

Workspaces Part I – Web Files

This document provides instructions on how to use Web Files (new term: Library, part of Workspace)

User ID and password required.

Step 1. Log in at URL

http://ocs.nclt.us:7778/portal/page?_pageid=33,1&_dad=portal&_schema=PORTAL

ORACLE Collaboration Suite

Welcome to Oracle Collaboration Suite

Administrators' Tools

- Administration**
To manage and monitor Oracle Collaboration Suite, log on to [Oracle Collaboration Suite Control](#).
To create and manage users, log on to the [provisioning console](#).
- Documentation**
For the latest Collaboration Suite documentation, see the [Documentation Portal](#).
- Training**
Collaboration Suite Administrators' training is available through [Oracle University](#).
- Support**
Log on to [Metalink](#) for up-to-date Collaboration Suite technical support information, or participate in our free [support seminars](#) to learn more about Oracle's Support Services.

End User Resources

- Applications**
For access to all Collaboration Suite applications, log on to the [Collaboration Suite Portal](#).
Use the following links to access specific Collaboration Suite applications:
 - > [Oracle Web Access Client](#)
 - > [Oracle Mail](#)
 - > [Oracle Calendar](#)
 - > [Oracle Content Services](#)
 - > [Oracle Real-Time Collaboration](#)
 - > [Oracle Discussions](#)
 - > [Oracle Workspaces](#)
 - > [Oracle Collaboration Suite Search](#)
 - > [Oracle Mobile Preferences](#)
- Downloads**
Download Oracle desktop clients and tools from the [Oracle Desktop Access](#) page.

Developers' Resources

Visit the [Collaboration Suite Development Center](#) for information and resources you need to extend, integrate, and customize your collaborative applications.

Click this item (CSP)

ORACLE Collaboration Suite

Username

Password

Remember my username on this computer

Sign In Help

- Sign in using your username and password to access protected information and features.
- You may change your display language by clicking on the appropriate link in the Language section. (Note that your browser may not support all languages.)
- To access Oracle Collaboration Suite, your browser must support JavaScript.

- Sign in using your username and password.
- To access Collaboration Suite Portal, your browser must support JavaScript.

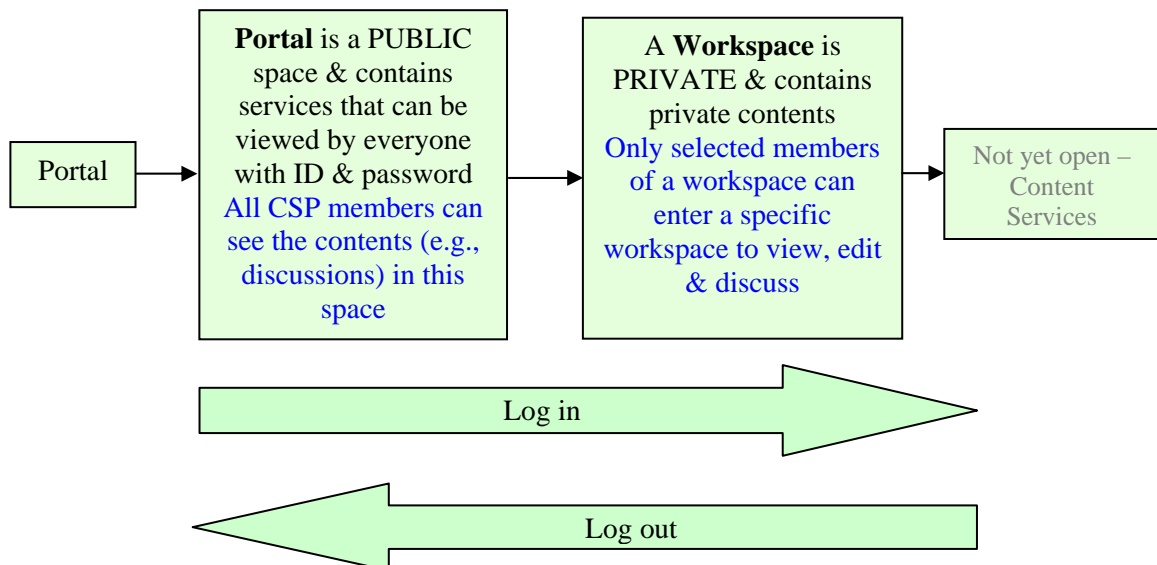
Notes:

The following pages illustrate only the basic features for immediate needs in workgroup collaboration. You are welcome to explore features that may be useful and bring your ideas to the discussion forum.

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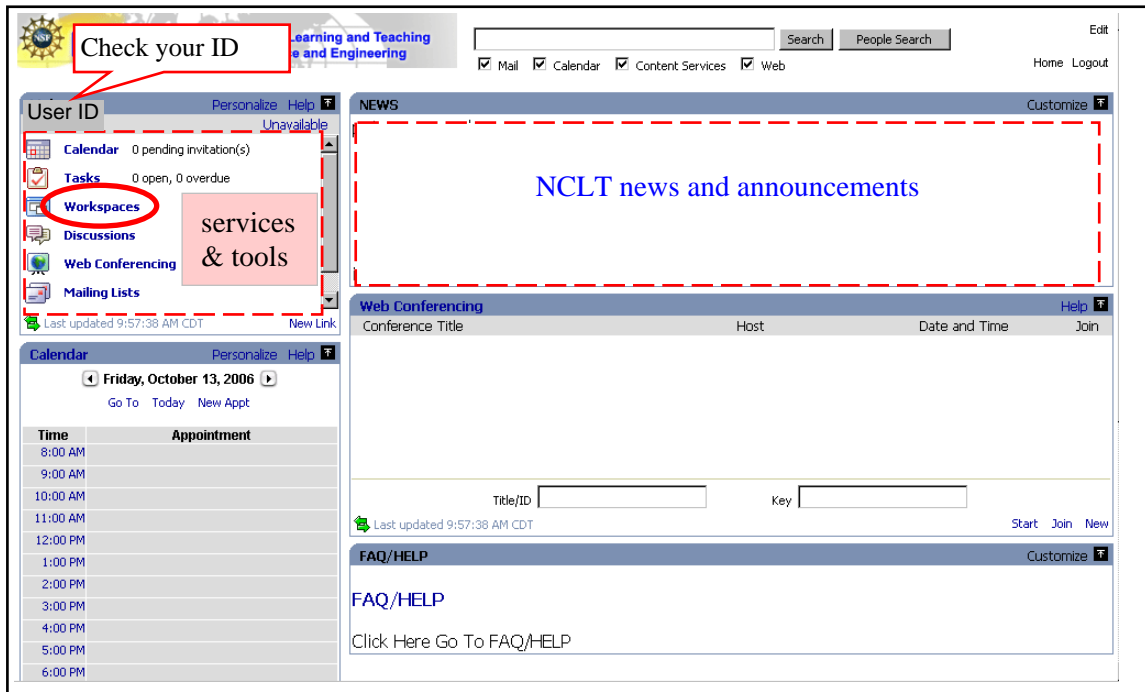
Useful Tips:

1. Mouse-over a hyperlink or icon usually displays its function.
2. * denotes compulsory entry.
3. Use the “Back” button on the browser to close a document.
4. Use the “Cancel” button on the CPS interface to return to the previous page.
5. If you log in with the same browser that you logged out with, CSP remembers where you logged out, i.e., next login brings you to the page where you last logged out. You can:
 - a. Click “Return to Portal” at top right corner to log out.
 - b. Open a new window to login at
http://ocs.nclt.us:7778/portal/page?_pageid=33,1&_dad=portal&_schema=PORTAL
(use NCLT website hyperlink or bookmark the URL on your browser)
6. If at any point, you want to return to portal page but do not see “Return to Portal”, backtrack URL to portal page
http://ocs.nclt.us:7778/portal/page?_pageid=33,1&_dad=portal&_schema=PORTAL
7. CSP services are organized in a hierarchical structure. When logging out, if any interface is contained in a separate pop-up, reverse the order of logging in when logging out. This may avoid error messages. See below:

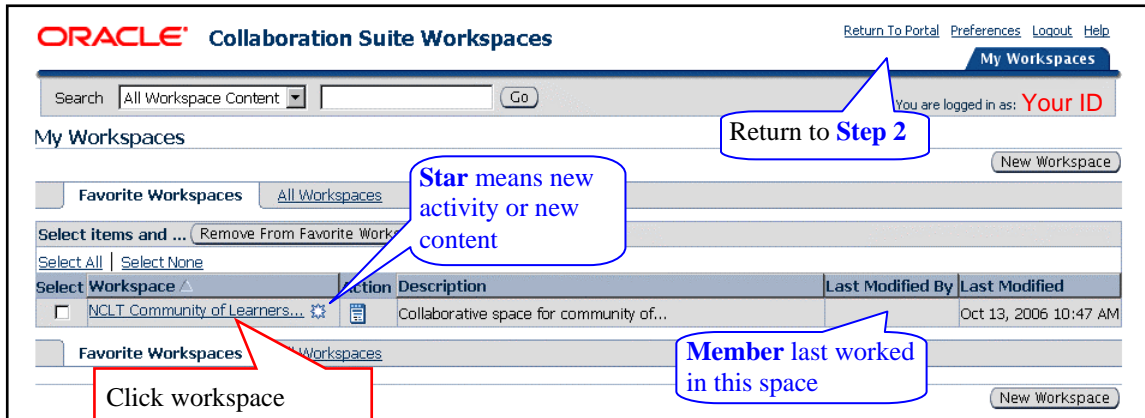


Workspaces Part I – Web Files

Step 2. Portal (public) - Go to Workspaces (private)



Step 3. Private workspaces



Workspaces Part I – Web Files

Step 4. Go to **Library** (file sharing service)

ORACLE Collaboration Suite Workspaces

My Workspaces > NCLT Community of Learners (CoL) 2006 > You are logged in as **your ID** . Your role is **writer**

Overview
Collaborative space for community of learners

Library Activity

| Name | Parent Folder | Last Modified | Last Modified By |
|-------------------------------------|---------------|---------------|------------------|
| There has been no recent library... | | | |

Discussions Activity

| Name | Forum | Last Modified | Last Modified By |
|-------------------------------------|-------|---------------|------------------|
| There has been no recent inbox a... | | | |

services & tools

- Overview
- Library**
- Meetings
- Tasks
- Announcements
- Discussions
- Inbox
- Views
- Members

Announcements
• No Announcements

My Pending Tasks
• No Pending Tasks

My Upcoming Meetings
• No Upcoming Meetings

Breadcrumbs: shows where you are

Click Library for Web Files

Overview: workspace activities at a glance

Step 5. File management (same starting point for 5a, b, c and d)

ORACLE Collaboration Suite Workspaces

Return To Portal Preferences Logout Help

My Workspaces > NCLT Community of Learners (CoL) 2006 > You are logged in as **your ID** . Your role is **writer**

Information
1 files have been uploaded.
Notify others...

Current Folder: Library

Filter By Name [] Go

5a New Folder **5b** Upload **5c** Go to Content Services

Select items and ... Add To View **5d** Copy Move Delete Notify

| Select | Name | Action | Status | Size | Last Modified By | Last Modified | Description |
|-------------------------------------|-------------------------|--------|--------|---------|------------------|-----------------------|-------------|
| <input type="checkbox"/> | Trash | | | | member | Oct 13, 2006 10:47 AM | |
| <input checked="" type="checkbox"/> | 10g test document 1.doc | | | 19.0 KB | member | Oct 13, 2006 1:42 PM | |

Click to view a file

Click to link a file to meeting, file, discussion or task

5a. Add a new folder

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > You are logged in as: Your role is

New Folder

General Links

* New Folder Name: test folder one

New Folder Description: []

Shows where you are

Click OK to create a new folder

(optional) Link to meeting, file, discussion or tasks. Note: create contents (task, discussion forum) before linking

Compulsory: enter folder name
Optional: enter description

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5b. Upload a file from your local folder

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > **2. Click OK to upload the file** Your role is

Upload Files to: Library Cancel OK

Files to Upload
Please select the files you wish to upload. You can rename each file by editing the "Rename" field. You can also enter a brief description of each file in the "Description" field.

| If File Exists | Rename (optional) | Description | File |
|----------------|-------------------|-------------|------------------|
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |
| Cancel Upload | | | Browse... |

1. Look for the file on your local folder. Enter new name & description if required

5c. Click the check box to select a file, add to **Views** & notify members to view new item

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > You are logged in as: Your role is

Add Items to View Cancel OK

Items to Be Added

| Name | Size | Last Modified By | Last Modified | Description |
|--------------------------------|---------|------------------|----------------------|-------------|
| 10g test document 1.doc | 19.0 KB | member | Oct 13, 2006 1:42 PM | |

File selected in Step 5

View to which items should be added

| Select Name | Last Modified By | Last Modified | Description |
|----------------|------------------|---------------|-------------|
| No item found. | | | |

Create a title to list the item in Views New View

ORACLE Collaboration Suite Workspaces Return To Portal Preferences Logout Help

My Workspaces

NCLT Community of Learners (CoL) 2006 My Workspaces > NCLT Community of Learners (CoL) 2006 > **Views** > You are logged in as: Your role is

Create New View Create

Enter the attributes of the view you want to create:

* View Name

Description

Click to list this item. Check Views on the left panel

Optional: e.g., explain why members need to view this file

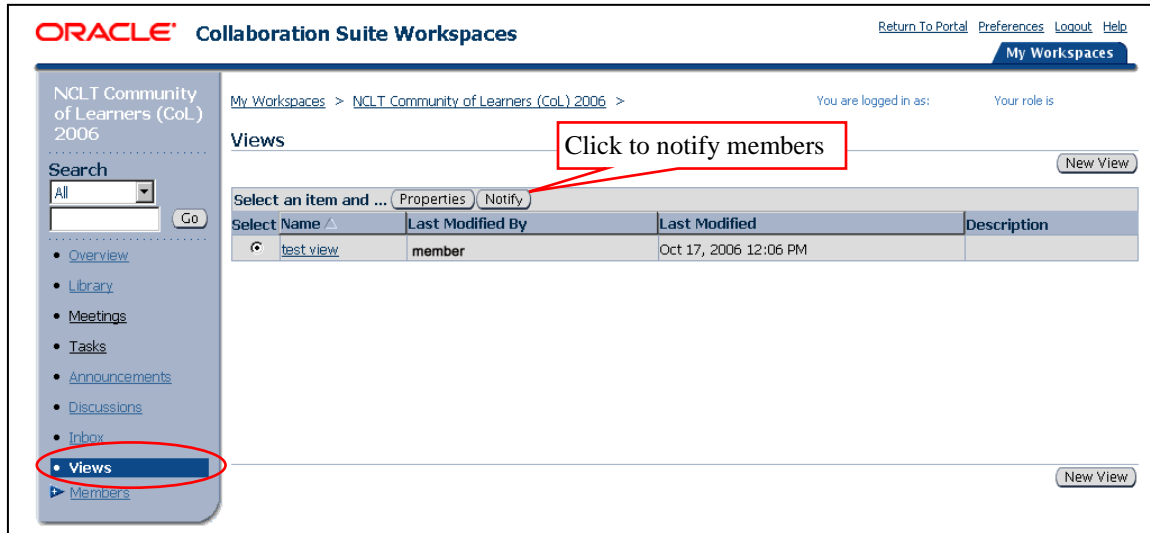
Compulsory: enter title to be listed in Views

Views

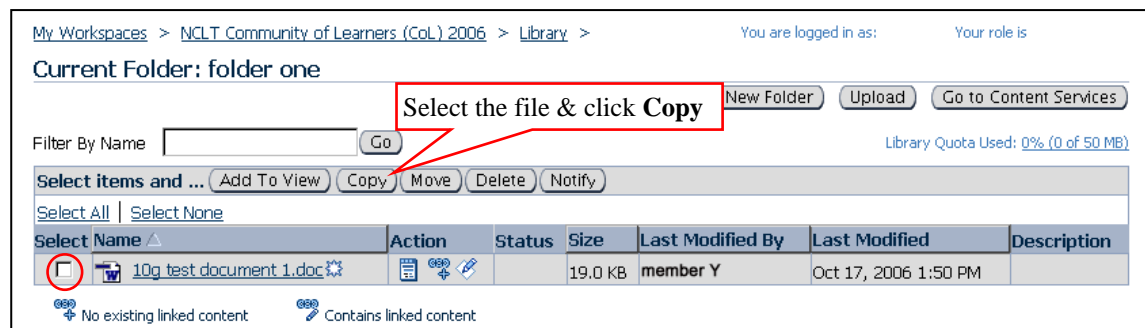
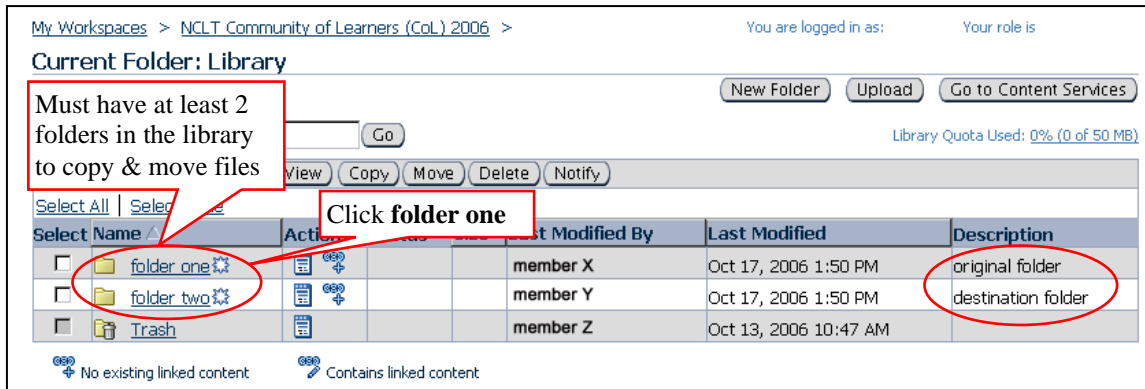
Cancel Create

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(continues 5c.) At **Views**, notify member to view the new file



5d. Select a file to copy or move into a subfolder in the same **Library**. (requires more than 2 Library folders for this function to work)



Workspaces Part I – Web Files

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > folder one > You are logged in as: Your role is

Copy Items Cancel OK

The listed files/folders are copied to the selected destination folder.

Items to Be Copied

| Name | Size | Last Modified By | Last Modified | Description |
|-------------------------|---------|------------------|----------------------|-------------|
| 10g test document 1.doc | 19.0 KB | member Y | Oct 17, 2006 1:50 PM | |

Destination Folder Click Library to view all the folders

Current Folder: NCLT Community of Learners (CoL) 2006 >

| Select Name | Last Modified By | Last Modified | Description |
|--|------------------|----------------------|-------------|
| <input checked="" type="radio"/> Library | member X | Oct 17, 2006 1:59 PM | |

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > folder one > You are logged in as: Your role is

Copy Items Cancel OK New Folder

The listed files/folders are copied to the selected destination folder.

Items to Be Copied Click OK

| Name | Size | Last Modified By | Last Modified | Description |
|-------------------------|---------|------------------|----------------------|-------------|
| 10g test document 1.doc | 19.0 KB | member Y | Oct 17, 2006 1:50 PM | |

Destination Folder

Current Folder: NCLT Community of Learners (CoL) 2006 > Library >

| Select Name | Last Modified By | Last Modified | Description |
|---|------------------|----------------------|--------------------|
| <input checked="" type="radio"/> folder one | member X | Oct 17, 2006 1:50 PM | original folder |
| <input type="radio"/> folder two | member Z | Oct 17, 2006 1:50 PM | destination folder |

Done!

My Workspaces > NCLT Community of Learners (CoL) 2006 > Library > **Current Folder: folder two** > You are logged in as: Your role is

New Folder Upload Go to Content Services

Filter By Name Go Library Quota Used: 0% (0.1 of 50 MB)

Select items and ... Add To View Copy Move Delete Notify

Select All | Select None

| Select Name | Action | Status | Size | Last Modified By | Last Modified | Description |
|---|--------|--------|---------|------------------|----------------------|-------------|
| <input checked="" type="checkbox"/> 10g test document 1.doc | | | 19.0 KB | member X | Oct 17, 2006 2:25 PM | |

No existing linked content Contains linked content

Follow the same sequence to move a file within the same Library.

Select a file in the same way to delete.