item in the Folder Entry toolbar. For example, to add a blog entry in the Blog folder, click *New Blog Entry*.
or
Open an existing folder entry that you want to modify, then click *Modify* in the Entry toolbar. The Entry page is launched.
- 3 In the *Description* section, click the *Expand* icon  in the HTML editor, then click the *Video* icon .
- 4 In the provided window, in the *URL of a Video on YouTube* field, paste the URL of the YouTube video that you want to post.
- 5 In the *Dimensions* fields, do not make any changes if you want to keep the default YouTube dimensions.
- 6 Click *Insert*, then click *OK* to post the entry.

7.17 Rating a Folder Entry

Novell Vibe enables you to rate folder entries by using a five-star rating system (one star indicating the least impressive, and five stars the most impressive), which gives you an additional tool for determining the quality of information.

- 1 Navigate to and open the entry that you want to rate.
- 2 Click the star that represents your evaluation.


For example, to give an entry a rating of three stars, click the third star from the left.

To the right of the stars, Vibe displays the average rating for the entry, and how many users have rated the entry.

You can rate an entry as many times as you want, but Vibe records only your most recent rating.


7.18 Configuring the Display Style of Entries

You can select how you want your Novell Vibe entries to be displayed.

- 1 Click the *Personal Preferences* icon  in the upper right corner of the Vibe interface.
The Personal Preferences dialog box is displayed.
- 2 In the *Entry Display* drop-down list, select one of the following options:
 - ♦ **Display Entries in Content Area:** (Default) When you click an entry, Vibe displays the entry in the Content Area.
This is the default style.
 - ♦ **Display Entries in a Dialog:** When you click an entry, the entry is displayed in a dialog box on the current Vibe page.
- 3 Click *OK*.

7.19 Printing a Folder Entry

Novell Vibe enables you to print only the content of a folder entry.

- 1 Navigate to the entry that you want to print.
- 2 In the Entry toolbar, click the *Print* icon .
- 3 Configure your printer settings, then click *OK*.

7.20 Enabling Alternate Folder Entry Types

Novell Vibe enables you to configure a folder to allow you to create folder entry types that you cannot create by default in a specific type of folder. For example, if you want your tasks to show up in your Calendar folder, you can configure your Calendar folder to allow you to create task entries.

For information about how to enable alternate folder entry types, see “[Enabling Alternate Folder Entry Types](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

7.21 Creating Custom Folder Entry Forms

Novell Vibe enables you to create custom folder entry forms, so you can display fields that are specific to your organization and business requirements.

For instructions on how to create custom entry forms, see “[Designing Custom Folder Entry Forms](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

7.22 Displaying Folder Entries on a Landing Page

When you configure a workspace to have a landing page, you populate that landing page with entries that exist within that workspace.

For information on how to display entries on a landing page, see “[Adding Content to Your Landing Page](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

Managing Accessories

8

Accessories are subsections of a workspace or folder page in Novell Vibe OnPrem that enhance the use of 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 makes your work easier by making the most useful information more accessible and easy to consume.

For a list of different accessories that you can create, see [Step 5](#) in [Section 8.1.2, “Adding the Accessory,”](#) on page 116.

- ♦ [Section 8.1, “Creating an Accessory,”](#) on page 115
- ♦ [Section 8.2, “Modifying an Accessory,”](#) on page 122
- ♦ [Section 8.3, “Deleting an Accessory,”](#) on page 122
- ♦ [Section 8.4, “Minimizing an Accessory,”](#) on page 123
- ♦ [Section 8.5, “Minimizing the Accessory Panel,”](#) on page 123
- ♦ [Section 8.6, “Repositioning Accessories,”](#) on page 123
- ♦ [Section 8.7, “Establishing a Default Layout,”](#) on page 123
- ♦ [Section 8.8, “Providing a Title for the Accessory Panel,”](#) on page 124

8.1 Creating an Accessory

To create an accessory, you locate the panel where you want it to display, add the accessory, then set it up.

- ♦ [Section 8.1.1, “Locating The Accessory Panel,”](#) on page 115
- ♦ [Section 8.1.2, “Adding the Accessory,”](#) on page 116
- ♦ [Section 8.1.3, “Setting Up the Accessory,”](#) on page 118

8.1.1 Locating The Accessory Panel

Accessories display in an area called the Accessory Panel, which is located in different sections of the page, depending on whether you are in a workspace or a folder.

- ♦ [“Locating the Accessory Panel in Workspaces”](#) on page 115
- ♦ [“Locating the Accessory Panel in Folders”](#) on page 116

Locating the Accessory Panel in Workspaces

The location of the Accessory Panel differs, depending on the type of workspace that you are viewing.

Project Management Workspace: Upper right corner of the workspace.

Personal Workspace: In the *Accessories* tab, in the upper right corner of the page.

Team Workspace: Upper right corner of the workspace.

Discussions Workspace: Upper right corner of the workspace.

Basic Workspace: Upper right corner of the workspace.

Landing Page: You can add an Accessory Panel element to any location in your landing page.

For more information on how to add an Accessory Panel to a landing page, see “[Adding Accessories to Your Landing Page](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

Locating the Accessory Panel in Folders

For folders, The Accessory Panel is located in the upper right corner of the folder page, above the content of the folder.

By default, accessory panels are not displayed in Blog folders and Micro-Blog folders.

8.1.2 Adding the Accessory

1 Navigate to the workspace or folder where you want to add the accessory.

2 Click the *Accessory Panel* drop-down list.

If you are unable to find the Accessory Panel, see [Section 8.1.1, “Locating The Accessory Panel,” on page 115](#).

If you currently have no accessories, only the *Add an Accessory* item appears in the list.

3 Click *Add an Accessory*.

4 In the *Accessory Scope* section, select where you want the accessory to be displayed.

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.

5 In the *Accessory Type* section, select the type of accessory that you want to display.

Accessory Name	Description	Setup Information
Search Results	The Search Results accessory enables you to configure a search, then apply that search to any Novell Vibe page that you desire, across the entire site or only on the page where the accessory is displayed.	See “ Search Results ” on page 119 .
Workspace Tree	The Workspace Tree accessory enables you to display a customized Workspace tree. Unlike the main Workspace tree, you can configure the Workspace Tree accessory to start on any workspace that you desire.	See “ Workspace Tree ” on page 119 .
Formatted Text (HTML Editor)	The Formatted Text accessory enables you to use the HTML editor to compose a message and display it in the Accessory Panel.	See “ Formatted Text (HTML Editor) ” on page 119 .

Accessory Name	Description	Setup Information
Embedded Web Page (iframe)	The Embedded Web Page accessory enables you to display any Web page as an accessory in a workspace or folder. For example, if a team you are working on often refers to a specific Web site, you could create an Embedded Web Page accessory in the team workspace, so team members don't need to navigate separately to the Web site.	See "Embedded Web Page (iframe)" on page 119.
Buddy List	The Buddy List accessory enables you to specify certain Vibe users with whom you communicate often, so you can quickly contact them by using their <i>Presence</i> icon, or access their workspaces by clicking a linked name.	See "Buddy List" on page 119.
Team Members	The Team Members accessory enables you to display all members of the team in the folder or workspace where you currently are.	See "Team Members" on page 120.
Photo Gallery	The Photo Gallery accessory enables you to display photos from any Photo Album that you desire.	See "Photo Gallery" on page 120.
Blog Summary	The Blog Summary accessory enables you to synchronize the Vibe Blog folders of your choice, and display them in a single, summarized Blog folder in the Accessory Panel.	See "Blog Summary" on page 120.
Guestbook	The Guestbook accessory enables you to use the Accessory Panel to display the contents of a Guestbook folder. Unlike other accessories, such as the Calendar Summary and Task Summary, you can display the contents of only one Guestbook folder in each Guestbook accessory.	See "Guestbook" on page 120.
Task Summary	The Task Summary accessory enables you to synchronize the Vibe Tasks folders of your choice, and display them in a single, summarized task list in the Accessory Panel. This eliminates the need to check multiple Tasks folders. You can display tasks that are assigned to specific users, groups, or teams. For more information, see "Synchronizing the Vibe Tasks Folders of Your Choice" on page 85 and Section 6.11.5, "Viewing All Tasks That Are Assigned to a Specific Team, Group, or Individual User," on page 87.	See "Task Summary" on page 121.
Wiki Home Page	The Wiki Home Page accessory enables you to display the wiki home page of any Wiki folder (Wiki Topic) as an accessory. For information on how to set a wiki home page for a Wiki Topic, see "Setting a Wiki Home Page" on page 91.	See "Wiki Home Page" on page 121.

Accessory Name	Description	Setup Information
Calendar Summary	The Calendar Summary accessory enables you to synchronize the Vibe calendars of your choice, and display them in a single, summarized calendar in the Accessory Panel. This eliminates the need to check multiple calendars. For more information, see Section 6.3.2, “Synchronizing Vibe Calendars of Your Choice,” on page 76.	See “Calendar Summary” on page 121.
Remote Application	The Remote Application accessory enables you to add a remote application as an accessory, if the application has been enabled by your administrator. For more information on remote applications, see Section 2.13, “Using Remote Applications,” on page 42.	See “Remote Application” on page 122.

6 Click *OK*.

The Accessory Setup page is displayed.

7 To finish creating the accessory, continue with [Section 8.1.3, “Setting Up the Accessory,”](#) on page 118 for specific information on filling in the Accessory Setup page for each type of accessory.

8.1.3 Setting Up the Accessory

Use the steps in this section to set up an accessory after you have completed the steps in [Section 8.1.2, “Adding the Accessory,”](#) on page 116.

This section contains specific information on filling in the Accessory Setup page for each type of accessory.

- ♦ [“Search Results”](#) on page 119
- ♦ [“Workspace Tree”](#) on page 119
- ♦ [“Formatted Text \(HTML Editor\)”](#) on page 119
- ♦ [“Embedded Web Page \(iframe\)”](#) on page 119
- ♦ [“Buddy List”](#) on page 119
- ♦ [“Team Members”](#) on page 120
- ♦ [“Photo Gallery”](#) on page 120
- ♦ [“Blog Summary”](#) on page 120
- ♦ [“Guestbook”](#) on page 120
- ♦ [“Task Summary”](#) on page 121
- ♦ [“Wiki Home Page”](#) on page 121
- ♦ [“Calendar Summary”](#) on page 121
- ♦ [“Remote Application”](#) on page 122

Search Results

- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Search Results accessory.
 - Display Style:** Specify whether you want a border around the accessory.
 - Advanced Search:** For information on all of the Advanced Search options, see [Section 2.5.3, “Using Advanced Search,”](#) on page 31.
- 2 Click *Apply* > *Close*.

Workspace Tree

- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Workspace Tree accessory.
 - Display Style:** Specify whether you want a border around the accessory.
 - Starting Point for the Tree:** Select whether you want to start at the current workspace, or select a starting workspace in the workspace tree. If you want to select a starting workspace, select *Select a Starting Workspace* and then navigate to and select the workspace in the workspace tree.
 - Expand the First Level of the Tree:** Select *Yes* if you want the first level of the tree to always be expanded. Select *No* if you want to manually expand the tree.
- 2 Click *Apply* > *Close*.

Formatted Text (HTML Editor)

- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Formatted Text (HTML Editor) accessory.
 - Enter the HTML to be Shown:** Create your HTML message in the HTML editor provided. This message is displayed in your Formatted Text accessory.
 - Display Style:** Specify whether you want a border around the accessory.
- 2 Click *Apply* > *Close*.

Embedded Web Page (iframe)

- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Embedded Web Page (iframe) accessory.
 - Display Style:** Specify whether you want a border around the accessory.
 - Iframe URL:** Specify the URL of the Web page that you want to display in this accessory.
 - Iframe height in pixels:** Specify the height for your embedded Web page. If you don't specify anything in this field, Vibe uses the default height (about 200 pixels).
- 2 Click *Apply* > *Close*.

Buddy List

- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Buddy List accessory.

Display Style: Specify whether you want a border around the accessory.

Configure Buddy List: Specify the users, groups, and team members that you want to add to your buddy list.

2 Click *Apply* > *Close*.

Team Members

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Team Members accessory.

Display Style: Specify whether you want a border around the accessory.

Number of Results to be Shown: Specify the number of team members that you want to be shown at one time.

2 Click *Apply* > *Close*.

Photo Gallery

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Photo Gallery accessory.

Display Style: Specify whether you want a border around the accessory.

Number of Photos to be Shown: Specify the number of photos that you want to display at any one time in your photo gallery.

Image Size: Select whether you want to display big images or small images.

Select the Photo Album(s) to be Shown: Use the workspace tree to browse to and select the photo albums that you want to be displayed in the accessory.

2 Click *Apply* > *Close*.

Blog Summary

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Blog Summary accessory.

Display Style: Specify whether you want a border around the accessory.

Number of Results to be Shown: Specify the number of Blog results that you want to show in the Blog Summary.

Number of Words of Summary to be Shown: Specify the number of words that you want to display for each Blog Summary.

Select the blog(s) to be shown: Use the Workspace tree to navigate to and select the Blog folders that you want to display in the Blog Summary.

2 Click *Apply* > *Close*.

Guestbook

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Guestbook accessory.

Display Style: Specify whether you want a border around the accessory.

Number of Results to be Shown: Specify the number of Guestbook results that you want to show in the Guestbook accessory.

Number of Words of Summary to be Shown: Specify the number of words that you want to display for each Guestbook entry.

Select the guestbook to be shown: Use the Workspace tree to navigate to and select the Guestbook folder that you want to display in the Guestbook accessory.

2 Click *Apply* > *Close*.

Task Summary

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Task Summary accessory.

Display Style: Specify whether you want a border around the accessory.

Number of Results to be Shown: Specify the number of task results that you want to show in the Task Summary accessory.

Show Only the Tasks Assigned To: Specify the users, groups, or teams who are the assignees of the tasks that you want to display.

Select the Task Folder(s) to be Shown: Use the Workspace tree to navigate to and select the Task Summary folder that you want to display in the Task Summary accessory.

2 Click *Apply* > *Close*.

Wiki Home Page

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Wiki Home Page accessory.

Display Style: Specify whether you want a border around the accessory.

Select the Wiki to be Shown: Use the Workspace tree to navigate to and select the Wiki folder that you want to display in the Wiki Home Page accessory.

In the Wiki Home Page accessory, Vibe displays the wiki entry that you have configured to be the wiki home page for the Wiki folder (Wiki Topic) that you select here.

2 Click *Apply* > *Close*.

Calendar Summary

1 In the Accessory Setup page, specify the following information:

Title: Specify a title for the Calendar Summary accessory.

Display Style: Specify whether you want a border around the accessory.

Select the Calendar Folder(s) to be Shown: Use the Workspace tree to navigate to and select the Calendar folders that you want to display in the Calendar Summary accessory.

2 Click *Apply* > *Close*.

Remote Application

You can set up a remote application as an accessory if your administrator has enabled the application.


- 1 In the Accessory Setup page, specify the following information:
 - Title:** Specify a title for the Remote Application accessory.
 - Display Style:** Specify whether you want a border around the accessory.
 - Remote Application:** From the provided drop-down list, select the remote application that you want to display in the accessory.
- 2 Click *Apply > Close*.

8.2 Modifying an Accessory


You can modify an accessory after you have created it.

- ♦ [Section 8.2.1, “Modifying an Accessory That Has a Border,” on page 122](#)
- ♦ [Section 8.2.2, “Modifying an Accessory That Doesn’t Have a Border,” on page 122](#)

8.2.1 Modifying an Accessory That Has a Border

- 1 Click the *Modify* icon  in the accessory’s title bar.
- 2 Make the modifications that you desire, then click *Apply > Close*.

8.2.2 Modifying an Accessory That Doesn’t Have a Border

- 1 Click the *Accessory Panel* drop-down list > *Show Hidden Borders and Controls*.
The accessory’s title bar is displayed.
- 2 Click the *Modify* icon  in the accessory’s title bar.
- 3 Make the modifications that you desire, then click *Apply > Close*.

8.3 Deleting an Accessory

When you delete an accessory, remember that accessories do not contain information; they merely point to and summarize information that exists elsewhere. When you delete an accessory, you delete the pointer, not the source information. It is very easy to add the accessory again, if you mistakenly delete it.

- ♦ [Section 8.3.1, “Deleting an Accessory That Has a Border,” on page 122](#)
- ♦ [Section 8.3.2, “Deleting an Accessory That Doesn’t Have a Border,” on page 123](#)

8.3.1 Deleting an Accessory That Has a Border

- 1 Click the *Delete* icon (X) in the accessory’s title bar.
- 2 Click *OK*.

8.3.2 Deleting an Accessory That Doesn't Have a Border

- 1 Click the *Accessory Panel* drop-down list > *Show Hidden Borders and Controls*.
The accessory's title bar is displayed.
- 2 Click the *Delete* icon (X) in the accessory's title bar.
- 3 Click *OK*.

8.4 Minimizing an Accessory


After you minimize an accessory, only the accessory's title bar is displayed.

- ♦ [Section 8.4.1, "Minimizing an Accessory That Has a Border," on page 123](#)
- ♦ [Section 8.4.2, "Minimizing an Accessory That Doesn't Have a Border," on page 123](#)

8.4.1 Minimizing an Accessory That Has a Border


- 1 Click the *Minimize* icon  in the accessory's title bar.

8.4.2 Minimizing an Accessory That Doesn't Have a Border

- 1 Click the *Accessory Panel* drop-down list > *Show Hidden Borders and Controls*.
The accessory's title bar is displayed.
- 2 Click the *Minimize* icon  in the accessory's title bar.



8.5 Minimizing the Accessory Panel

You can minimize the entire Accessory Panel. This hides all of the accessories that are in the Accessory Panel on the current page.

- 1 Click the *Minimize* icon , located to the right of the *Accessory Panel* drop-down list.

8.6 Repositioning Accessories

On pages where you have more than one accessory, you can reposition accessories within the Accessory Panel.

- 1 In the title bar of the accessory that you want to move, click the arrow icons  , depending on whether you want to move the accessory up or down in the Accessory Panel.


8.7 Establishing a Default Layout

When you create accessories for every page that you view or for a community accessories panel, the accessories are displayed in the reverse order in which they were created. Novell Vibe enables you to rearrange the order of the accessories within the panel, allowing you to determine an optimal default order in which the defined accessories appear. (If you are not the owner of the community accessory, you can override higher-level settings by personalizing the order of the accessories within the community panel, as described in [Section 8.6, "Repositioning Accessories," on page 123.](#))

To change the layout of a global personal accessory panel, or a community accessory panel:

- 1 Click the *Accessory Panel* drop-down list.
- 2 Click *Set Default Layout for Community Accessories*, or *Set Default Layout for Personal Global Accessories*, depending on which type of layout that you want to set.

The Configure the Accessory Panel page is displayed.

- 3 In the title bar of the accessory that you want to move, click the arrow icons , depending on whether you want to move the accessory up or down in the Accessory Panel.
- 4 Click *Close*.

8.8 Providing a Title for the Accessory Panel

- 1 Click the *Accessory Panel* drop-down list.
- 2 Click *Set the accessory panel's title*.
- 3 Specify the following information:

New Title: Provide a title for your Accessory Panel.

Accessory Panel Title Scope: Select whether you want the new name to apply to your personal Accessory Panel for this page only, your personal Accessory Panel for all pages, or the community Accessory Panel for this place only.

- 4 Click *OK*.

Connecting With Your Co-Workers

9

Novell Vibe OnPrem enables you to directly connect with your co-workers.

- ◆ [Section 9.1, “Sending E-Mail from within Vibe,” on page 125](#)
- ◆ [Section 9.2, “Sending an Instant Message from within Vibe,” on page 126](#)
- ◆ [Section 9.3, “Using Novell Conferencing with Novell Vibe,” on page 126](#)
- ◆ [Section 9.4, “Using Skype From within Vibe,” on page 130](#)
- ◆ [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131](#)
- ◆ [Section 9.6, “Using the Vibe Clipboard,” on page 131](#)

9.1 Sending E-Mail from within Vibe

Novell Vibe enables you to send e-mail messages to your co-workers from a variety of places within Vibe, and for a variety of reasons.

- ◆ [Section 9.1.1, “Informing Others about a Folder or Workspace,” on page 125](#)
- ◆ [Section 9.1.2, “Informing Others about an Entry,” on page 125](#)
- ◆ [Section 9.1.3, “Configuring Folders to Send E-Mail Notifications to Other Users,” on page 126](#)

These options are functional only if you have an e-mail account assigned to you in Vibe. To assign an e-mail account to your Vibe profile, see [Section 1.5.1, “Modifying Your Profile,” on page 18](#).

9.1.1 Informing Others about a Folder or Workspace

Vibe enables you to send an e-mail message to inform others about a specific folder or workspace.

- 1 Navigate to the folder or workspace that you want to inform others about via e-mail.
- 2 Click *Workspace* or *Folder* in the Action toolbar, then click one of the following options:
 - ◆ **E-Mail Team:** E-mails team members who are associated with this folder or workspace.
 - ◆ **E-Mail Contributors:** E-mails all users who have added entries or comments to the current page.

The Send E-Mail page is displayed.

A link to this folder or workspace is automatically created in the *Message* field.

- 3 Fill in the appropriate fields.

For information on filling in the rest of the Send E-Mail form, see [Section 9.5, “Filling Out the Send E-Mail Page,” on page 131](#).
- 4 Click *OK*.

9.1.2 Informing Others about an Entry

You can send an e-mail notification to inform other Vibe users about a new or existing folder entry. For information on how to do this, see [Section 7.10, “Notifying Others about a Folder Entry,” on page 101](#).

9.1.3 Configuring Folders to Send E-Mail Notifications to Other Users


If you are the owner of a folder, you can configure that folder to send e-mail notifications to specific Vibe users.

For information on how to do this, see “[Configuring Folders to Send E-Mail Notifications to Other Users](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

9.2 Sending an Instant Message from within Vibe

Novell Vibe 3 and later supports the use of Novell Messenger to display presence information in Vibe. Before you can see Messenger presence in Vibe as described in this section, your Vibe administrator must enable these integrations, as described in “[Configuring Presence](#)” in the *Novell Vibe OnPrem 3 Installation Guide*.

To send an instant message to another Vibe user:

- 1 Click a user’s presence icon .

Presence is displayed in the following locations in Vibe:

- ♦ In a folder entry next to a user’s name
- ♦ In a user’s profile
- ♦ In the home page of a user’s personal workspace

The Profile Quick View is displayed.



- 2 Click *IM*.

9.3 Using Novell Conferencing with Novell Vibe

Novell Vibe 3 and later supports the use of Novell Conferencing. Before you can use Conferencing with Vibe as described in this section, your Vibe administrator must enable these integrations, as described in “[Integrating Conferencing with Vibe](#)” in the *Novell Vibe OnPrem 3 Administration Guide*.

- ♦ [Section 9.3.1, “Specifying Your Conferencing ID and Password,” on page 127](#)
- ♦ [Section 9.3.2, “Starting or Scheduling a Team Meeting,” on page 127](#)
- ♦ [Section 9.3.3, “Starting or Scheduling a Meeting from a User’s Presence Icon,” on page 128](#)
- ♦ [Section 9.3.4, “Starting or Scheduling a Meeting from a Workspace or Folder,” on page 129](#)

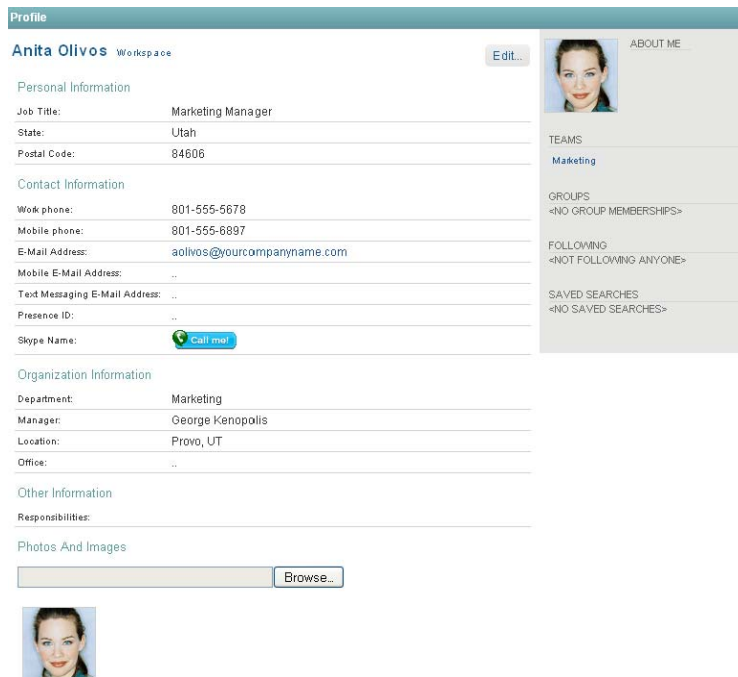
For more information about Novell Conferencing, see the [Conferencing documentation Web site \(http://www.novell.com/documentation/novell_conferencing/\)](http://www.novell.com/documentation/novell_conferencing/).

9.3.1 Specifying Your Conferencing ID and Password

Depending on how your Vibe administrator has configured Conferencing for your Vibe system, you might need to manually specify your Conferencing ID and Conferencing Password before you are able to use Conferencing within Vibe.

To specify your Conferencing ID and Conferencing Password:

- 1 Navigate to your personal workspace, then click *Profile*.



The screenshot shows a user profile page for Anita Olivos. The page is divided into several sections: Personal Information, Contact Information, Organization Information, and Other Information. The Personal Information section includes fields for Job Title (Marketing Manager), State (Utah), and Postal Code (84606). The Contact Information section includes Work phone (801-555-5678), Mobile phone (801-555-8897), E-Mail Address (aolivos@yourcompanyname.com), Mobile E-Mail Address, Text Messaging E-Mail Address, and Presence ID. The Organization Information section includes Department (Marketing), Manager (George Kenopolis), Location (Provo, UT), and Office. The Other Information section includes a field for Responsibilities. There is also a section for Photos And Images with a 'Browse...' button. A small profile picture is visible at the bottom left of the page.

- 2 Click *Edit*.
- 3 Scroll to the *Conferencing ID* and *Conferencing Password* fields, then specify the username and password that you use to log in to Conferencing.
- 4 Click *OK*.

9.3.2 Starting or Scheduling a Team Meeting

- 1 Navigate to the team workspace where you want to start a team meeting.
- 2 Click *Workspace > Start Meeting* in the Action toolbar.
The Add Meeting page is displayed.
- 3 Specify the following information for your meeting:

Users: Specify individual users you want to invite to the meeting.

Clipboard User Names: Select users whose names are on the Vibe clipboard to invite to the meeting.

For more information about the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,” on page 131](#).

Team Members: By default, all team members are selected to be invited to the meeting. Deselect team members to exclude them from the meeting.

Meeting Password: Specify a password for the meeting. If you specify a password, it is included in the e-mail invitation and is required to access the meeting.

Title: Specify a title for the meeting.

Agenda: Specify an agenda for the meeting.

Start Time: Specify a start time for the meeting. This option applies only to scheduled meetings.


Length: Specify a length of time for the meeting.

- 4 Click *Start Meeting Now* or *Schedule for Later*, depending on when you want to hold your meeting.

If you start the meeting now, your meeting is launched in Novell Conferencing. If you schedule the meeting for later, your meeting is scheduled in Novell Conferencing and starts at the time that you specified.

9.3.3 Starting or Scheduling a Meeting from a User’s Presence Icon

Sometimes an instant messaging conversation can’t convey enough information. For example, you might want to quickly share your desktop with another Vibe user. Clicking a user’s presence icon can be a quick way to start a Conferencing meeting with that user.

- 1 Click a user’s presence icon .

Presence is displayed in the following locations in Vibe:

- ♦ In a folder entry next to a user’s name
- ♦ In a user’s profile
- ♦ In the home page of a user’s personal workspace

The Profile Quick View is displayed.



- 2 Click *Conference*.

The Add Meeting page is displayed.

- 3 Specify the following information for your meeting:

Users: By default, the user whose presence icon you clicked is an invitee. You can specify additional users you want to invite to the meeting.

Clipboard User Names: Select users whose names are on the Vibe clipboard to invite to the meeting.

For more information about the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,” on page 131](#).

Team Members: Team members are available to invite only when you are creating a team meeting, as described in [Section 9.3.2, “Starting or Scheduling a Team Meeting,” on page 127](#).

Meeting Password: Specify a password for the meeting. If you specify a password, it is included in the e-mail invitation and is required to access the meeting.

Title: Specify a title for the meeting.

Agenda: Specify an agenda for the meeting.

Start Time: Specify a start time for the meeting. This option applies only to scheduled meetings.

Length: Specify a length of time for the meeting.

- 4 Click *Start Meeting Now* or *Schedule for Later*, depending on when you want to hold your meeting.

If you start the meeting now, your meeting is launched in Novell Conferencing. If you schedule the meeting for later, your meeting is scheduled in Novell Conferencing and starts at the time that you specified.

9.3.4 Starting or Scheduling a Meeting from a Workspace or Folder

- 1 Navigate to the workspace or folder where you want to start a team meeting.

- 2 Click *Workspace > Start Meeting* in the Action toolbar.

or

Click *Folder > Start Meeting* in the Action toolbar.

The Add Meeting page is displayed.

- 3 Specify the following information for your meeting:

Users: Specify individual users you want to invite to the meeting.

Clipboard User Names: Select users whose names are on the Vibe clipboard to invite to the meeting.

For more information about the Vibe clipboard, see [Section 9.6, “Using the Vibe Clipboard,” on page 131](#).

Team Members: Team members are available to invite only when you are creating a team meeting, as described in [Section 9.3.2, “Starting or Scheduling a Team Meeting,” on page 127](#).

Meeting Password: Specify a password for the meeting. If you specify a password, it is included in the e-mail invitation and is required to access the meeting.

Title: Specify a title for the meeting.

Agenda: Specify an agenda for the meeting.

Start Time: Specify a start time for the meeting. This option applies only to scheduled meetings.

Length: Specify a length of time for the meeting.

- 4 Click *Start Meeting Now* or *Schedule for Later*, depending on when you want to hold your meeting.

If you start the meeting now, your meeting is launched in Novell Conferencing. If you schedule the meeting for later, your meeting is scheduled in Novell Conferencing and starts at the time that you specified.

9.4 Using Skype From within Vibe


Novell Vibe enables you to communicate with other Vibe users through Skype, without leaving the Vibe interface.

This feature must be configured by your Vibe administrator before you can use Skype from within Vibe. If you cannot perform the tasks in this section as described, consult your Vibe administrator. For information on how to enable Skype in your Vibe environment, see “[Integrating Skype with Vibe](#)” in the *Novell Vibe OnPrem 3 Administration Guide*.

- ♦ [Section 9.4.1, “Setting Up Your Skype Address in Vibe,” on page 130](#)
- ♦ [Section 9.4.2, “Contacting Other Vibe Users with Skype,” on page 130](#)

9.4.1 Setting Up Your Skype Address in Vibe


After Skype has been configured by your Vibe administrator, you must specify your Skype name in your personal profile.

- 1 In the home page of your personal workspace, click the *Profile* link next to your name and avatar.
or
Click your *Presence* icon , located next to any entry that you have created or modified, then click *Profile*.
- 2 In the Profile page, click *Edit*.
The User page is displayed.
- 3 In the *Skype Name* field, specify your Skype username.
- 4 Click *OK*.

9.4.2 Contacting Other Vibe Users with Skype

You can use Skype to contact only those users who have specified a Skype name in their personal profiles. For information on how to modify your personal profile, see [Section 9.4.1, “Setting Up Your Skype Address in Vibe,” on page 130](#).

To contact a Vibe user by using Skype:

- 1 Click the *Presence* icon  of the user you want to call by using Skype.
- 2 In the *Skype* section, click *Call me*.
The Skype application is launched.
For information on how to use Skype, see the Skype documentation.

9.5 Filling Out the Send E-Mail Page

When you send e-mail from within Vibe, Vibe displays the Send E-Mail page. This page contains the following fields and options:

Add E-Mail Addresses: Specify users' individual e-mail addresses. You must separate multiple e-mail addresses with commas; do not include spaces between addresses.

Your e-mail address: Select your name if you want to include yourself in the e-mail.

Users: Use Type-to-Find functionality to specify individual users to whom you want to send the e-mail.

Groups: Use Type-to-Find functionality to specify individual groups to whom you want to send the e-mail.

Clipboard User Names: Click this option to include all users whose names are currently on your clipboard.

For more information on using the Vibe clipboard, see [Section 9.6, "Using the Vibe Clipboard," on page 131](#).

Team Members: Click this option to include all team members.

CC: Click this option to specify users to whom you want to send a carbon copy of the message.

BCC: Click this option to specify users to whom you want to send a blind copy of the message.

Subject: Specify the subject of your e-mail message.

Message/Additional Text Sent with the Entry: Specify the main content of your e-mail message.

Include Attachments: (This option is not available when you send an e-mail from a folder or workspace.) Select this option if you want to include any attachments that are attached to the entry from where you are sending the e-mail.

9.6 Using the Vibe Clipboard

The clipboard in Novell Vibe is a tool that you can use to gather people's names as you visit places within Vibe. Later, when using a tool that requires you to specify usernames, you can easily reference the names on your clipboard. For example, you can put a name on the clipboard, then when you want to send an e-mail message from Vibe, you refer to the clipboard to specify the name of the user to whom you want to send the e-mail.

Names remain on the clipboard until you remove them or until you log out.

- ♦ [Section 9.6.1, "Adding Names to the Clipboard," on page 131](#)
- ♦ [Section 9.6.2, "Removing Names from the Clipboard," on page 132](#)
- ♦ [Section 9.6.3, "Using the Names on Your Clipboard," on page 132](#)

9.6.1 Adding Names to the Clipboard

- ♦ ["Adding Users from the Current Page" on page 132](#)
- ♦ ["Adding Team Members" on page 132](#)

Adding Users from the Current Page

Vibe enables you to add all users to the clipboard who have created content on the current page, or who have modified an entry on the current page.

1 Navigate to the page where you want to add users to the clipboard.

2 Click *View > Clipboard*.

The Clipboard dialog box is displayed.

3 Click *Add people from this page*.

Those users who have added or modified entries on this page are added to the clipboard.

If you are in the home page of a user's personal workspace, clicking this option adds the owner of the personal workspace.

4 Click *Close*.

Adding Team Members

Vibe enables you to add all team members to the clipboard from the team workspace where you currently are.

You must be in a team workspace to add team members to the clipboard.

1 Navigate to the team workspace where you want to add team members to the clipboard.

2 Click *View > Clipboard*.

The Clipboard dialog box is displayed.

3 Click *Add team members*.

All members of the team are added to the clipboard.

4 Click *Close*.

9.6.2 Removing Names from the Clipboard

You can easily remove names from the Vibe clipboard after you have added them.

1 In the *Clipboard* dialog box, select the names that you want to delete.

You can simultaneously select all names by clicking *Select All*. Click *Clear All* to deselect all names.

2 Click *Remove Selected Names*.

3 Click *Close*.

9.6.3 Using the Names on Your Clipboard

There are various places in Vibe where you can use the names that are stored on your clipboard:

- ♦ When sending e-mail
- ♦ When creating a new team workspace
- ♦ When adding additional team members to a workspace

Workflows in Novell Vibe OnPrem can improve efficiency in your organization by automating common business processes.

Before you can use a workflow, it must first be created and enabled. Workflows can be created and enabled by folder owners for use in a folder, or they can be created and enabled by Vibe administrators for use across the entire Vibe site. For information on how to create and enable a workflow, see “[Creating and Managing Workflows](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

Because workflow creators can control who has rights to perform certain functions concerning the workflow, you might not have appropriate rights to work with workflows as described in this section. For more information on setting access controls on workflows, see “[Adding Access Controls to a Workflow](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

- ♦ [Section 10.1, “Manually Starting and Stopping a Workflow,”](#) on page 133
- ♦ [Section 10.2, “Manually Transitioning a Workflow after It Starts,”](#) on page 134

10.1 Manually Starting and Stopping a Workflow

If a workflow has been enabled for use in a folder where you are creating an entry, the workflow either automatically starts when you create the entry, or you can manually start it after the entry is created, depending on how the folder owner or site administrator enabled the workflow.

- ♦ [Section 10.1.1, “Manually Starting a Workflow,”](#) on page 133
- ♦ [Section 10.1.2, “Manually Stopping a Workflow,”](#) on page 133

10.1.1 Manually Starting a Workflow

- 1 Navigate to and open the entry where you want to start the workflow.
- 2 In the Entry toolbar, click *Actions > Start Workflow* for the workflow that you want to start.
Multiple workflows can be enabled in the same folder, so multiple workflows might appear in the drop-down list.
- 3 Click *OK* when you are prompted about whether you really want to start the workflow.

10.1.2 Manually Stopping a Workflow

- 1 Navigate to and open the entry where you want to stop the workflow.
- 2 In the Entry toolbar, click *Actions > Stop Workflow* for the workflow that you want to stop.
Multiple workflows can be active on the same entry, so multiple workflows might appear in the drop-down list.
- 3 Click *OK* when you are prompted about whether you really want to stop the workflow.

10.2 Manually Transitioning a Workflow after It Starts

Workflows can be configured to automatically transition to another workflow state after the entry is modified, after someone has commented or replied to the entry, after a specified amount of time, or various other options.

Workflows can also be configured to be manually transitioned. If a workflow has been configured to be manually transitioned, and if you have appropriate rights, then you can manually transition the workflow from one workflow state to another.

- 1** Navigate to and open the entry that you want to transition to another workflow state.
The workflow must already be started on the entry.
- 2** In the *Workflow* section, click the drop-down arrow and select the workflow state that you want to transition the entry to, then click *OK*.

Using Vibe on Your Mobile Phone

11

Novell Vibe OnPrem supports using Vibe from your mobile phone. For more information, see [“Using Vibe on Your Mobile Phone”](#) in the *Novell Vibe OnPrem 3 Advanced User Guide*.

What's New in Novell Vibe 3

A

Welcome to Novell Vibe OnPrem 3. You'll find new features, a fresh user interface, and significant updates. The following list is an overview of the new features:





- ◆ [Section A.1, "User Interface Improvements," on page 137](#)
- ◆ [Section A.2, "What's New Page," on page 138](#)
- ◆ [Section A.3, "Document Management," on page 138](#)
- ◆ [Section A.4, "Entry History," on page 138](#)
- ◆ [Section A.5, "Search Improvements," on page 138](#)
- ◆ [Section A.6, "Expanded User Profile," on page 139](#)
- ◆ [Section A.7, "Wiki Improvements," on page 139](#)
- ◆ [Section A.8, "Advanced User Enhancements," on page 139](#)

A.1 User Interface Improvements

The user interface for Novell Vibe 3 has been significantly redesigned to facilitate maximum productivity.

- ◆ [Section A.1.1, "Header," on page 137](#)
- ◆ [Section A.1.2, "Navigation Panel," on page 137](#)
- ◆ [Section A.1.3, "Action Toolbar," on page 137](#)

A.1.1 Header

The Header in Vibe 3 has been simplified to include access to your personal workspace, your personal preferences , Vibe Feeds , and Help documentation . It also provides an easy way to log out of the Vibe site .

A.1.2 Navigation Panel

The Navigation panel in Vibe 3 has been consolidated and refined to include only the tree navigation, which enables you to view the current workspace and all sub-workspaces and sub-folders.

For more information, see [Chapter 3, "Navigating the Novell Vibe Interface," on page 45](#).

A.1.3 Action Toolbar

The Action toolbar in Vibe 3 has been consolidated and simplified to include most of the actions that users can perform. From the Action toolbar, users can navigate to their personal workspaces, team workspaces, favorites, and recent places. Also, users can perform various actions on the folder or workspace that they are currently viewing, such as viewing activity reports and creating a brand. Users can also use the Action toolbar to search the Vibe site or to browse the Workspace tree.

A.2 What's New Page

Novell Vibe 3 provides an easier, more prominent What's New page. You can quickly see what's new in your teams, tracked places, and more. You can even see what's new in specific team workspaces, or what's new from specific people that you're following.

For more information, see [Section 2.2, "Finding What's New," on page 25](#).

A.3 Document Management

Novell Vibe 3 provides enhanced document management capabilities.

- ♦ [Section A.3.1, "Minor Versioning," on page 138](#)
- ♦ [Section A.3.2, "Version Notes," on page 138](#)
- ♦ [Section A.3.3, "File Status," on page 138](#)
- ♦ [Section A.3.4, "Deleting Past Versions," on page 138](#)

A.3.1 Minor Versioning

You can now track documents on a more granular level. For example, instead of versions of a document being 1, 2, 3, Vibe documents can now be versioned as 1, 1.2, 2, 2.2, 2.3, and so forth. You can also increment the major version of a document. For more information, see ["Incrementing the Major Version Number of a File" on page 108](#).

A.3.2 Version Notes

You can now add personal notes to specific versions of a document. For more information, see [Section 7.13.6, "Adding a Note about a File or File Version," on page 106](#).

A.3.3 File Status

You can now indicate if a file has a status of Official, Draft, or Obsolete. For more information, see [Section 7.13.7, "Setting the File Status," on page 107](#).

A.3.4 Deleting Past Versions

You can now delete past versions of a document. For more information, see ["Deleting Existing Versions of a File" on page 109](#).

A.4 Entry History

You can now view the history of an entry in a new, concise view. For more information, see [Section 7.14, "Viewing the History of an Entry," on page 109](#).

A.5 Search Improvements

When you perform an advanced search, you can now specify whether you want to search by relevance or date. For more information, see [Section 2.5.3, "Using Advanced Search," on page 31](#).


A.6 Expanded User Profile

- ♦ [Section A.6.1, “User Profile Section in a User’s Personal Workspace,” on page 139](#)
- ♦ [Section A.6.2, “Profile Quick View Dialog Box,” on page 139](#)

A.6.1 User Profile Section in a User’s Personal Workspace

The User Profile section in Novell Vibe 3 has been expanded to rival other professional knowledgebases such as LinkedIn. Now you can include more information to share with your colleagues, such as your education, qualifications, and competencies. For more information, see [Section 1.5.1, “Modifying Your Profile,” on page 18](#).

A.6.2 Profile Quick View Dialog Box

The Profile Quick View dialog box is displayed when you click a user’s Presence icon . It enables you to see information about that user, view the user’s micro-blog or workspace, follow the user, and more.

A.7 Wiki Improvements

Novell Vibe 3 offers an improved and more intuitive wiki experience. It’s easier than ever to create new Wiki Topics and pages, organize and retrieve information, and set home pages.

For more information, see [Section 6.12, “Working with Wiki Folders,” on page 88](#).

A.8 Advanced User Enhancements

For a list of advanced features that are new in Novell Vibe, see “[What’s New in Vibe 3](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

Troubleshooting

B

The following sections provide guidance for difficulties you might encounter when using Novell Vibe OnPrem:

- ◆ [Section B.1, “Unable to Edit Files on Windows 7 with Microsoft Office 2007 or Later,” on page 141](#)
- ◆ [Section B.2, “You Have Exceeded Your Data Quota and Cannot Add Any Files or Attachments to the Vibe Site,” on page 141](#)
- ◆ [Section B.3, “You Are Unable to Change Your Vibe Password,” on page 142](#)
- ◆ [Section B.4, “Vibe Interface Is Not Displayed Correctly,” on page 142](#)
- ◆ [Section B.5, “Understanding Mirrored Folders,” on page 142](#)
- ◆ [Section B.6, “Too Many Sign-Ins for WebDAV,” on page 143](#)
- ◆ [Section B.7, “WebDAV Phantom Folders,” on page 143](#)
- ◆ [Section B.8, “Unable to Open Pictures from WebDAV in Microsoft Office Picture Manager,” on page 144](#)
- ◆ [Section B.9, “Unable to Move Files and Folders within the WebDAV Interface,” on page 144](#)
- ◆ [Section B.10, “Unable to Edit Files That Are Attached to Entries,” on page 144](#)
- ◆ [Section B.11, “Cannot Upload a File Because it Is Too Large,” on page 145](#)
- ◆ [Section B.12, “Upload Applet Problems on SLED 10 SP1,” on page 146](#)
- ◆ [Section B.13, “Vibe Applets Are Not Working,” on page 147](#)
- ◆ [Section B.14, “Edit-In-Place Applet Is Not Working on Mac,” on page 148](#)
- ◆ [Section B.15, “Troubleshooting Your Mobile Device,” on page 148](#)

B.1 Unable to Edit Files on Windows 7 with Microsoft Office 2007 or Later


When you are using Microsoft Office 2007 or later as your document editor on a Windows 7 workstation, you are unable to edit files using the Edit-in-Place feature as described in [“Editing Files” on page 105](#). You might need to perform some additional configuration procedures before editing will work. For more information, see [“Configuring Vibe to Support WebDAV on Windows 7”](#) in the *Novell Vibe OnPrem 3 Administration Guide*.

B.2 You Have Exceeded Your Data Quota and Cannot Add Any Files or Attachments to the Vibe Site

Problem: When you try to add files and attachments to the Novell Vibe site you are unable to do so because you have exceeded your data quota.

You can remove superfluous files and attachments that are counting toward your data quota by purging items that you have previously deleted from the Vibe site. Workspaces, folders, and entries that do not contain attached documents do not count toward your data quota.

NOTE: Purged items cannot be recovered. Before you purge an item, verify that you no longer want this item to exist on the Vibe site.

- 1 Navigate to the folder or workspace where you deleted the items that you now want to purge from the Vibe site.
- 2 Click the *Trash* icon , located in the Navigation panel.
- 3 Select the item that you want to purge from the Vibe site.
- 4 Click *Purge* > *OK*.

For more information about purging deleted items, see “[Making Disk Space Available by Purging Deleted Items](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

For information on how to view your current disk space usage as it relates to your data quota, see “[Viewing Your Data Quota](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

B.3 You Are Unable to Change Your Vibe Password

Problem: You are unable to change your Novell Vibe password as described in section [Section 1.5.1, “Modifying Your Profile,”](#) on page 18.

If you are unable to modify your Vibe password it is probably because your personal information is being synchronized from an external directory server. You must consult your Vibe administrator to make any changes.

B.4 Vibe Interface Is Not Displayed Correctly

Problem: When you access Novell Vibe 3 after upgrading from a previous version, the Vibe interface is not displayed correctly.

You must clear your browser cache after upgrading to Vibe 3 from a previous version.

For example, if you are using Mozilla Firefox, click *Tools* > *Clear Cache* in the browser toolbar.

For information about how to clear the browser cache for other browsers, consult the documentation for your specific browser.

B.5 Understanding Mirrored Folders

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

A mirrored folder is a library folder within Novell Vibe that is synchronized with a folder located on a system drive outside of Vibe. When you perform basic actions (adding subfolders and files, modifying files, deleting folders and files) by using the Vibe 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 Vibe tools to files on a drive, including tools such as text search, workflow, and discussion (in the form of comments applied to the entry in the library folder).

Vibe supports two types of external folders:

- ♦ A directory on a file system
- ♦ A folder accessible through WebDAV

Consider the following tips for using mirrored files:

- ♦ When you specify the path to the system folder, specify the full (absolute) path to the folder.
- ♦ After creating the mirrored folder, you cannot alter the pathname, and you cannot reconfigure the Vibe library folder to be a non-mirrored folder.
- ♦ To initialize the new mirrored folder, click *Manage > Modify this folder*, and use the Synchronize tool.

For more information on how to synchronize a mirrored folder, see “[Synchronizing a Mirrored Folder](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

- ♦ Do not attach additional files to entries in a mirrored folder. Behavior regarding additional attachments is unpredictable.

Synchronization occurs only through manually using the Vibe menu items; you cannot schedule synchronization.

- ♦ When you delete a file on the server, Vibe deletes the entire entry in the library folder (not just the attached file).
- ♦ 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.

For more information about Mirrored Files folders, see “[Working with Mirrored Folders](#)” in the *Novell Vibe OnPrem 3 Advanced User Guide*.

B.6 Too Many Sign-Ins for WebDAV

Problem: When using WebDAV, you must specify your Novell Vibe username and password more than once.

This is expected behavior for WebDAV. WebDAV requires that you sign in each time you access a separate program (for example, your Web browser and Vibe). It might ask you to sign in again to access a file.

If you are using Windows Authentication, you might not experience this problem.

B.7 WebDAV Phantom Folders

Problem: When using Novell Vibe to access a WebDAV folder, you might see a link to a subfolder that does not exist (a phantom folder). Clicking the link to the phantom folder returns you to your current folder (therefore, it has no effect).

This error is caused by an interaction between WebDAV and Windows Explorer, it does not occur consistently, and there is no Vibe solution for this problem. Simply ignore phantom folders if you encounter them.

B.8 Unable to Open Pictures from WebDAV in Microsoft Office Picture Manager

Problem: When you are attempting to open pictures from WebDAV in Microsoft Office Picture Manager, you see the following error message:

Picture Manager is unable to open pictures over the Internet that are not from a Windows SharePoint Services picture library. Please specify a valid picture library and try again.

This message occurs because Microsoft Office Picture Manager does not support the standard WebDAV protocol.

To work around this problem:

- 1 Copy the picture file to your local machine, then open the file using whatever photo viewer you want.

B.9 Unable to Move Files and Folders within the WebDAV Interface

Problem: You cannot drag and drop or otherwise move files from one folder to another within the WebDAV interface.

Moving files and folders within the WebDAV interface is not supported in Novell Vibe. If you want to move files and folders within Vibe, you must use the regular Vibe interface, as described in [Section 5.5, “Moving a Folder,”](#) on page 65 and [Section 7.6, “Moving a Folder Entry,”](#) on page 99.

B.10 Unable to Edit Files That Are Attached to Entries


Problem: You are unable to edit files that are attached to entries.

If you are unable to edit a file, Novell Vibe might not be configured to support the editing application that is installed on your computer. For example, if Vibe is configured to use Microsoft Word as the default editor for all text files, but you have OpenOffice instead of Microsoft Word installed on your computer, Vibe displays an error, and won't edit the document.

To fix this problem, Vibe enables you to override the default editor setting.

- ♦ [Section B.10.1, “Changing the Default Editor Settings for a Single File Type,”](#) on page 144
- ♦ [Section B.10.2, “Changing the Default Editor Settings for All File Types,”](#) on page 145
- ♦ [Section B.10.3, “Changing the Default Editor Settings When the Editor is Not Installed in the Default Location,”](#) on page 145


B.10.1 Changing the Default Editor Settings for a Single File Type

- 1 Click the *Personal Preferences* icon  to display the Personal Preferences dialog box.
- 2 Click *Define Editor Overrides*.


- 3 Click *Add*.
- 4 From the drop-down list, select the file extension for which you want to change the default editing application.
- 5 In the *Application* field, specify the name of the application that you want to use to edit the type of files that you selected in [Step 4](#).
- 6 Select the check box, then click *OK*.

B.10.2 Changing the Default Editor Settings for All File Types

You can configure Vibe to use the same editing application for all file types.

- 1 Click the *Personal Preferences* icon  to display the Personal Preferences dialog box.
- 2 Click *Define Editor Overrides*.
- 3 Click the *Use* drop-down list, then select the application that you want Vibe to use to edit all file types.
- 4 Select the check box to the left of *Extension*, then click *OK*.

B.10.3 Changing the Default Editor Settings When the Editor is Not Installed in the Default Location

- 1 Click the *Personal Preferences* icon  to display the Personal Preferences dialog box.
- 2 Click *Define Editor Overrides*.
- 3 In the *Extension* column, ensure that the correct file extension is selected in the drop-down list.
- 4 In the field in the *Application* column, specify the path to the application that you selected in [Step 3](#).

For example, if your OpenOffice application is installed in a location other than the default location, and you want Vibe to recognize the unique location, specify the pathname to the OpenOffice application.

- 5 Click *OK*.

B.11 Cannot Upload a File Because it Is Too Large

Problem: You are having trouble uploading a file because the file is too large.

You might be able to fix this problem by increasing the default amount of memory used by Java applets.

- ♦ [Section B.11.1, “Increasing the Default Memory Amount on Windows,”](#) on page 145
- ♦ [Section B.11.2, “Increasing the Default Memory Amount on Linux,”](#) on page 146

B.11.1 Increasing the Default Memory Amount on Windows

- 1 Navigate to the Control Panel (Click *Start* > *Settings* > *Control Panel*).
- 2 Double-click *Java*.

The Java Control Panel is launched.

- 3 Select the *Java* tab.
- 4 In the *Java Applet Runtime Settings* section, click *View*.
- 5 For each of your Java Runtime Versions, add `-Xmx256m` as a Java Runtime Parameter.
- 6 Click *OK*.

After increasing the default memory size for Java applets, you must exit all browsers and restart them before the change can take effect.

This setting causes the applet used for uploading files into a Novell Vibe folder to start up with 256 MB of memory. If the applet still indicates that there is not enough memory to run the applet, you might need to reduce this number.

B.11.2 Increasing the Default Memory Amount on Linux

- 1 Locate the JRE or JDK being used for the browser plug-in.
The location of the JRE or JDK varies depending on your system.
- 2 In the `bin` directory of the JRE or JDK, run the `ControlPanel` file.
The Control Panel is launched.
- 3 Select the *Java* tab.
- 4 In the *Java Applet Runtime Settings* section, click *View*.
- 5 For each of your Java Runtime Versions, add `-Xmx256m` as a Java Runtime Parameter.
- 6 Click *OK*.

After increasing the default memory size for Java applets, you must exit all browsers and restart them before the change can take effect.

This setting causes the applet used for uploading files into a Vibe folder to start up with 256 MB of memory. If the applet still indicates that there is not enough memory to run the applet, you might need to reduce this number.

B.12 Upload Applet Problems on SLED 10 SP1

Problem: When you use Novell Vibe in a browser running on SUSE Linux Enterprise Desktop (SLED) 10 SP1, dragging and dropping picture files onto the upload applet results in the pictures being displayed in the browser instead of being added to the Vibe entry as attachments. This problem was reported by a user running a Firefox Version 2.0.0.12 browser, but the problem can also appear with other browsers.

In future releases of SLED, this problem might not occur if the Java JRE software is updated. Until then, you can either use the HTML form method of uploading files (the icon is next to the icon for the upload applet). You can also use the following procedure as a workaround for the problem:

- 1 Use your windowing software to select and copy the photo files to your windowing system clipboard.
- 2 Click *Add Files to Folder*.
- 3 Right-click the *Upload applet* icon (a blue folder) within the upload applet box.

4 Select *Paste*.

Vibe attaches the pictures to the entry.

B.13 Vibe Applets Are Not Working

The following Novell Vibe applets do not currently work:

- ♦ The Add Files to Folder applet. This applet enables you to drag files from one location and drop them into a Vibe folder. It also enables you to copy and paste files into a Vibe folder.
- ♦ The Edit in Place applet. This applet enables you to easily edit files that are attached to entries.
- ♦ The Workflow Graphical Display applet. This applet enables you to graphically view the setup of your workflows.

You might be having difficulty using applets in Vibe in the following environments:

- ♦ [Section B.13.1, “Applets Are Not Working on a 64-Bit Operating System,” on page 147](#)
- ♦ [Section B.13.2, “Applets Are Not Working on Windows with Firefox 3.6 and Later,” on page 148](#)

B.13.1 Applets Are Not Working on a 64-Bit Operating System

Problem: If you are using a 64-bit operating system with a 64-bit version of Firefox (this is the default browser for some Linux 64-bit operating systems), Vibe applets do not work.

You can solve this problem in either of the following ways:

- ♦ [“Changing Your Browser to a 32-Bit Version of Firefox” on page 147](#)
- ♦ [“Installing a 64-Bit Java Browser Plug-In and Firefox 3.0 or Higher” on page 147](#)

Changing Your Browser to a 32-Bit Version of Firefox

A simple solution to this problem is to run a 32-bit version of Firefox on your 64-bit operating system.

- 1 Install a 32-bit version of Firefox.
- 2 Install the 32-bit Java browser plug-in into the 32-bit version of Firefox that you installed in [Step 1](#).

The Vibe applets now work as expected.

Installing a 64-Bit Java Browser Plug-In and Firefox 3.0 or Higher

If you want to keep your 64-bit browser, you can solve the applet problem by installing a 64-bit Java browser plug-in, and a version of Firefox greater than 3.0.

- 1 Download and install a 64-bit Java browser plug-in.
This Java browser plug-in supports only Firefox 3 or higher.
- 2 Download and install Firefox 3 or higher.

B.13.2 Applets Are Not Working on Windows with Firefox 3.6 and Later

Problem: After upgrading to Firefox 3.6 or later on a Windows client, Vibe applets no longer work.

To fix this problem:

- 1 Update your Java client software to Java version 1.6.0_18 or later.

B.14 Edit-In-Place Applet Is Not Working on Mac

All Novell Vibe applets work when using Firefox on Mac. However, the Edit-in-Place applet might not work if you have installed OpenOffice anywhere other than the default location.

To fix this problem:

- 1 Ensure that OpenOffice is installed at `/Applications/OpenOffice.org.app`.

If OpenOffice is not installed, you must install it.

If you have installed OpenOffice somewhere other than the default location, you must specify this location in the *Define Editor Overrides* section in Vibe, as described in [Section B.10.3, “Changing the Default Editor Settings When the Editor is Not Installed in the Default Location,”](#) on page 145.

If the problem persists, consult your Vibe administrator.

B.15 Troubleshooting Your Mobile Device

The following sections provide guidance for difficulties you might encounter when accessing Novell Vibe from a mobile device:

- ♦ [Section B.15.1, “Your Browser Does Not Automatically Direct You to the Mobile Interface,”](#) on page 148
- ♦ [Section B.15.2, “You Are Unable to View YouTube Videos from Your Mobile Device,”](#) on page 149
- ♦ [Section B.15.3, “Your BlackBerry Curve Does Not Work with the Mobile Interface,”](#) on page 149

B.15.1 Your Browser Does Not Automatically Direct You to the Mobile Interface

Problem: When accessing Vibe from your mobile device, the regular Vibe interface is displayed rather than the Vibe mobile interface. Because the regular Vibe interface is not optimized for mobile devices, this can make accomplishing tasks in Vibe difficult.

Some mobile device browsers do not automatically direct you to the Vibe mobile interface.

You can resolve this problem by manually accessing the Vibe mobile interface from your mobile device:

- 1 Launch a browser on your mobile device.
- 2 Specify the URL for your Vibe site, followed by `/mobile`.

For example: `http://host/mobile`.

The Vibe mobile interface is displayed.

B.15.2 You Are Unable to View YouTube Videos from Your Mobile Device

Problem: You are unable to view YouTube videos when accessing Vibe from a mobile device, such as a BlackBerry.

If you are unable to view YouTube videos when accessing Vibe from your mobile device, your device is probably not properly configured. To fix this problem:

- 1 Launch a Web browser, then navigate to the [YouTube mobile interface \(http://m.youtube.com\)](http://m.youtube.com).
- 2 Click the *Help* link, located near the bottom of the page.
- 3 Follow the instructions for optimizing YouTube Mobile for your device.

B.15.3 Your BlackBerry Curve Does Not Work with the Mobile Interface

Problem: You cannot get the Vibe mobile interface to function on your BlackBerry Curve.

The BlackBerry Curve has issues with JavaScript, and does not work with the Vibe mobile interface.

To fix this problem, update the browser on your BlackBerry Curve by updating the device software. For information on how to do this, see the BlackBerry Web site (<http://docs.blackberry.com/en/>) for documentation about updating your BlackBerry device software.

Accessibility for People with Disabilities

C

Users with disabilities can use assistive technology such as a screen reader to access pages in Novell Vibe OnPrem. Assistive technology users must adapt to the following Vibe functionality:

- ♦ [Section C.1, “New Windows Opened without Notification,” on page 151](#)
- ♦ [Section C.2, “Text Added to a Page Is Not Conveniently Available,” on page 151](#)
- ♦ [Section C.3, “Drop-Down List Access,” on page 151](#)

C.1 New Windows Opened without Notification

When you click certain areas in Novell Vibe, the Vibe interface opens new windows. However, Vibe does not notify the assistive technology user that it is opening a new window. As assistive technology users become familiar with Vibe, they identify and remember where new windows are opened.

C.2 Text Added to a Page Is Not Conveniently Available

For some actions, Novell Vibe adds text to a page that is already displayed. However, assistive technology software is not able to recognize that new text has been added unless the page is refreshed. After the page refreshes, the newly added text is available at the bottom of the page. The assistive technology user must move to the bottom of the page and then move backwards up through the new content.

C.3 Drop-Down List Access

In fields where you type text and a drop-down list appears, press Enter to move the focus into the list. Press Tab to move down through the list, then press Enter to select an item in the list.

