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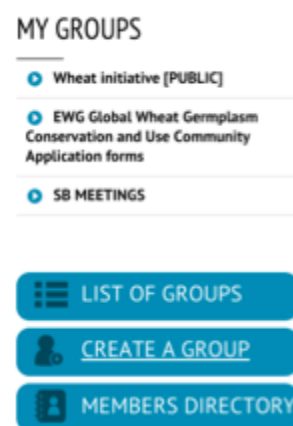
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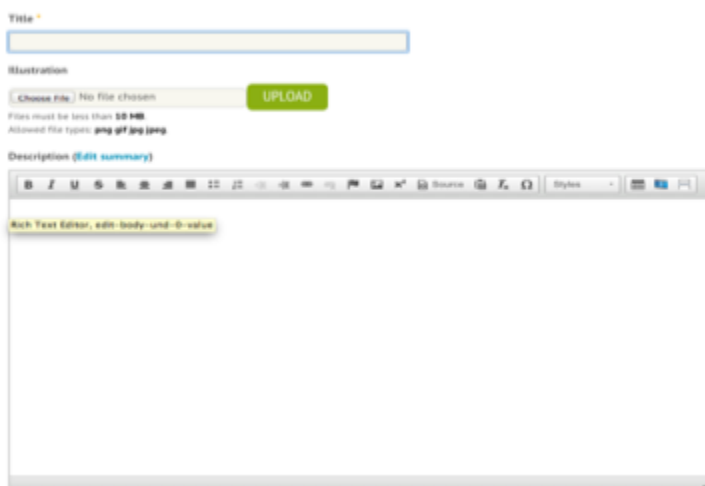
NB: FOR ALL ACTIVITIES IN THE WORKSPACES, YOU NEED TO BE LOGGED INTO YOUR ACCOUNT

## CREATE A WORKSPACE

To create a workspace, from the workspaces homepage, click on CREATE A GROUP from the list of blue tabs on the right.



### CREATE WORKSPACE



Insert the name of your workspace in the field TITLE.

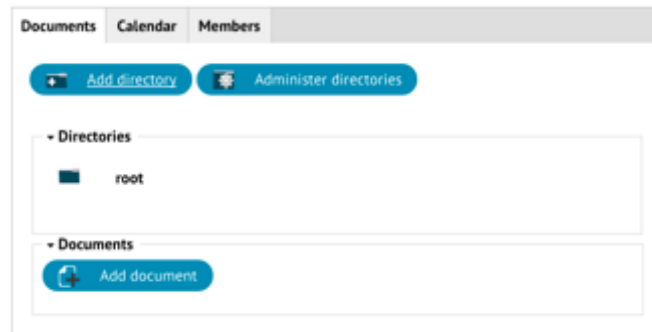
You can also add a description (Description) of your group and an image (Illustration).

Then click on SAVE at the bottom

## CREATE AN ARBORESCENCE

Having an arborescence will allow you to create different folders to better classify your files.

Click on ADD DIRECTORY



Give a name (Title\*) to your folder. For example xxxxxx

Select a parent term. A parent term is the source of your folder. All folders start being classified under 'root'.

List Edit

Title \*

Relations

Parent terms \*

Weight \*

0

Terms are displayed in ascending order by weight.

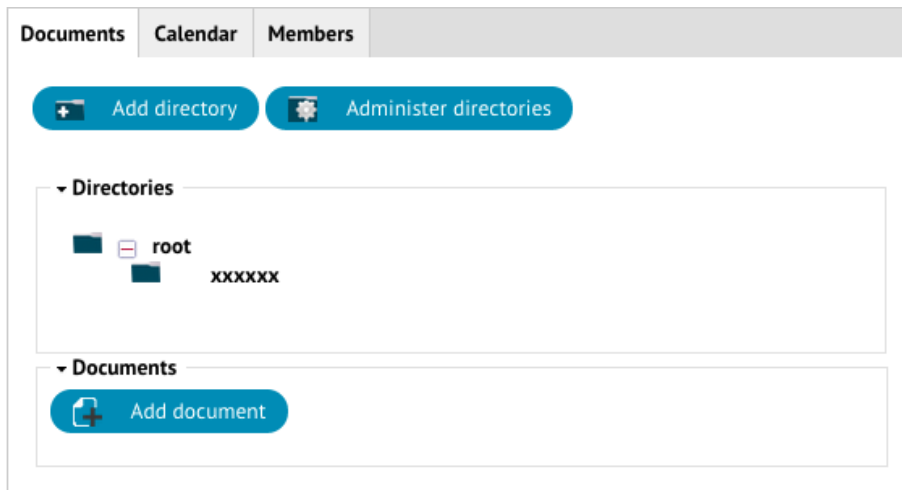
URL path settings

URL alias

Optionally specify an alternative URL by which this term can be accessed. Use a relative path and don't add a trailing slash or the URL alias won't work.

SAVE

Your xxxxxx folder is now created.



If you want to create a subfolder of the folder xxxxxx, select folder xxxxxx as the root. If you are creating many subfolders you can order them by selecting the Weight\*. Folders will be displayed in ascending order by weight.

Title \*

▼ Relations

Parent terms \*

- root
- xxxxxx
- yyyyyy

Weight \*

Terms are displayed in ascending order by weight.

▼ URL path settings

URL alias

Optionally specify an alternative URL by which this term can be accessed. Use a relative path and don't add a trailing slash or the URL alias won't work.

## ADMINISTER DIRECTORIES OF YOUR GROUP

If you want to change your arborescence or delete a subfolder, click on ADMINISTER DIRECTORIES.

Click on EDIT to DELETE a folder/subfolder.

Click on the arrow to re-arrange the order of folders.

List Edit

Add term

Show row weights

Name	Operations
+ root	edit
+ xxxxxx	edit
+ yyyyyy	edit

SAVE RESET TO ALPHABETICAL

## ADD DOCUMENTS

To add documents to your group, you should create - if relevant - an arborescence (see [CREAT AN ARBORESCENCE](#)).

To add a document to one folder, select the folder (for example here it's subfolder yyyyyy)

## MEMBERS FOLLOW-UP

Documents Calendar Members

Add directory Administer directories

Directories

- root
  - xxxxxx
    - yyyyyy

Documents

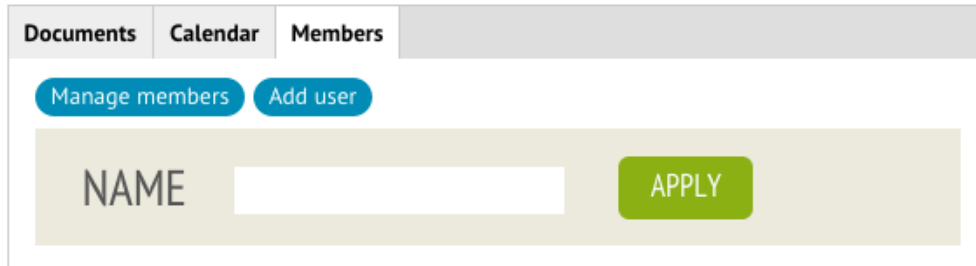
Add document

Then click on ADD DOCUMENT. You can only upload one document at the time.

## MANAGE MEMBERS OF YOUR GROUP/ADD USERS

To manage roles of your group members, from your group, click on MEMBERS, then MANAGE MEMBERS

To add users to your group, click on MEMBERS, then ADD USERS



The screenshot shows a navigation bar with 'Documents', 'Calendar', and 'Members' tabs. The 'Members' tab is selected. Below the tabs are two buttons: 'Manage members' and 'Add user'. Underneath is a form with a 'NAME' label, an input field, and a green 'APPLY' button.

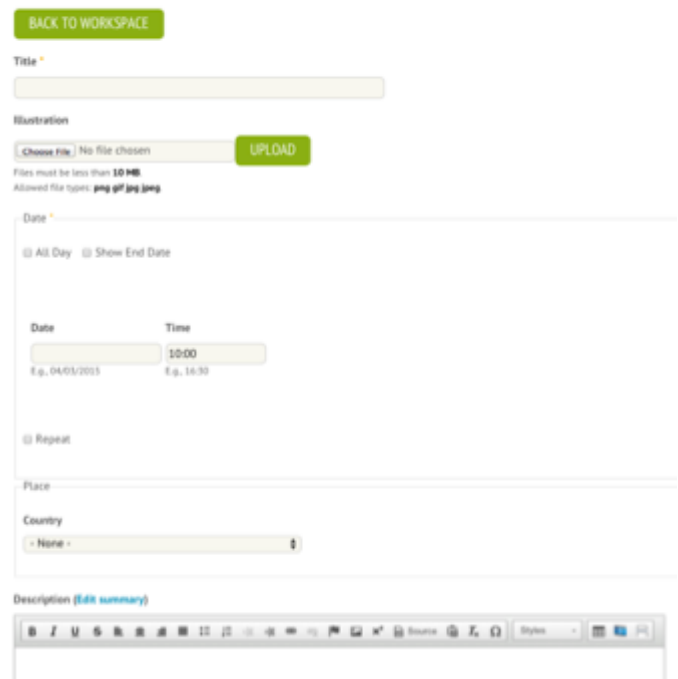
## ADD EVENTS TO YOUR GROUP

From your group, click on CALENDAR, then ADD EVENT.

Insert the name of your event and indicate the date and time in the respective fields. If the event lasts for more than one day click on SHOW END DATE to select the last day.

You can add the exact address of the event by selecting COUNTRY. The address field will automatically appear after the country selection.

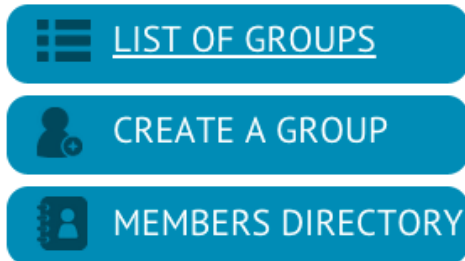
### CREATE WORKSPACE EVENT



The screenshot shows the 'CREATE WORKSPACE EVENT' form. It includes a 'BACK TO WORKSPACE' button, a 'Title' field, an 'Illustration' field with a 'Choose file' button and an 'UPLOAD' button. Below that is a 'Date' field with 'All Day' and 'Show End Date' options. The 'Date' and 'Time' fields are shown with example values. There is also a 'Repeat' option, a 'Place' field, a 'Country' dropdown menu, and a 'Description' field with a rich text editor.

## JOIN A GROUP

From the extranet homepage, click on LIST of GROUPS from the list of blue tabs on the right.



Then click on subscribe next to the group you want to join.