Vibe 4.0.4

User Guide

January 2018

Legal Notice

Contents

About This Guide

The *Micro Focus Vibe 4 User Guide* explains how to use the Micro Focus Vibe product.

This guide includes the following topics:

Audience

This guide is intended for new Micro Focus Vibe users.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the **comment on this topic** feature at the bottom of each page of the online documentation.

Documentation Updates

For the most recent version of this manual, visit the Micro Focus Vibe 4 Documentation website (http://www.novell.com/documentation/vibe4).

Additional Documentation and Resources

You can find more information in the Micro Focus Vibe documentation, which is accessible from the Micro Focus Vibe 4 Documentation website (http://www.novell.com/documentation/vibe4).

To access the *Micro Focus Vibe User Guide* from within Micro Focus Vibe, click your linked name in the upper right corner of each Vibe page, then click **Help**.

See the Micro Focus Vibe 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.

1 Getting Started

When you begin to use Micro Focus Vibe, 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.

- "About Micro Focus Vibe" on page 13
- "Accessing Micro Focus Vibe" on page 14
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- "Using Micro Focus Vibe Folders" on page 21
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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 a 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

About Micro Focus Vibe

- "Micro Focus Vibe Is Collaboration Software" on page 13
- "Micro Focus Vibe Is Social Networking Software" on page 14

Micro Focus 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, 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 email folders in a frantic effort to "catch someone up" on a lengthy email 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.

Micro Focus Vibe Is Social Networking Software

The out-of-the-box Micro Focus 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.

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, email 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.

Accessing Micro Focus Vibe

Micro Focus Vibe provides three convenient access methods:

- "Accessing Micro Focus Vibe from a Web Browser" on page 15
- "Accessing Micro Focus Vibe from Your File System" on page 15
- "Accessing Micro Focus Vibe from a Mobile Device" on page 15

Accessing Micro Focus Vibe from a Web Browser

You can access Micro Focus Vibe from a web browser. This guide focuses on this access method.

Accessing Micro Focus Vibe from Your File System

You can access Micro Focus Vibe directly from the file system on your computer (Windows or Mac).

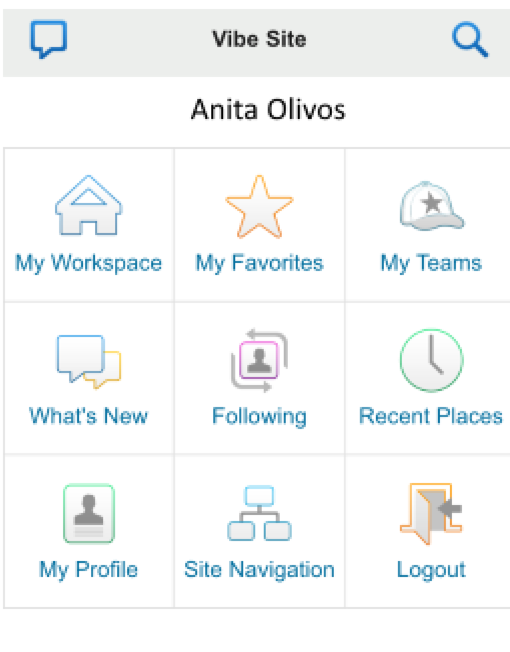
For more information, see the *Micro Focus Vibe Desktop for Windows Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_desktop/data/vibe4_qs_desktop.html) and the *Micro Focus Vibe Desktop for Mac Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_desktopmac/data/vibe4_qs_desktop.html).

Accessing Micro Focus Vibe from a Mobile Device

There are native iOS, Android, and Windows Phone mobile apps for accessing the Vibe site. Accessing Vibe through a web browser on a mobile device is not supported. Instead, download the Vibe mobile app that is compatible with your mobile device.

For more information, see the *Micro Focus Vibe Mobile Quick Start* (https://www.novell.com/documentation/vibe4/vibe4_qs_mobile/data/vibe4_qs_mobile.html).

The following image shows Vibe on an iOS device. The look and feel differs on Android and Windows devices.



Starting Micro Focus Vibe

1. Launch a web browser (such as Mozilla Firefox or Internet Explorer).
2. Go to the URL of your corporation's Micro Focus Vibe site.
3. In the **User ID** field, specify your Vibe user name.

4 In the **Password** field, specify your Vibe password.

If you do not know your Vibe user name and password, contact your Vibe administrator.

5 Click **OK**.

Getting to Know the Micro Focus Vibe Interface and Its Features

When you first launch Micro Focus 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 "Finding What's New" on page 26.

Understanding the Masthead

The Masthead contains the following features:

Name Link: Click your linked name in the upper right corner of any Vibe page to view the following options:

- **Data Quota information:** (Conditional) Your current data quota and the amount of your quota that you have used are displayed.

  If this option is not displayed, the Vibe administrator has not restricted you to a data quota. For more information about data quota in Vibe, see "Managing Your Data Quota" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.
- **View Profile:** Displays your Vibe profile.
- **Personal Preferences:** Displays your personal preferences. You can configure the following personal preferences:
  - **Entry Display:** Specify the default behavior when clicking a file name. For more information, see "Configuring the Display Style of Entries" on page 146.
  - **Items per Folder Page:** Specify how many entries you want to appear on a given page. For more information, see "Configuring the Number of Entries to Display on a Folder Page" on page 88.
  - **Hide 'Public' Collection:** Select this option to hide the **Public** icon in the masthead so that it is no longer displayed in the web client. For more information about viewing files that have been shared with the public, see "Accessing Public Files and Folders" on page 37.
  - **Define Editor Overrides:** This feature allows you to change the default editor settings for editing files. For more information, see "Unable to Edit Files That Are Attached to Entries" on page 178.
- **Live Feed:** Displays live feeds of the latest entries in your teams, places you are following, or across the entire site.

  For more information, see "Viewing Live Feeds" on page 46.

- **Vibe Resource Library:** Displays the Vibe Resource Library, which includes additional information and resources, including downloadable custom forms and workflows, relevant articles, and more.
- **Change Password:** Specify your current and new password. For more information, see "Changing Your Password" on page 20.
- **Help:** Displays the Vibe *Web Application User Guide*.
- **Download Vibe Desktop App:** (Conditional) Displays the Vibe desktop app download page.

  If this option is not available, the Vibe administrator has not enabled it.
- **Sign out:** Signs you out of the Vibe site.

Understanding the Navigation Panel

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

Understanding the Action Toolbar

The Action toolbar contains the following features:

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

Expand/Contract Masthead 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.

For more information, see "Finding What's New" on page 26.

My Favorites: Enables you to add a place as a favorite, or to quickly visit your favorite places on the Vibe site.

For more information, see "Managing Your Favorite Places" on page 50.

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

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

For more information, see "Viewing and Revisiting Recent Places" on page 49.

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 "Searching for Information" on page 29.

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. You can view who has recently visited your workspace, as well as see your personal tags.

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.

Accessories: Contains an Accessory panel that lists entries from your Guestbook, Blog, and Photo Album folders. You can manage these accessories as described in Chapter 9, "Managing Accessories," on page 147.

Understanding the Content Area

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

Setting Up Your Personal Workspace

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

Modifying Your Profile

You might need to manually update your profile in order for important contact information to be seen, such as your email 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 probably because your personal information is being synchronized from an external directory server. You must consult your Vibe administrator to make changes.

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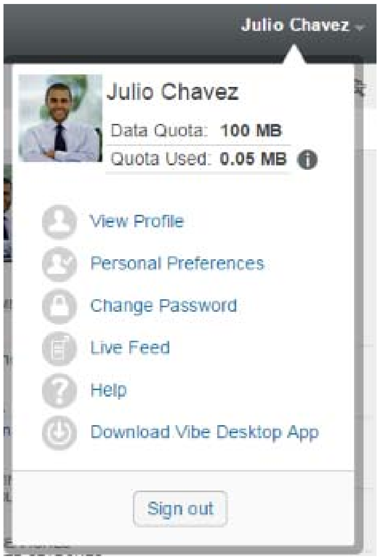
1 Click your linked name in the upper right corner of any Vibe page.



2 Click **View Profile**.

3 Click **Edit**, make any necessary changes, then click **OK**.

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 Next to the workspace name, click the **Configure** icon, then click **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 "Displaying YouTube Videos in a Folder Entry" on page 144.

Background Image: Click the **Browse** icon to browse to an image on your computer's file system. The provided drop-down list contains images only if you are branding a team workspace and if you have attached images to the workspace, as described in "Modifying a Workspace" on page 66.

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Changing Your Password

Only local and external users can change their passwords as described in this section. If you cannot change your Vibe password as described in this section, contact your Vibe administrator.

1. Click your linked name in the upper right corner of any Vibe page.
2. Click **Change Password**.

   The Change Password dialog box is displayed.
3. Specify your current password, then specify and confirm the new password.
4. Click **OK**.

Creating a Team Workspace

By default, everyone in Micro Focus 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**.

   The Teams page is displayed.
3. Click **New Workspace**.

   The New Workspace page is displayed.

   If you do not see the **New Workspace** 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, click the name of the directory where you want to create the new team workspace, then, next to the workspace name, click the **Configure** icon . Click **New Workspace**. Ensure that you select **Team Workspace** in the **Workspace** section. Or, follow the steps in "Creating a Team Workspace inside of an Existing Team Workspace" on page 75.

4 Specify the following information:

Workspace Title: Provide a title for the workspace.

Workspace: Select **Team 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 "Using the Vibe Clipboard" on page 160.

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 "Creating a New Folder" on page 79.

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 75.

Using Micro Focus Vibe Folders

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

For more detailed information about each type of Vibe folder, see Chapter 7, "Working with Specific Folder Types," on page 93.

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 "Working with Discussion Folders" on page 93.

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 "Working with Blog Folders" on page 94.

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 "Working with Calendar Folders" on page 96.

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 "Working with Guestbook Folders" on page 99.

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 "Working with Files Folders" on page 99.

Milestones

Milestones folders track the progress of several Tasks folders. Milestones folders are most often used in those workspaces, although they can also be used in other workspaces. For more information, see "Managing a Project Management Workspace" on page 77.

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 "Using Micro-Blogs" on page 42.

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 "Working with Photo Album Folders" on page 101.

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 "Working with Surveys Folders" on page 103.

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 "Working with Tasks Folders" on page 105.

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 "Working with Wiki Folders" on page 114.

Displaying Help Documentation

1 Click your linked name in the upper right corner of each Vibe page, then click the **Help** icon.

When you click this icon, Vibe displays the *Vibe User Guide* in a new browser window.

2 Getting Informed

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

Accessing Micro Focus Vibe from Your Mobile Device

Micro Focus Vibe includes a mobile interface that is supported on the following mobile devices:

Platform	Requirement
Android	• 4.*x* thru 7.*x*
Windows	• 8.1 or 10 (latest versions)
Mac	• iOS 8.*x* thru 10.*x*

For more information about using Vibe on your mobile phone, see the *Micro Focus Vibe Mobile Quick Start* (https://www.novell.com/documentation/vibe4/vibe4_qs_mobile/data/vibe4_qs_mobile.html).

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 entries by using the What's New page. You can view new entries for various categories, comment on entries, and more.

To perform actions on entries, you must have appropriate rights. For more information about rights, see "Controlling Access" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Viewing New Entries

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 entries.

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 entries for any of the following categories:

   - ***Current Folder or Workspace*:** Displays new entries in the folder or workspace that you are in when you click **What's New** in the Action toolbar.
   - **My Files:** Displays new entries in your My Files area.

     For information about My Files, see "Accessing Your Personal Files and Folders (My Files)" on page 36.
   - **Shared with Me:** Displays new entries in your Shared with Me area.

     For information about Shared with Me, see "Accessing Shared Files and Folders" on page 36.
   - **Shared by Me:** Displays new entries in your Shared by Me area.

     For information about Shared by Me, see "Accessing Shared Files and Folders" on page 36.
   - **Public:** Displays new entries that have been shared with the public.

     For information about viewing files that have been shared with the public, see "Accessing Public Files and Folders" on page 37.
   - **My Favorites:** Displays new entries in your favorite places.

     For information on how to add places as favorites, see "Adding a Favorite Place" on page 50.
   - **My Teams:** Displays new entries in your teams.

For more information on how to create a team workspace, see "Creating a Team Workspace" on page 75.

- **Followed People:** Displays new entries that have been added by the people you are following.

  To quickly unfollow a person, expand **Followed People**, hover over the person's name who you want to stop following, then click the x.

  For information on how to follow people, see "Following People" on page 38.
- **Followed Places:** Displays new entries that have been added to the places you are following.

  To quickly unfollow a place, expand **Followed Places**, hover over the place that you want to stop following, then click the x.

  For information on how to follow places, see "Following Workspaces and Folders" on page 38.
- **Site Wide:** Displays new entries 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 entries 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 to see what's new in that team workspace.

Marking an Entry as Unread

After you view an entry from the What's New page, the entry is marked as Read. You can mark an entry as Unread, directly from the What's New page.

1. Click the **Actions** drop-down arrow next to the entry that you want to mark as Unread.
2. Click **Mark as unread**.

You can mark the entry as Read by clicking the **Actions** drop-down arrow next to the entry, and then clicking **Mark as read**.

For information about how to display only unread entries on the What's New page, see "Displaying Only Unread Entries" on page 29.

Commenting on a New Entry

You can comment on entries directly from the What's New page.

1. Click the **Actions** drop-down arrow next to the entry that you want to comment on.
2. Click **Comment**.

   A comment field is opened inline on the What's New page.
3. Specify your comment in the provided field, then click **Send**.

Sharing a New Entry

You can share entries directly from the What's New page.

1. Click the **Actions** drop-down arrow next to the entry that you want to share.
2. Click **Share**.

The Share this Entry dialog box is displayed.

3 Continue with Step 3 in "Sharing Entries, Folders, and Workspaces" on page 54.

Subscribing to a New Entry

You can subscribe to entries directly from the What's New page.

1 Click the **Actions** drop-down arrow next to the entry that you want to subscribe to.

2 Click **Subscribe**.

The Subscribe to Entry dialog box is displayed.

3 Select the email addresses or phone numbers where you want the notifications to be sent. You can subscribe to full emails, emails without attachments, or text messages.

You can update the email addresses and phone numbers that Vibe uses to send you notifications by modifying your personal profile, as described in "Modifying Your Profile" on page 18.

Tagging a New Entry

You can tag an entry directly from the What's New page.

1 Click the **Actions** drop-down arrow next to the entry that you want to tag.

2 Click **Tag**.

The Tag this Entry dialog box is displayed.

3 Select either **Personal Tag** or **Global Tag**, depending on whether you want this tag to be visible to only yourself or to the entire community.

For more information about the difference between personal and community tags, see "Choosing Between Personal Tags and Global Tags" on page 52.

4 Begin typing the name of the tag that you want to apply to the entry.

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 see a list of existing tags, click inside the provided field, then press the Spacebar.

5 Finish typing the name of the tag, or select it from the drop-down list, then click the **Add** icon .

The entry is now marked with the tag that you specified.

6 Click **OK**.

For more information about tags, see "Using Tags" on page 50.

Editing and Deleting a New Entry

You can edit and delete entries directly from the What's New page.

1 Click the title of the entry or comment that you want to edit or delete.

The entry is displayed.

2 Click **Modify** or **Delete** 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.

Displaying Only Unread Entries

You can display only unread entries on the What’s New page. By default, all entries are displayed.

1 On the What’s New page, click **Showing all entries** in the upper right corner.
2 Click **Show unread**.

For information about how to mark entries as Unread after you have read them, see “Marking an Entry as Unread” on page 27.

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 entries.

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 .

Configuring How Many Entries Are Displayed on a Page

You can configure how many entries you want to show on a single page in the Vibe interface by modifying your personal preferences, as described in “Configuring the Number of Entries to Display on a Folder Page” on page 88.

Finding What’s Unread

Micro Focus Vibe enables you to view unread entries in any workspace or folder.

1 Navigate to the workspace or folder where you want to view all unread entries.
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 entries that you have not yet read.

Searching for Information

Search functionality in Micro Focus 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:

Using Basic Search

To perform a basic search:

1 Type the words or quoted phrases into the **Search** field, then press Enter.

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

Search Capability	Function	Example
AND, OR, and NOT between two terms	Searches for Vibe entries where two terms or phrases: • Both exist (AND) • Either exist (OR) • One exists but not the other (NOT) By default, Vibe uses AND when you do not specify an operator between two terms.	`sales NOT figure` 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.	`"marketing meeting notes"`

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.	`birthDate:{20070503* TO 20100608*}` searches all entries whose birthDate 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, `birthDate:[20070503* TO 20100608*]` searches all entries whose birthDate field contains values of 5/3/2007 or greater and 6/8/2010 or less. The search field name (birthDate) 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.)
Asterisk (*) after word fragments (You cannot put an asterisk before word fragments)	Searches for words that begin with the word fragment that you specify.	`work*` searches for words such as "workspace" and "workshop." `*space` does not search for words ending in "space," such as "workspace."
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.	`t??e` returns all results containing the words "true," "tree," and so forth. You cannot use a question mark as the first character in a search.
Tilde (~) after a term	Searches for approximate matches for a single word.	`roam~` finds matches such as "foam" and "roams."
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.	`"marketing notes"~5` searches for instances where the words "marketing" and "notes" appear within 5 words of each other.

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

Click the **Search Options** icon to refine your search to include only people, places, or tags, as described in “Searching for Specific People, Places, or Tagged Items” on page 33.

You can also select one of your saved searches.

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`, and 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 type-to-find functionality. 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.

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 Search**.

If your search requires more than one criterion, click **Add** to add 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 "Using Basic Search" on page 30.

Search Entire Site: Searches the entire site. This option is already selected if you just performed a site-wide search.

Search My Files: Searches only files and folders that are located in your My Files area.

Search Shared with Me: Searches only files and folders that are located in your Shared with Me area.

Search Shared by Me: Searches only files and folders that are located in your Shared by Me area.

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.

Search All Sub Places: Searches everything below what you selected in the Workspace tree.

Search deleted items: Search for items that have been moved to the trash. The search returns only items that are in the Trash. Items that have been deleted (purged) from the Vibe system cannot be searched.

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 how you want to sort your search results. You can sort search results by the following categories:

- **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.
- **Rating:** When you select **Rating**, entries that have the highest rating are displayed at the top of the list. For more information on rating entries, see "Rating a Folder Entry" on page 145.
- **Reply Count:** When you select **Reply Count**, entries that have the most replies are displayed at the top of the list.

Sort by (secondary): Enables you to sort your search results by a secondary category.

If you want to sort by only one category, select the same category that you selected in the **Sort by** drop-down 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 "Using Tags" on page 50.

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

Entry Attributes: Search for entries based on an element that the user selected in the entry, such as a select box or a radio button. For example, select **Task Entry**, then in the next field that appears, select **Due Date**. In the third field that appears, select a day to perform a search for all tasks due on that particular day.

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.

Searching for Items That Have Been Moved to the Trash

Vibe enables you to search for items that have been moved to the Trash on the Vibe site. After you find the item that you're searching for, you can view the item by clicking it. For information on how to recover the item, see "Recovering a Workspace from the Trash" on page 67, "Recovering a Folder from the Trash" on page 81, or "Recovering a Folder Entry from the Trash" on page 130. You can recover the item only if you have appropriate rights. If you want to recover the item but you do not have appropriate rights, contact the user who created the item and ask them to recover it.

For more information on recovering items in Vibe, see "Restoring Items from the Trash" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

To search for an item that has been moved to the Trash:

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 "Using Advanced Search" on page 33.

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

Deleted (purged) items cannot be displayed.

5 Click **Search**.

Saving and Reusing Searches

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

- "Saving Your Search" on page 35
- "Accessing Saved Searches" on page 35

Saving Your Search

1 After you have performed a search that you want to save, click **View** > **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.

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 "Using Basic Search" on page 30 and "Using Advanced Search" on page 33.

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

2. Click **View** > **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.

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 "Using Basic Search" on page 30 and "Using Advanced Search" on page 33.

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

2. Click **View** > **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.

Accessing Shared Files and Folders

Files and folders that you have shared with others are stored in one convenient location. Files and Folders that others have shared with you are stored in another location.

You can view files and folders that others have shared with you or that you have shared with others.

1. Click **My Workspace** in the Action toolbar.

2. In the Navigation Panel, click **Shared with Me** to see files and folders that have been shared with you. Click **Shared by Me** to see files and folders that you have shared with others.

For more information about sharing, as well as how to view shared files and folders, see Chapter 4, "Sharing Entries, Folders, and Workspaces," on page 53.

Accessing Your Personal Files and Folders (My Files)

Any Files folders or Photo Album folders that are located in your personal workspace are displayed in your My Files area. This is a convenient way to access these types of folders in a single location. You can also add File entries and Photo entries directly to your My Files area.

To access your My Files:

1. Click **My Workspace** in the Action toolbar.
2. In the Navigation Panel, click **My Files** .

NOTE: The My Files Storage folder (located in your personal workspace) is the actual location where files that you add directly to your My Files area are stored. You can add files directly to this folder or to the My Files area.

The My Files Storage folder is created at the time that you first access your My Files area.

Finding What's Unread

Micro Focus Vibe enables you to view unread entries in any workspace or folder.

1. Navigate to the workspace or folder where you want to view all unread entries.
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 entries that you have not yet read.

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

Accessing Public Files and Folders

Public files are files that have been shared with the public. The ability to make files and folders available to the public must be enabled by your Vibe administrator.

To access public files and folders:

1. In the masthead, click **Public** .

You can hide this option so that it is no longer displayed in the web client:

1. Click your linked name in the upper right corner of any Vibe page.
2. Click **Personal Preferences**, then select **Hide 'Public' Collection**.
3. Click **OK**.

For information about how to make a file or folder publicly available, see Chapter 4, "Sharing Entries, Folders, and Workspaces," on page 53.

Users who do not have a Vibe user account can enter the Vibe site as a guest user (as described in "Accessing Micro Focus Vibe from a Web Browser" on page 15) and view all items that have been shared with the public.

Following and Unfollowing Places and People of Interest

Micro Focus 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.

- "Following Workspaces and Folders" on page 38
- "Following People" on page 38
- "Viewing the Workspaces, Folders, and People You Are Following" on page 39
- "Viewing Activity from the Workspaces, Folders, and People You Are Following" on page 39
- "Unfollowing Workspaces, Folders, or People" on page 40

Following Workspaces and Folders

- "Following Workspaces" on page 38
- "Following Folders" on page 38

Following Workspaces

1. Navigate to the workspace that you want to follow.
2. Click lick the **Configure** icon next to the workspace title, then click **Follow this Workspace**.

Following Folders

1. Navigate to the folder that you want to follow.
2. Click the **Configure** icon next to the folder title, then click **Follow this Folder**.

Following People

- "Using the Workspace to Follow Someone" on page 38
- "Using the Presence Icon to Follow Someone" on page 39

Using the Workspace to Follow Someone

1. Navigate to the personal workspace of the user who you want to follow.
2. Click the **Configure** icon next to the workspace title, then click **Follow this Person**.

   or

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

Using the Presence Icon to Follow Someone

1 Click the **Presence** icon or linked name 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**.

Viewing the Workspaces, Folders, and People You Are Following

You can quickly see which workspaces, folders, and people you are currently following:

1 Navigate to the home page of your personal workspace.

2 Click the **What's New** tab.

3 Select **People and Places being Followed**.

4 On the right side of the page, the workspaces, folders, and people you are following are displayed.

Viewing Activity from 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 "Viewing the Micro-Blog Entries of People You Are Following" on page 42.

Unfollowing Workspaces, Folders, or People

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

- “Unfollowing a Person” on page 40
- “Unfollowing a Workspace or Folder” on page 40

Unfollowing a Person

- “Using the Workspace to Unfollow Someone” on page 40
- “Using the Presence Icon to Unfollow Someone” on page 40

Using the Workspace to Unfollow Someone

1 Navigate to the personal workspace of the user who you want to stop following.

2 Click the **Configure** icon next to the workspace title, then click **Stop Following this Person**.

or

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

Using the Presence Icon to Unfollow Someone

1 Click the **Presence** icon or linked name of the user you want to stop following.

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 **Following**.

Unfollowing a Workspace or Folder

- “Unfollowing Workspaces” on page 41
- “Unfollowing Folders” on page 41

Unfollowing Workspaces

1. Navigate to the workspace that you want to stop following.
2. Click the **Configure** icon next to the workspace title, then click **Stop Following this Workspace**.

Unfollowing Folders

1. Navigate to the folder that you want to stop following.
2. Click the **Configure** icon next to the folder title, then click **Stop Following this Folder**.

Viewing Recent Contributions

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

1. Navigate to the home page of 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.

Viewing Assigned Tasks

To help you keep track of tasks that have been assigned to you, Micro Focus 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.

For information on how to view all tasks that are assigned to you in a full interactive task view, see "Viewing Your Tasks in a Full Interactive View" on page 112.

Viewing Calendar Events

To help you keep track of your calendar events, Micro Focus 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.

Sharing Workspaces, Folders, and Entries

Micro Focus 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.

For more information, see Chapter 4, “Sharing Entries, Folders, and Workspaces,” on page 53.

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

For more information on traditional blogs within Micro Focus Vibe, see “Working with Blog Folders” on page 94.

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**.

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:

For information on how to follow people in Vibe, see “Following Workspaces and Folders” on page 38.

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 “Setting Up a Live Feed” on page 46.

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 the *Micro Focus Vibe Mobile Quick Start* (https://www.novell.com/documentation/vibe4/vibe4_qs_mobile/data/vibe4_qs_mobile.html).

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 43
- "Viewing a User's Micro-Blog Entries by Navigating to His or Her Personal Workspace" on page 44

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.

Subscribing to a Folder or Entry

You can configure Micro Focus Vibe to send you email 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 email notifications to you (as described in “Configuring Folders to Send Email Notifications to Other Users” in the *Micro Focus Vibe 4.0.4 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.

- “Subscribing to a Folder” on page 44
- “Subscribing to an Entry” on page 44
- “Selecting Notification Types and Delivery Destinations” on page 44
- “Adding and Modifying Delivery Destinations” on page 45
- “Overriding Higher-Level Notification Settings” on page 45

Subscribing to a Folder

1. Navigate to the folder that you want to subscribe to.
2. Click the **Configure** icon next to the folder title, then click **Subscribe to Folder**.

   The Subscribe dialog box is displayed.
3. Continue with “Selecting Notification Types and Delivery Destinations” on page 44.

Subscribing to an Entry

1. Click the drop-down arrow next to the entry that you want to subscribe to, then click **Subscribe**.

   The Subscribe dialog box is displayed.
2. Continue with “Selecting Notification Types and Delivery Destinations” on page 44.

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 email address or phone number that you want the notifications to be sent to.

1. Select an email address or phone number where you want the notifications to be sent.

You can select multiple email or phone number delivery destinations for each notification type by simply pressing Ctrl and selecting the email addresses or phone numbers.

You can select these delivery destinations in any of the provided sections, which represent the email notification types:

Digest Email: (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.

Email only: Vibe sends one message for every new or changed entry. The email 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.

Email with Attachments: (Includes Attachments) Vibe sends one message for every new or changed entry, and messages include attached files.

Text Message: 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 "Overriding Higher-Level Notification Settings" on page 45.

3. Click **OK**.

Adding and Modifying Delivery Destinations

You can add and modify your email 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**, **Mobile E-Mail**, and **Text Messaging E-Mail** fields.
4. Click **OK**.

Now, when you select your notification types and delivery destinations as described in "Selecting Notification Types and Delivery Destinations" on page 44, the new or modified contact information is displayed.

Overriding Higher-Level Notification Settings

If a folder owner or administrator has configured a folder to send you email 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 the **Configure** icon next to the folder title, then click **Subscribe to Folder**.
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 email notifications:

1 Navigate to the folder where you want to override the higher-level notification settings.
2 Click the **Configure** icon next to the folder title, then click **Subscribe to Folder**.
3 Ensure that no email address is selected in any of the sections.
4 Select **Override preset notifications with these selections**.
5 Click **OK**.

Using Remote Applications

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

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

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

You can also display remote applications as folder and workspace accessories, as described in "Creating an Accessory" on page 147.

Viewing Live Feeds

Micro Focus 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.

Setting Up a Live Feed

To set up a live feed from your Vibe site:

1 Click your linked name in the upper right corner of the Vibe site, then click the **Live Feed** icon .

   The live feed is displayed.
2 In the **Show** drop-down list, select from the following options:
   - **My Teams:** Displays the most recent entries of members of your various teams.
   - **All Followed:** Displays the most recent entries that have been posted to the places that you are currently following, as well as the entries for the people 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 live feed window.

The live feed window is displayed in your desktop notification area.

Viewing New Entries in Your Live Feed

1 Open the live 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 the **Refresh** icon .

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 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.

Displaying a News Feed in the GroupWise Client

You can display your Vibe news 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 2012 Windows Client User Guide*.

Viewing Folders as RSS or Atom Feeds

RSS and Atom enable you to set up feeds to Micro Focus 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Synchronizing Tasks and Calendars to a Desktop Application

iCal functionality in Micro Focus Vibe enables you to synchronize Vibe tasks and calendars with any desktop application that supports the iCal format (for example, Google and Outlook). You can synchronize tasks and calendars in the following ways:

- "Synchronizing Tasks Folders and Calendar Folders" on page 48
- "Synchronizing Task and Calendar Items When Entries Are Created" on page 48

Synchronizing Tasks Folders and Calendar Folders

You can 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.
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.

Synchronizing Task and Calendar Items When Entries Are Created

When you create a task or calendar entry in Vibe, you can configure Vibe to send an email notification and iCal task/appointment to all of the users, groups, or teams that you associated with the task or calendar entry.

1. When creating the entry, select **Send an E-Mail Notification to Assignees**, or **Send an E-Mail Notification to Attendees**, depending on whether you are creating a task or a calendar entry.

iCal tasks and appointments appear in the recipients' main task list or calendar if the email application supports iCal. When users mark a task Accepted or Completed, an email message is sent to the original entry creator, notifying the entry creator of the change. However, the change in status is not reflected in Vibe.

For more information on how to create an entry in Vibe, see "Creating a Folder Entry" on page 122.

3 Navigating the Micro Focus Vibe Interface

Micro Focus Vibe provides various methods of navigating the interface.

Navigating the Workspace Tree

You can access the Workspace tree from any page within Micro Focus 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.

Viewing and Revisiting Recent Places

Micro Focus 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.

By default, Vibe stores your 20 most-recently visited places.

Viewing and Revisiting Recent Entries

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

1. Click **My Workspace** in the Action toolbar.
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.

Managing Your Favorite Places

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

- "Adding a Favorite Place" on page 50
- "Accessing Your Favorite Places" on page 50
- "Editing Your Favorite Places" on page 50

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**.

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.

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**.

Accessing Your Teams

Micro Focus 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.

Using Tags

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

- "Tagging Workspaces or Folders" on page 51
- "Tagging Entries" on page 51

- "Locating Tagged Items" on page 52
- "Choosing Between Personal Tags and Global Tags" on page 52

Tagging Workspaces or Folders

1. Navigate to the workspace or folder that you want to tag.
2. Click the **Configure** icon next to the workspace or folder title, then click **Tag this Workspace** or **Tag this Folder**, depending on whether you want to tag a workspace or folder.

   The Tag this Workspace or Tag this Folder dialog box is displayed.
3. Select either **Personal Tag** or **Global Tag**, depending on whether you want this tag to be visible to only yourself or to the entire community.

   For more information about the difference between personal and community tags, see "Choosing Between Personal Tags and Global Tags" on page 52.
4. Begin typing the name of the tag that you want to apply to the workspace or folder.

   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.

   TIP: To see a list of existing tags, click inside the provided field, then press the Spacebar.

   ---
5. (Conditional) To apply an existing tag, select the tag when it appears in the drop-down list.
6. (Conditional) To create a new tag, specify the name of the tag, then click the **Add** icon .

   The workspace or folder is now marked with the tag that you specified, and the tag is displayed in the Tag this Workspace dialog box.
7. Click **OK**.

Tagging Entries

1. In the entry that you want to tag, click the **Tags** tab.
2. Click **Add Tags**.
3. Select either **Personal Tag** or **Global Tag**, depending on whether you want this tag to be visible to only yourself or to the entire community.

   For more information about the difference between personal and community tags, see "Choosing Between Personal Tags and Global Tags" on page 52.
4. Begin typing the name of the tag that you want to apply to the workspace or folder.

   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.

   TIP: To see a list of existing tags, click inside the provided field, then press the Spacebar.

   ---
5. (Conditional) To apply an existing tag, select the tag when it appears in the drop-down list.
6. (Conditional) To create a new tag, specify the name of the tag, then click the **Add** icon .

   The entry is now marked with the tag that you specified, and the tag is displayed in the Tag this Entry dialog box.
7. Click **OK**.

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.

   To see a list of existing tags, click inside the provided field, then press the Spacebar.

4. Select the tag from the drop-down list.

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

Choosing Between Personal Tags and Global 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.

Global Tags: Global tags can be used and viewed by anyone who has rights to view the workspace, folder, or entry where a global tag is implemented. For example, if you create a global 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 global tag only if you have appropriate rights.

For more information on using Search to locate tagged items, see "Using Advanced Search" on page 33.

4 Sharing Entries, Folders, and Workspaces

Micro Focus Vibe enables you to share workspaces, folders, and entries with other Vibe users as well as users external to your organization.

This functionality must first be enabled by your Vibe administrator and by the workspace owner. After the Vibe administrator has enabled the ability to share, folder and workspace owners can enable or disable this ability on their individual folders and workspaces (as described in "Configuring Sharing Rights for a Workspace" on page 70). If you cannot share files and folders as described in this section, the ability has not been enabled.

Understanding Shared-Access Rights

Shared-access rights are how you define which users are allowed to do what with the entries, folders, and workspaces that you share with them.

You can grant users the following rights when you share entries, folders, and workspaces with them:

Viewer: Users can view individual entries, folders, and workspaces that are shared with them; users can view the contents of the folders and workspaces that are shared with them.

Editor: Users can view and modify individual entries, folders, and workspaces that are shared with them; users can modify the contents of the folders and workspaces that are shared with them.

Contributor (Folders and Workspaces, not Entries): Users can rename or delete the shared folder or workspace. Users can create entries in the folder or workspace, rename existing entries, modify entries, move entries, and delete entries inside the folder or workspace.

Allow re-share with: If you want to allow the share recipient to share the item with other users, you can select from the following re-share rights:

- **Internal users:** Can re-share items with internal Vibe users.
- **External users:** Can re-share items with external Vibe users.
- **Public:** Can re-share items with the public.

- **File Link:** Can re-share items by distributing a File Link, as described in "Distributing a Link to a File" on page 56.

Understanding Sharing Options

Vibe provides various methods of making files and folders available to others. How you decide to make files available might depend on various factors, such as the sensitivity of the information you are distributing or the relevance of information to certain individuals.

- **Sharing with individual users and groups:** Sharing lets you share files and folders with specific users and groups internal to your organization or with specific users external to your organization. When you share an entry, folder, or workspace, you define the shared-access rights that users have to the item. For example, you might give a user Viewer access only. Or, you might give a user Editor access to an entry and allow them to re-share the entry with others.

  Sharing with specific users and groups provides the greatest level of security for your entries, folders, and workspaces. Users receive a notification about the shared item and the item is displayed in their Shared with Me area.

  For more information, see "Sharing Entries, Folders, and Workspaces" on page 54.
- **Sharing with the Public:** When you share an item with the Public, any person with the URL to the Vibe site can view the file in the Public area.

  For information about how to share files and folders with the Public, see "Sharing Entries, Folders, and Workspaces" on page 54.
- **Distributing a File Link:** (File entries only) You can distribute a link (URL) to a file entry. When you distribute a link to a file, any user with the link can access the file. However, the file is not displayed in the Public area, so users must have direct access to the link in order to view the file.

  For information about how to distribute a File Link, see "Distributing a Link to a File" on page 56.

Sharing Entries, Folders, and Workspaces

You can share workspaces, folders, and entries with internal and external users:

1. Navigate to the workspace or folder that you want to share, or navigate to the folder that contains the entries that you want to share.
2. **Sharing a workspace or folder:** Click the **Configure** icon next to the workspace or folder title, then click **Share this Workspace** or **Share this Folder**.

   Sharing multiple entries (Files, Discussions, and Tasks folders only): Select one or more items that you want to share, then click **Share**. (In Files folders, click **Share** again.)

   Sharing single entries: Click the drop-down arrow next to the entry, folder, or workspace that you want to share, then click **Share Entry**.

   or

   If the drop-down arrow is not available, open the entry, then click **Actions** > **Share this Entry**.

   The Share dialog box is displayed.
3. You can share with internal Vibe users, external users, and the public:
   - To share with internal Vibe users, begin typing the name of the user, group, or team with whom you want to share the item, then click the name when it appears in the drop-down list.
   - To share with users external to your organization, specify a user's email address, then press Enter.

Or

Click the **External User** icon, then specify the user's email address and click **OK**.

Your Vibe administrator must enable this functionality. To see if you have rights to share with external users, hover over the **Information** icon next to the input field.

For more information about sharing with external users, see "Sharing with People Outside Your Organization" on page 58.

* To share with the public, click **Make Public** in the upper right corner of the Share dialog box.

  Users who do not have a Vibe user account can enter the Vibe site as a guest user (as described in "Accessing Micro Focus Vibe from a Web Browser" on page 15) and view all items that have been shared with the public.

  External users do not have access to view items that have been shared with the public. In order for external users to view items that have been shared with the public, they must log in to the Vibe site as the Guest user.

  Your Vibe administrator must enable this functionality. To see if you have rights to share with the public, hover over the **Information** icon next to the input field.

* To quickly share with many users, you can copy user email addresses from one location and paste them into the **Add a user, group or email address** field on the Share dialog box.

  Email addresses can be for internal or external users and must be separated by a comma (,) or a space.

4 In the **Shared With** column, click the name of the users or groups whose share settings you want to modify. You can select multiple users and modify the share settings simultaneously.

  The share settings for the user you most recently added to the **Shared With** column are already displayed.

5 Select the access rights that you want to grant to the user or group.

  You cannot modify access rights when sharing with the public or when distributing a File Link.

  * **Viewer:** Users can view individual entries, folders, and workspaces that are shared with them; users can view the contents of the folders and workspaces that are shared with them.

    This is the only option available when sharing with the public or when distributing a File Link.

  * **Editor:** Users can view and modify individual entries, folders, and workspaces that are shared with them; users can modify the contents of the folders and workspaces that are shared with them.
  * **Contributor (Folders and Workspaces, not Entries):** Users can rename or delete the shared folder or workspace. Users can create entries in the folder or workspace, rename existing entries, modify entries, move entries, and delete entries inside the folder or workspace.

6 In the **Allow re-share with** section, select whether you want them to be able to share with internal users, external users, the public, or via a File Link.

7 In the **Expires** field, select from the following options:

  * **Never:** The share never expires.
  * **On:** Select a given day for the rights to expire.

    Rights expire at the beginning of the day that you select.

  * **After:** Specify a certain number of days for the rights to remain active.

    Each day is counted as a 24-hour period from the time that you set the expiration.

8 If you want to include a personal note in the share, specify a note in the **Note** field.

Only the users and groups that you share with can read the note.

The share note cannot exceed 255 characters in length.

9 Select from the following notification options:

- **All recipients:** All recipients in the share list are notified.
- **Only newly added recipients:** Only recipients that you add to the share list are notified.
- **New and modified recipients:** Only new recipients and recipients whose share rights you are modifying are notified.
- **None:** No notifications are sent.

Notifications contain the following information:

- A link to the shared item
- The note that was entered specifically for the user that the item is being shared with (see Step 8)
- When the share expires (See Step 8)

10 Click **OK**.

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

Distributing a Link to a File

You can distribute a link (URL) to a file. When you distribute a link to a file, any user with the link can access the file. However, the file is not displayed in the Public area, so users must have direct access to the link in order to access the file.

- "Copying a File Link" on page 56
- "Emailing a File Link" on page 57
- "Editing or Removing a File Link" on page 57

Copying a File Link

You can copy the File Link and distribute it in whatever manner you prefer. For example, you might copy the link and send it as part of an instant message or text message.

1 Navigate to the file for which you want to copy the File Link.

2 Click the drop-down arrow next to the entry, then click **Copy Link**.

or

Select multiple files, then click **Share** > **Copy Link**.

The Copy File Link dialog box is displayed.

3 (Conditional) If a link has not been previously generated for the file, click **Get File Link**.

4 Copy either of the following links. Separate links are available for each file that you selected.

View File Link: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.

Download File Link: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser. This link allows users to access the file directly.

5 Click **Close**.

Emailing a File Link

You can email a File Link either by using Vibe's built-in email system or by using your default email client (such as Novell GroupWise).

- "Using Vibe's Built-In Email System to Email a File Link" on page 57
- "Using Your Default Email Client to Email a File Link" on page 57

Using Vibe's Built-In Email System to Email a File Link

1 Navigate to the file for which you want to email the File Link.

2 Click the drop-down arrow next to the entry, then click **Email Link using Vibe**.

   or

   Select multiple files, then click **Share** > **Email Link using Vibe**.

   The Email File Link dialog box is displayed.

3 Specify the email address where you want to send the File Link, a personal message to include, and when the link will expire.

4 Click **Send**.

   The following links are included in the email:

   View: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.

   Download: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser. This link allows users to access the file directly.

Using Your Default Email Client to Email a File Link

1 Navigate to the file for which you want to email the File Link.

2 Click the drop-down arrow next to the entry, then click **Email Link**.

   A new email is displayed, with the following URLs included in the message body:

   View: This link displays the file in a web browser in an HTML view. If the file type cannot be displayed in a web browser, this link is not available.

   Download: Depending on browser settings, users are either prompted to download or open the file, or the file is automatically displayed in the browser. This link allows users to access the file directly.

3 Specify the users who you want to email, then send it.

Editing or Removing a File Link

After a File Link has been distributed either by copying the link or by emailing it, you can modify it if you have appropriate rights. You can modify the expiration date or note associated with the link, or you can remove the link so that the file is no longer accessible to users who have access to the file via the link.

- "Editing the Expiration Date or Deleting the File Link" on page 58
- "Editing the Note Associated with a File Link" on page 58

Editing the Expiration Date or Deleting the File Link

1. Navigate to the file for which you want to edit the File Link.
2. Click the drop-down arrow next to the entry, then click **Edit Link**.

   The Edit File Link dialog box is displayed.
3. (Conditional) To edit the expiration date for the File Link, click the drop-down arrow next to the **Expires** field, then select the day that the link will expire or the number of days before the link expires.
4. (Conditional) To delete the File Link, click **Delete** > **Yes**.

Editing the Note Associated with a File Link

To edit a note associated with a File Link, you must also have Share rights on the file. To edit the note, you modify the File Link via the Share dialog, as described in "Modifying or Removing a Share" on page 61.

You can also modify the expiration date or delete the File Link via the Share dialog.

Sharing with People Outside Your Organization

NOTE: This functionality must first be enabled by your Vibe administrator before you can share with users outside your organization.

Vibe enables you to designate specific users who are not part of your organization and grant them access to view and collaborate on your corporate entries, folders, and workspaces.

When you share an item with a user external to your organization, a Vibe account is automatically created for that user by using the user's email address. The user must then register on the Vibe site.

- "Logging in As an External User to See a Shared Item" on page 58
- "Making Files Accessible to the Public" on page 59

Logging in As an External User to See a Shared Item

When a user external to the Vibe site receives a shared item, a Vibe account is automatically created for that user by using the user's email address.

The user must then register on the Vibe site in order to log in.

At least one unexpired item must be shared with you for you to be able to log in to the Vibe site.

1. In the email notification that you received notifying you about the shared item, click the link to the shared item.
2. On the Vibe login page, specify your first and last name, then create a password. Your User ID is your email address where the shared item was sent and cannot be changed.
3. Click **Register**.

   You are authenticated to the Vibe system, and the shared item is displayed.

4 (Optional) In addition to items that have been shared with them, external users can view all items that have been made publicly available by clicking **Public** in the sidebar.

The ability to make files and folders available to the public must be enabled by your Vibe administrator.

Making Files Accessible to the Public

You can make files and folders available for public access outside your organization. For information about how to share files or folders with the public, see "Sharing Entries, Folders, and Workspaces" on page 54.

The following types of users can see items that have been shared with the public:

- All internal users
- Users who log in to the Vibe system as the Guest user

  Users who do not have a Vibe user account can enter the Vibe site as a guest user (as described in "Accessing Micro Focus Vibe from a Web Browser" on page 15) and view all items that have been shared with the public.

NOTE: External users do not have access to view items that have been shared with the public. In order for external users to view items that have been shared with the public, they must log in to the Vibe site as the Guest user.

Viewing Items You Have Shared

Vibe makes it easy to see items that you have shared. You can quickly adjust users' access rights to shared items, send notes to those you are sharing with, and so forth.

1 Click **My Workspace** from any Vibe page, then click **Shared by Me**.

All files and folders that you have shared are displayed, along with the following information:

Comments: Comments associated with the shared item.

Shared with: The users who you shared the item with. If you shared the item with more than one user, each user is listed.

Shared on: The date and time the item was first shared.

Expire: The date the share expires. After this date, users no longer have access to the shared item.

Access: The level of access that users have to the shared item. Depending on the access rights that users have been granted to the item, they can view, edit, or share the item. If the item that you shared is a folder, users might also be able to manage files within the folder.

For more information about the various levels of access, see "Understanding Shared-Access Rights" on page 53.

Note: A note specifically for any user who receives the share. Only the users and groups who receive the share can read the note.

Viewing Items Others Have Shared with You

Vibe makes it easy to find items that others have shared with you. You might also receive an email notification with a link to the shared item.

1 Navigate to your personal workspace.

2 Click **My Workspace** from any Vibe page, then click **Shared with Me** .

   All files and folders that have been shared with you are displayed, along with the following information:

   Comments: Comments associated with the shared item.

   Shared by: The users who shared the item with you. If more than one user has shared a particular item with you, each user is listed.

   Shared on: The date and time the item was first shared with you.

   Expire: The date the share expires. After this date, you no longer have access to the shared item.

   Access: The level of access that you have to the shared item. Depending on the access rights that you've been granted to the item, you can view, edit, or share the item. If the item that was shared with you is a folder, you might also be able to manage files within the folder.

   For more information about the various levels of access, see "Understanding Shared-Access Rights" on page 53.

   Note: A note specifically for you and any other user who receives the share. Only the users and groups who receive the share can read the note.

Hiding Items in the Shared with Me and Shared by Me Views

You can hide files and folders that have been shared with you or that you have shared with others. Hidden files and folders are no longer displayed by default in your **Shared with Me** and **Shared by Me** views in the web client, the Vibe desktop application, and the Vibe mobile app.

After you have marked shared items as hidden, you can manage them by displaying hidden items in addition to items that have not been hidden, or you can display only hidden items.

- "Hiding Shared Items" on page 60
- "Displaying Hidden Items" on page 61
- "Displaying Only Hidden Items" on page 61

Hiding Shared Items

To hide items in your **Shared with Me** and **Shared by Me** views:

1 Navigate to the **Shared with Me** or **Shared by Me** view.

2 Select the check box next to the files and folders that you want to hide, then click **More** > **Hide Selected Shares**.

Displaying Hidden Items

You can display hidden items in your **Shared with Me** and **Shared by Me** views. This means that hidden items are displayed in addition to items that have not been hidden.

1. Navigate to the **Shared with Me** or **Shared by Me** view where the hidden items are located.
2. Click the drop-down arrow in the upper right corner of the view, next to the filter, then click **Show Hidden Shares**.
3. (Optional) To make hidden files and folders visible again, select the check box next to the files and folders that you want to make visible, then click **More** > **Unhide Selected Shares**.

Displaying Only Hidden Items

You can display only hidden items in your **Shared with Me** and **Shared by Me** views. This means that items that have not been marked as Hidden are not displayed.

1. Navigate to the **Shared with Me** or **Shared by Me** view where the hidden items are located.
2. Click the drop-down arrow in the upper right corner of the view, next to the filter, then select **Show Hidden Shares**.
3. Click the drop-down arrow in the upper right corner of the view, next to the filter, then deselect **Show Unhidden Shares**.

Modifying or Removing a Share

If you have granted a user access to a file through sharing, you can modify or revoke the user's access.

1. Click **Shared by Me** from any Vibe page.
2. **Sharing a workspace or folder:** Click the **Configure** icon next to the workspace or folder title being shared with one or more users whose access you want to modify or remove, then click **Share this Workspace** or **Share this Folder**.

   Sharing multiple entries (Files, Discussions, and Tasks folders only): Select one or more items being shared with one or more users whose access you want to modify or remove, then click **Share**. (In Files folders, click **Share** again.)

   Sharing single entries: Click the drop-down arrow next to the entry, folder, or workspace being shared with one or more users whose access you want to modify or remove, then click **Share Entry**.

   or

   If the drop-down arrow is not available, open the entry, then click **Actions** > **Share this Entry**.

   The Share dialog box is displayed.
3. (Conditional) To modify user access:

   3a Select the users whose access rights you want to change, then select the new level of access in the **Access Rights** section.

You can choose from the following rights:

- **Viewer:** Users can view individual entries, folders, and workspaces that are shared with them; users can view the contents of the folders and workspaces that are shared with them.
- **Editor:** Users can view and modify individual entries, folders, and workspaces that are shared with them; users can modify the contents of the folders and workspaces that are shared with them.
- **Contributor (Folders and Workspaces, not Entries):** Users can rename or delete the shared folder or workspace. Users can create entries in the folder or workspace, rename existing entries, modify entries, move entries, and delete entries inside the folder or workspace.

3b In the **Allow re-share with** section, select whether you want them to be able to share with internal users, external users, the public, or via a File Link.

3c In the **Expires** field, select from the following options:

- **Never:** The share never expires.
- **On:** Select a given day for the rights to expire.

  Rights expire at the beginning of the day that you select.
- **After:** Specify a certain number of days for the rights to remain active.

  Each day is counted as a 24-hour period from the time that you set the expiration.

3d If you want to include a personal note in the share, specify a note in the **Note** field.

Only the users and groups that you share with can read the note.

The share note cannot exceed 255 characters in length.

4. (Conditional) To remove user access, select the share that you want to remove, then click **Delete**.
5. Click **OK**.

Obtaining URLs (Permalinks) of Shared Entries, Folders, and Workspaces

Vibe assigns URLs to each entry, folder, and workspace in the Vibe system. You can use these URLs (called Permalinks) as a quick way to either point users to a file or folder or to download a file that is located in the Vibe system.

IMPORTANT: Users must already have access to the entry, folder, or workspace via an individual share or a public share in order to access the item from a permalink. Just because a user has a permalink to an entry, folder, and workspace does not necessarily mean that user has access to view the item or to download it. To grant access to an entry, folder, and workspace, you should either share it (as described in "Sharing Entries, Folders, and Workspaces" on page 54) or distribute a File Link (as described in "Distributing a Link to a File" on page 56).

To obtain a permalink for an entry, folder, and workspace:

1. Navigate to and open the entry, folder, and workspace for which you want to obtain the permalink.
2. (Conditional) If you want the permalink for a file that is an attachment, click the **Attachments** tab.

   Only Files folders can contain files that are not attachments.

3 (Conditional) To obtain a permalink for a file, click the drop-down arrow next to the file, then click **View Details**.

4 (Conditional) To obtain a permalink for a folder or workspace, click the folder or workspace name.

5 Click the **Permalinks** link at the bottom of the page.

6 Copy one of the available permalinks. After a user clicks the permalink, the function of the permalink differs depending on which link is used:

   Permalink: Links to the file or folder in Vibe. Users who are not already logged in are prompted to log in, unless the file or folder is shared with the public.

   File Download Permalink: (Does not apply to folders or workspaces) Depending on browser settings, users are either prompted to download or open the file, or the file is automatically opened. This link allows users to access the file directly.

5 Managing and Using Workspaces

Your Micro Focus Vibe 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.

General Workspace Management

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

Creating a New Workspace

Micro Focus 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 the **Configure** icon next to the workspace title, then click **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**.

Sharing a Workspace

For information about sharing workspaces in Vibe, see Chapter 4, “Sharing Entries, Folders, and Workspaces,” on page 53.

Modifying a Workspace

After the workspace has been created, you can modify the workspace title and description, change the icon that represents the workspace, and upload attachments to the workspace.

1. Navigate to the workspace that you want to modify.
2. Click the **Configure** icon next to the workspace title, then click **Edit Workspace**.
3. Modify the workspace as desired, then click **OK**.

Deleting a Workspace

IMPORTANT: Deleting a workspace renders the workspace and all folders and entries within the workspace unrecoverable; they are permanently deleted from the Vibe site.

1. Navigate to the workspace that you want to delete.
2. Click the **Configure** icon next to the workspace title, then click **Delete Workspace**.

The Delete dialog box is displayed.

3 (Conditional) To move the workspace to the trash, select **Move to trash**, then click **OK**.

   Selecting this option removes the workspace from its current location without permanently deleting it from the Vibe system. You can undelete the workspace as described in "Recovering a Workspace from the Trash" on page 67.

4 (Conditional) To permanently delete the workspace, select **Delete**.

   IMPORTANT: Deleted items cannot be recovered.

   ---

5 (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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

6 Click **OK**.

Recovering a Workspace from the Trash

Vibe enables you to recover a workspace that you previously moved to the Trash, restoring it to its previous location.

1 Navigate to the workspace where the workspace previously resided before it was moved to the Trash.

   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 moved to the Trash 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 **View** > **View 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 restore. Also, select any folders that the workspace contained that you also want to restore.

4 Click **Restore**.

   The workspace and any folders that you selected are restored to their previous location.

For more information about undeleting, see "Restoring Items from the Trash" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Copying a Workspace

NOTE: When copying a workspace, only items within the workspace (workspaces, folders, and entries) that you have rights to view are copied. After the workspace is copied to the new location, it assumes the access rights of the workspace where it was copied.

1. Navigate to the workspace that you want to copy.
2. Click the **Configure** icon next to the workspace title, then click **Copy Workspace**.

   The Copy Workspace page is displayed.
3. In the **Destination Folder** field, begin typing the name of the workspace where you want to copy the workspace, then click it when it appears in the drop-down list.

   or

   Click the **Browse** icon next to the **Destination Folder** field, then browse to and select the workspace where you want to copy the workspace.
4. Click **OK**.

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 the **Configure** icon next to the workspace title, then click **Move Workspace**.

   The Move Workspace page is displayed.
3. In the **Destination Folder** field, begin typing the name of the workspace where you want to move the workspace, then click it when it appears in the drop-down list.

   or

   Click the **Browse** icon next to the **Destination Folder** field, then browse to and select the workspace where you want to move the workspace.
4. Click **OK**.

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 the **Configure** icon next to the workspace title, then click **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**.

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 the **Configure** icon next to the workspace title, then click **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 7, "Working with Specific Folder Types," on page 93.

4 Click **OK**.

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 "Generating Activity Reports" on page 143.

Configuring Sharing Rights for a Workspace

By default, workspaces outside of users' personal workspaces are not configured to allow content to be shared. If you want users to be able to share content from a workspace, you must configure it accordingly.

To configure the sharing rights for a workspace:

1 Navigate to the workspace where you want to configure the sharing rights.

2 Click the **Configure** icon next to the workspace title, then click **Workspace Share Rights**.

The Set Workspace Sharing Rights dialog box is displayed.

Select **Allow** next to any share rights that you want to grant to all the selected workspaces, and select **Clear** next to any share rights that you do not want to grant.

The following share rights are available:

Internal Users: Allows users to share items with internal users.

External Users: Allows users to share items with users external to the organization.

Users external to the organization receive an email notification with a link to the shared item, and they can then log in to the Vibe site. For more information, see "Sharing with People Outside Your Organization" on page 58.

Public: Allows users to make items publicly available. This means that anyone with the correct URL to the shared item can access the shared item without logging in to the Vibe site.

This functionality must be enabled by your Vibe administrator.

File Link: Allows users to share a link to a file in Vibe. Any user with the link can then access the file. However, the file is not displayed in the Public area, so users must have direct access to the link in order to access the file.

For more information about File Links, see "Distributing a Link to a File" on page 56.

Allow Re-Sharing of granted rights: When users share a file or folder, they can give the users they are sharing with the ability to re-share the file or folder. The user receiving the share can share the file only if that user has been given administrative rights to share the file or folder.

IMPORTANT: When selecting this option, be aware that if one user's access rights to an item are removed, it does not remove the access rights of the user with whom the item was re-shared.

For example, suppose User A shares an item with User B and grants re-share rights. User B then shares the item with User C. If User A revokes User B's access rights to the item, User C continues to have access to the shared item.

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 the **Configure** icon next to the workspace title, then click **Configure Views, URLs and Controls**.
3. Click the **Simple URLs and E-mail Addresses** tab.
4. In the **Define simple URLs 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.
5. In the provided field, specify the desired URL for the folder or workspace.
6. Click **Add** > **Close**.

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

Defining a user-friendly URL for a folder can also enable users to email folder entries into the folder, as described in "Setting Up a Folder to Receive Entries Via Email" on page 85.

Setting a Data Quota for a Workspace

The Vibe administrator can allow you to set your own data quotas for your workspaces and folders. For more information, see "Setting a Data Quota for Workspaces and Folders" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Customizing the Workspace View

Vibe enables you to customize the layout of your workspace. For more information, see "Creating Custom Workspace Views" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 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 the **Configure** icon next to the folder title, then click **Edit Workspace**.

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 "Displaying YouTube Videos in a Folder Entry" on page 144.

Managing Your Personal Workspace

Your personal workspace in Micro Focus 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.

Using the What's New Tab

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.

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** 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.

Using the Tasks and Calendars Tab

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

- "Viewing Your Tasks" on page 73
- "Viewing Today's Calendar Events" on page 73

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 "Following Workspaces and Folders" on page 38.

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 73
- "Viewing What Others Have Shared With You" on page 74

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 "Following People" on page 38.

Viewing What Others Have Shared With You

When others share an item with you, Vibe sends you an email 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.

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 “Creating an Accessory” on page 147.

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 “Modifying Your Profile” on page 18.

Managing a Team Workspace

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

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.

Creating a Team Workspace

By default, everyone in Micro Focus 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 75
- "Creating a Team Workspace inside of an Existing Team Workspace" on page 75

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 "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 the **Configure** icon ⚙ next to the workspace title, then click **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.

   Workspace: Select **Team Workspace**.

   Team Members: Specify the team members.

   You can specify individual users or entire groups, or add names that are on your clipboard. For more information about using the Vibe clipboard, see "Using the Vibe Clipboard" on page 160.

   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 "Adding Additional Folders to a Workspace" on page 69.

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.

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 the **Configure** icon next to the folder title, then click **Edit Team**.

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 "Using the Vibe Clipboard" on page 160.

5 Click **OK**.

You can announce the workspace to the new team members. For information on how to do this, see "Sending Email to Team Members and Announcing the Workspace after Its Creation" on page 76.

Sending Email to Team Members and Announcing the Workspace after Its Creation

Vibe enables you to send email 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 the **Configure** icon next to the workspace title, then click **E-Mail Team**.

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 "Filling Out the Send E-Mail Page" on page 159.

4 Click **OK**.

Viewing Team Members

- "Viewing Team Members from Any Page within The Workspace" on page 77
- "Viewing Team Members in an Accessory from the Workspace Home Page" on page 77

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 the **Configure** icon next to the folder title, then click **View Team**.

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 9, "Managing Accessories," on page 147.

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

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Managing a Discussions Workspace

Create a Discussions workspace if you want a place to store multiple discussion forums. This can help organize your Micro Focus 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 Management 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Managing a Landing Page

Micro Focus 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 Administration Guide*.

6 Managing and Using Folders

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

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 7, "Working with Specific Folder Types," on page 93.

Creating a New Folder

Micro Focus Vibe enables you to create folders and sub-folders 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 the **Configure** icon next to the workspace title, then click **New Folder**.

or

To create a sub-folder, click the **Configure** icon next to the folder title, then click **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 7, “Working with Specific Folder Types,” on page 93.

4 Click **OK**.

Sharing a Folder

For information about sharing folders in Vibe, see Chapter 4, “Sharing Entries, Folders, and Workspaces,” on page 53.

Modifying a Folder

You can modify the folder title and description, and change the icon that represents the folder, after the folder has been created.

1 Navigate to the folder that you want to modify.

2 Click the **Configure** icon ⚙ next to the folder title, then click **Edit Folder**.

3 Modify the folder as desired, then click **OK**.

Deleting a Folder

1 Navigate to the folder that you want to delete.

2 Click the **Configure** icon ⚙ next to the folder title, then click **Delete Folder**.

The Delete Folder page is displayed.

3 (Conditional) To move the folder to the trash, select **Move to trash**, then click **OK**.

Selecting this option removes the folder from its current location without permanently deleting it from the Vibe system. You can undelete the folder as described in “Recovering a Folder from the Trash” on page 81.

4 (Conditional) To permanently delete the folder, select **Delete**.

IMPORTANT: Deleted items cannot be recovered.

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5 (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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

6 Click **OK**.

Recovering a Folder from the Trash

Micro Focus Vibe enables you to recover a folder that you previously moved to the Trash, restoring it to its previous location.

1. Navigate to the folder or workspace where the folder previously resided before it was moved to the Trash.

   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 restore.
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 Items from the Trash" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Copying a Folder

NOTE: When copying a folder, only items within the folder (folders and entries) that you have rights to view are copied. After the folder is copied to the new location, it assumes the access rights of the location where it was copied.

---

1. Navigate to the folder that you want to copy.
2. Click the **Configure** icon next to the folder title, then click **Copy Folder**.

   The Copy Folder page is displayed.

3. In the **Destination Folder** field, begin typing the name of the workspace or folder where you want to copy the folder, then click it when it appears in the drop-down list.

   or

   Click the **Browse** icon next to the **Destination Folder** field, then browse to and select the workspace or folder where you want to copy the workspace.

4. Click **OK**.

NOTE: You cannot copy a Mirrored Files sub-folder into a Files folder. This operation is not supported.

Moving a Folder

Micro Focus 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 the **Configure** icon next to the folder title, then click **Move Folder**.

The Move Folder page is displayed.

3 In the **Destination Folder** field, begin typing the name of the workspace or folder where you want to move the folder, then click it when it appears in the drop-down list.

or

Click the **Browse** icon next to the **Destination Folder** field, then browse to and select the workspace or folder where you want to move the folder.

4 Click **OK**.

Importing Files into a Folder

Micro Focus Vibe enables you to import files from any location and add them to a folder in your workspace.

- “Dragging and Dropping Files” on page 82
- “Dragging and Dropping Folders” on page 82
- “Importing Files into the Files Folder by Creating a Folder Entry” on page 83
- “Importing Files as Entry Attachments” on page 83

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 “Adding Files to a Files Folder and Other WebDAV-Enabled Folders” on page 100.

1 Navigate to the folder where you want to add the files.

2 Drag a file from one location, such as your desktop, and drop it into the Vibe folder. (When viewing a workspace or a parent folder, you can also drop the file onto the folder icon.)

or

Click **Add Files** in the Folder Entry toolbar, then click **Browse** and browse to the file to add it.

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

Dragging and Dropping Folders

1 Navigate to the folder where you want to add the folder.

2 Hold the Ctrl key while clicking **Add Files** in the Folder toolbar to launch the Add Files applet.

3 Drag the folder from the location on your workstation to the folder icon in the Add Files window.

Importing Files into the Files Folder by Creating a Folder Entry

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 "Adding Files to a Files Folder and Other WebDAV-Enabled Folders" on page 100.

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.

For information about how to create a new folder entry, see "Creating a Folder Entry" on page 122.

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 "Creating a Folder Entry" on page 122, or you can modify an existing entry to attach the file, as described in "Attaching Files to a Folder Entry" on page 134.

Downloading the Contents of a Folder as a CSV File

You can download the contents of a folder. The content for any subfolders that are contained in the folder are not downloaded.

1 Navigate to the folder from which you want to download the content.

2 Click the **Configure** icon next to the folder title, then click **Download Folder Contents as CSV File.**

   A CSV file is downloaded. You can open the CSV file in a spreadsheet editor such as Microsoft Excel to view the contents. The CSV file includes various information about each entry in the folder, such as the ID, tile, author, creation date, description, and more.

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.

- "Generating a User Activity Report" on page 83
- "Generating an Entry Access Activity Report" on page 84

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 **User Activity Report**.

   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 Micro Focus 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 "Generating Activity Reports" on page 143.

You can run activity reports on individual entries. For information on how to do this, see "Generating Reports about a Folder Entry" on page 143.

Generating an Entry Access Activity Report

Because users can set access controls on individual entries, as discussed in "Controlling Access to Entries" in the *Micro Focus Vibe 4.0.4 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 *Micro Focus Vibe 4.0.4 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 that 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.

Subscribing to Email Notifications from a Folder

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

For information on how to subscribe to receive email notifications from a folder, see "Subscribing to a Folder or Entry" on page 44.

Setting Up a Folder to Receive Entries Via Email

Before you can add email and text message entries to a folder, as described in "Adding Entries to a Folder Via Email" on page 85, 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 Email" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Adding Entries to a Folder Via Email

Micro Focus Vibe enables you to email 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.

NOTE: When you email an appointment that contains HTML to a Vibe calendar, the HTML is stripped out of the appointment, and Vibe displays the appointment in plain text.

To email entries into folders, you must have sufficient rights to create entries in the folder, as described in "Creating a Folder Entry" on page 122.

You must also know the previously defined email address for the folder.

To see the email address of a folder:

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

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

   This is the email address that you use to make entries to the folder via email.

If you are the folder owner and want to define an email address for the folder, see "Enabling Folders to Receive Entries through Email" in the *Micro Focus Vibe 4.0.4 Advanced User Guide* for instructions.

Configuring Folder Columns

Vibe enables you to configure table columns in folders where these columns appear. Folders that display columns by default are Files folders, Mirrored Files folders, and Discussions folders.

You can configure any type of folder to display folder columns by changing the folder view to be a Files, Mirrored Files, or Discussions folder view, as described in “Changing the Folder View” on page 87.

Showing and Hiding Columns

By default, the following columns are available:

- **Title:** Displays the title of the entry.
- **Comments:** Displays how many comments 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.
- **Author:** Displays the author of the entry.
- **Date:** Displays when the entry was last modified or commented on.

You can add the following columns:

- **Number (No.):** Displays the number of the entry (“1” indicates that the entry was created first).
- **Rating:** Displays the rating that users have given the entry.

To show or hide table columns in the Files folder:

1. Navigate to the folder where you want to show or hide the table columns.
2. Click the **Configure** icon next to the **Filter List**, then click **Edit Column Layout**.

   The Edit Column Layout dialog box is displayed.
3. Select **Show** for the columns that you want to show, and deselect **Show** for those you want to hide.
4. (Optional) Select **Set the default folder columns for all users** if you want all users to see only the columns that you have selected.
5. Click **OK**.

Renaming Columns

1 Navigate to the folder where you want to rename the table columns.
2 Click the **Configure** icon next to the search field, then click **Edit Column Layout**.
3 In the **Custom Label** field next to the column that you want to rename, specify the new column name in the available field.
4 (Optional) Select **Set the default folder columns for everyone** if you want all users to see only the columns that you have selected.
5 Click **OK**.

Reordering Columns

1 Navigate to the folder where you want to reorder the table columns.
2 Click the **Configure** icon next to the search field, then click **Edit Column Layout**.
3 Select the column you want to reorder.
4 Click the Up Arrow and Down Arrow icons in the **Order** column to move the column up or down.
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**.

Adjusting the Column Width

1 Navigate to the folder where you want to resize the table columns.
2 Click the **Configure** icon next to the search field, then click **Edit Column Sizes**.
3 Click and move the slider for the column you want to resize.
4 When the column is the desired width, release the mouse.

Restoring Column Defaults

You can restore the column defaults if you have made changes to the columns that you no longer want to retain.

1 Navigate to the folder where you want to reorder the table columns.
2 Click the **Configure** icon next to the search field, then click **Edit Column Layout**.
3 Click **Restore Default Settings**.

Changing the Folder View

Micro Focus 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 that 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 *Micro Focus Vibe 4.0.4 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 the **Configure** icon next to the folder title, then click **Folder Options**.

   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.

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 Micro Focus Vibe site.

1. Click your linked name in the upper right corner of the Vibe interface, then click the **Personal Preferences** icon .

   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 25.
3. Click **OK**.

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Setting a Data Quota for a Folder

The Vibe administrator can allow you to set your own data quotas for your workspaces and folders. For more information, see "Setting a Data Quota for Workspaces and Folders" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 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 the **Configure** icon next to the folder title, then click **Edit Folder**.
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 Micro Focus Vibe, see "Displaying YouTube Videos in a Folder Entry" on page 144.

Using Filters on Folders

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

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. Click the drop-down arrow next to the **Filter List** field, then click **Manage Filters**.
3. Click **Add a New Filter**.

   This form is nearly identical to the one used for advanced searches. See "Using Advanced Search" on page 33 for information regarding the various fields in this form.

   In addition to the elements explained in "Using Advanced Search" on page 33, 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 not selected, the filter is available only to the user who created it.

4 Click **OK**.

Applying an Existing Filter

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

2 Click the drop-down arrow next to the **Filter List** field, then click the name of the filter to apply.

The filter is applied to the folder.

3 Repeat Step 2 to apply multiple filters 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 remove a filter, click the x next to the filter name.

Modifying a Filter

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

2 Click the drop-down arrow next to the **Filter List** field, then click **Manage 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**.

Copying a Filter

You can re-use a filter by copying it from one folder to another.

1 Navigate to the folder where you want to copy the filter.

2 Click the drop-down arrow next to the **Filter List** field, then click **Copy Filters**.

The Copy Filters dialog box is displayed.

3 In the **Copy Filters From** field, begin typing the name of the folder from which you want to copy a filter, then click the name when it appears in the drop-down list.

or

Click the **Browse** icon next to the **Copy Filters From** field, then browse to and select the folder from which you want to copy a filter.

4 Select one or more filters to copy, then click **OK**.

Deleting a Filter

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

2 Click the drop-down arrow next to the **Filter List** field, then click **Manage 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.

Listing Folder Entries and Pages

Many types of folders in Micro Focus 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 include:

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

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

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

7 Working with Specific Folder Types

Micro Focus Vibe 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 6, “Managing and Using Folders,” on page 79.

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

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 email, because other interested parties and knowledge holders can easily join the discussion, without waiting for the email 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.

Sorting Discussion Entries by Column Title

You can organize your discussion entries by any of the column titles, which are **Entry Number** (**No.**), **Title**, **State**, **Author**, **Date**, 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.

Pinning Discussion Entries

Micro Focus 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. You can pin multiple discussion entries.
2. Click the gray **Pin** icon in the Action toolbar to display only items that have been pinned.

   Pinned discussion entries are sorted alphabetically by title.

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 "Configuring the Display Style of Entries" on page 146.

Customizing Columns in Discussions Folders

For information on how to customize the columns that appear in Discussions folders, see "Configuring Folder Columns" on page 86.

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.

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 email 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 "Subscribing to a Folder or Entry" on page 44.

Organizing Your Blog Folder

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

- "Creating a New Blog Page" on page 95
- "Sorting Blog Entries" on page 95
- "Using the Archives Section" on page 95

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 **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** (**No.**), **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, Micro Focus 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.

Working with Calendar Folders

Micro Focus 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.

- "Changing the View of Your Calendar Folder" on page 96
- "Viewing All Calendar Events for Which You Are Scheduled" on page 97
- "Synchronizing Vibe Calendars of Your Choice" on page 97
- "Viewing Today's Calendar Items from All of the Calendars You Are Following" on page 98
- "Synchronizing Your Calendar with a Desktop Application" on page 98
- "Configuring a Landing Page to Display All Calendar Events Assigned to the User Who Views the Page" on page 98
- "Importing Calendars" on page 98

Changing the View of Your Calendar Folder

You can customize the Calendar folder view in various ways:

- Click **Work day** or **Full day** to specify whether Vibe should display all hours in the day, or only regular working hours.
- Use the left-arrow icon and right-arrow icon 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 applet to jump to a specific month and day.
- Click the **Today** icon to jump to the current day.
- Click the appropriate icon to specify the amount of time displayed on a single folder page (1 day , 3 days , 5 days , 7 days , 14 days , or one month).
- 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.
- Click the **Show** drop-down list to display one of the following views:
    - **Assigned Events:** Displays all calendar events that are currently assigned to you.

      For more information, see "Viewing All Calendar Events for Which You Are Scheduled" on page 97.
    - **Calendar Events by Date:** (Default) Displays all entries in the calendar on the day that the event is scheduled for.

- **Calendar Events by Creation Date:** Displays entries on the day that the entry was created. This includes file entries that were added to the Calendar folder using the **Add Files** option.
- **Calendar Events by Activity Date:** Displays entries on the day that the entry was last modified. This includes file entries that were added to the Calendar folder using the **Add Files** option.

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. These are any events for which you are assigned, either individually, or through team or group membership.

1. Navigate to the calendar folder in your personal workspace.
2. In the **Show** drop-down list, select **All Assigned Events**.

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

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.

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 “Following Workspaces and Folders” on page 38.

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 “Synchronizing Tasks and Calendars to a Desktop Application” on page 47.

Configuring a Landing Page to Display All Calendar Events Assigned to the User Who Views the Page

If you are responsible for a maintaining a landing page for a workspace, you can configure the landing page to display the calendar events that are assigned to that particular user. For more information, see “Adding Content to Your Landing Page” in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Importing Calendars

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

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

- “Importing Calendars as a Single File” on page 98
- “Importing Calendars from a URL” on page 99

Importing Calendars as a Single File

1. Navigate to the Calendar folder where you want to import the calendar.
2. Click the **Configure** icon next to the folder title, then click **Folder Options**.

   The Folder Options dialog box is displayed.
3. In the **Calendar Import Options** section, select **From iCalendar File**.
4. Click **OK**.

   The Import Calendar from File dialog box is displayed.

5 Click **Choose File**, then browse to and select the task that you want to import.

6 Click **Upload**.

Importing Calendars from a URL

1 Navigate to the Calendar folder where you want to import the calendar.

2 Click the **Configure** icon next to the folder title, then click **Folder Options**.

The Folder Options dialog box is displayed.

3 In the **Calendar Import Options** section, select **By URL**.

4 Click **OK**.

The Import Calendar by URL dialog box is displayed.

5 In the provided field, specify the URL where there is a list of calendars that you want to import.

6 Click **OK**.

Working with Guestbook Folders

The Guestbook folder in Micro Focus 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**.

Working with Files Folders

Files folders in Micro Focus 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.

- "Adding Files to a Files Folder and Other WebDAV-Enabled Folders" on page 100
- "Customizing Columns in Files Folders" on page 100

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 *Micro Focus Vibe 4.0.4 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 100
- “Adding a File by Dragging and Dropping” on page 100
- “Adding a File through WebDAV” on page 100

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 “Creating a Folder Entry” on page 122.

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 “Dragging and Dropping Files” on page 82.

For more information about file versioning, see “Using Version Control with Files” on page 140.

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 “Using Version Control with Files” on page 140.

Customizing Columns in Files Folders

For information on how to customize the columns that appear in Files folders, see “Configuring Folder Columns” on page 86.

Working with Milestones Folders

Milestones folders track the progress of several Tasks folders. Milestones folders are most often used in those workspaces, although they can also be used in other workspaces. For more information, see “Managing a Project Management Workspace” on page 77.

Working with Micro-Blog Folders

The Micro-Blog folder in Micro Focus 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 “Using Micro-Blogs” on page 42.

Working with Mirrored Files Folders

Mirrored Files folders use a file system on an external server, instead of the Micro Focus 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 *Micro Focus Vibe 4.0.4 Administration Guide*.

For information on how to customize the columns that appear in Files folders, see “Configuring Folder Columns” on page 86.

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.

Organizing Your Photo Album

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, Micro Focus 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.

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.

Viewing and Managing Photo Entries

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, and commenting, click the linked title of the photo entry.

Working with Surveys Folders

Surveys folders store surveys that you or other Micro Focus 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.

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**.

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 "Filling In the Entry Form" on page 122.
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. 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.
6. (Optional) Select **Answer to this question is required**, if you want to require users to answer the question.
7. (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.)
8. (Optional) Click the **Move Up** icon or **Move Down** icon to change the order of questions in the survey.

   The question numbers are modified to reflect the new order. When you click **OK** to create the survey (or to update the survey if you are modifying a survey), the questions appear in the order that you chose.
9. Repeat Step 5 through Step 7 to add additional questions to your survey.
10. 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 Votes to be changed or removed before due date: 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.

11. Click **OK**.

Modifying a Survey

You can modify a survey just as you can any other type of entry in Vibe. You can reword questions, add answers, change the order of questions, and so forth.

1. Open the survey that you want to modify, then click **Modify**.
2. You can modify the options that are described in "Creating a Survey" on page 104.

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.

Working with Tasks Folders

Tasks folders keep track of the progress made in completing work assignments. Micro Focus Vibe enables you to create Tasks folders 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.

Sorting Tasks in Your Tasks Folder by Task Characteristics

Vibe enables you to sort the tasks in your task list by number, task name, priority, due date, status, assignee, and percent done. By default, the task list is sorted by the **No.** column. When you sort the task list by a different column, the **No.** column automatically becomes a secondary sort. For example, when you sort the task list by priority, tasks are sorted by priority first and by number second. Within each task group that is sorted by priority, tasks are sorted by number.

When you sort the task list as described in this section, tasks are displayed in a flat view (sub-tasks are no longer displayed as indented beneath the main task). To display sub-tasks as indented again, sort on the **No.** column in ascending order.

To sort tasks:

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. The **No.** column automatically becomes a secondary sort.

Filtering the Task List

You can quickly locate a task by using the filter. This is helpful if the task list contains many task entries.

1. In the upper right corner of the task list, click inside the **Search Name** field, specify the title of a task entry that you are searching for, then press Enter.

Modifying Tasks in the Task List

You can modify individual tasks and sub-tasks directly from the task list. You can modify the priority, status, due date, and the percent done.

1. Click the down-arrow icon in the **Priority**, **Status**, **Due Date**, or **Closed-% Done** columns for the task that you want to modify.
2. Click the new priority, status, or percent done in the drop-down list.

   or

   If you are modifying the due date, make the modifications in the Due Date dialog box, then click **OK**.

   In Vibe 3.1 and later, when you mark a task as Completed (in the **Status** column) or 100% (in the **Closed-% Done** column), the date and time when the task was marked Completed is displayed in the **Closed-% Done** column. Nothing is displayed in this column if the task was marked Completed or 100% in a version prior to 3.1.

You can modify other aspects of a task entry as described in "Modifying All Sections of an Entry" on page 127.

Creating Tasks in a Specific Location in the Task List

When you create new task entries as described in "Creating a Folder Entry" on page 122, the new task entry appears at the bottom of the task list. You can create a task entry at a specific location in the task list.

1 Click the **No.** column in the task list to ensure that tasks are sorted by number in ascending order.

   You might need to click the **No.** column a second time if the column is sorted in descending order the first time you click it.

   Sorting the task list by the **No.** column in ascending order displays a drop-down arrow to the right of each task in the task list.

2 Click the drop-down arrow next to the task where you want to create a sub-task, then click **New Task Above** or **New Task Below**, depending on where you want the task to be located in the task list.

3 Fill out the entry form, then click **OK** to finish creating the sub-task.

   For more information about filling in the entry form, see "Filling In the Entry Form" on page 122.

   The task is created at the appropriate location in the task list.

Creating Linked Tasks

Before you link tasks with other tasks, ensure that you understand how task linking works in Vibe.

- "Understanding Linked Tasks" on page 107
- "Linking Sub-Tasks with Other Tasks" on page 107

Understanding Linked Tasks

A linked task is a task that is due a designated number of days after either the start date or the due date of the task that precedes it. Only sub-tasks can be linked. The first sub-task beneath a main task can be linked with the start date of the main task. Subsequent sub-tasks can be linked with the due date of the sub-task that precedes them in the task list.

For example, sub-task A begins when the main task begins, and the due date of sub-task A is the start date of the main task plus whatever the duration is for sub-task A. The due date of sub-task B is the due date of sub-task A plus the duration of sub-task B, and so forth.

To link a sub-task with either the main task or another sub-task, you must set the duration of the sub-task when you are creating or modifying the sub-task. You do this in the **Duration** field on the entry form. (For more information about setting the task duration, see "Linking Sub-Tasks with Other Tasks" on page 107.)

Linking Sub-Tasks with Other Tasks

To link a sub-task with another task:

1 Create a sub-task.

   Ensure that the position of the sub-task in the task list is directly beneath the main task or sub-task that you want it to be linked with.

   For more information about how to create a sub-task and change its position in the task list, see "Creating Sub-Tasks" on page 109.

2 Modify the sub-task that you want to link with either the main task or sub-task by clicking the title of the sub-task, then clicking **Modify**.

   The entry form is displayed.

3 In the **Time Period** section of the entry form, ensure that the **Start** fields and **End** fields are blank.

4 In the **Duration** field, specify the number of days before the sub-task is due.

   For sub-tasks that are linked to the main task, this number begins after the start date of the main task. For sub-tasks that are linked with other sub-tasks, this number begins after the due date of the sub-task that precedes it in the task list.

Changing the Order of Tasks

Tasks appear in the order that they are created when tasks are sorted by number in ascending order in the task list. (For more information on the various ways that you can sort tasks, see “Sorting Tasks in Your Tasks Folder by Task Characteristics” on page 106.)

You can change the order that tasks appear in the task list. When you change the order of a task, all sub-tasks that are associated with the main task are also moved. Sub-tasks cannot be moved outside of the main task in the task list unless you first make the sub-task a main task, as described in “Making a Sub-Task a Main Task” on page 110.

- “Reordering Tasks One Number at a Time” on page 108
- “Reordering a Single Task Anywhere in the Task List with a Single Click” on page 108

Reordering Tasks One Number at a Time

You can change the order of a single task, or multiple tasks simultaneously.

1 Click the **No.** column in the task list to ensure that tasks are sorted by number in ascending order.

   You might need to click the **No.** column a second time if the column is sorted in descending order the first time you click it.

   Sorting the task list by the **No.** column in ascending order activates the arrow icons that are located above the task list.

2 Select the task that you want to move up or down in the task list.

   You can select multiple tasks for convenience.

3 Click the up-arrow and down-arrow icons to move the task up and down in the task list.

Reordering a Single Task Anywhere in the Task List with a Single Click

You can quickly move a task to any location within the task list.

1 Click the number of the task in the **No.** column.

2 Specify the number where you want the task to be moved to in the task list.

3 Press Enter.

Managing Sub-Tasks

Sub-tasks allow you to break down a larger task into smaller components. Multiple users can be assigned to multiple sub-tasks in order to accomplish a main task. When all sub-tasks are marked Complete, the main task is also marked Complete.

- "Creating Sub-Tasks" on page 109
- "Making a Main Task a Sub-Task" on page 109
- "Making a Sub-Task a Main Task" on page 110
- "Viewing Sub-Tasks" on page 110
- "Deleting Sub-Tasks and Tasks That Contain Sub-Tasks" on page 110

Creating Sub-Tasks

When you create a sub-task, ensure that you provide a meaningful name. This is necessary because sub-tasks are not always displayed in a hierarchical view in the task list. For more information, see "Viewing Sub-Tasks" on page 110.

To create a sub-task:

1. Click the **No.** column in the task list to ensure that tasks are sorted by number in ascending order.

   You might need to click the **No.** column a second time if the column is sorted in descending order the first time you click it.

   Sorting the task list by the **No.** column in ascending order displays a drop-down arrow to the right of each task in the task list.
2. Click the drop-down arrow next to the task where you want to create a sub-task, then click **New Subtask**.
3. Fill out the entry form, then click **OK** to finish creating the sub-task.

   For more information about filling in the entry form, see "Filling In the Entry Form" on page 122.

   The sub-task is created beneath the task where you create it.

Making a Main Task a Sub-Task

You can make any main task a sub-task to another task. Furthermore, you can make a task a sub-task to a sub-task (that is, sub-tasks can be nested).

1. Click the **No.** column in the task list to ensure that tasks are sorted by number in ascending order.

   You might need to click the **No.** column a second time if the column is sorted in descending order the first time you click it.

   Sorting the task list by the **No.** column in ascending order activates the arrow icons that are located above the task list.
2. Select the task that you want to make a sub-task.
3. Click the up-arrow or down-arrow icons to move the task directly beneath the task that you want to become the main task.
4. Click the right-arrow icon to make the task a sub-task to the task directly above it in the task list.

Making a Sub-Task a Main Task

To make a sub-task a main task:

1 Click the **No.** column to ensure that the task list is sorted by number in ascending order.

  You might need to click the **No.** column a second time if the column is sorted in descending order the first time you click it.

  Sorting the task list by the **No.** column in ascending order activates the arrows that are located above the task list.

2 Select the sub-task that you want to make a main task, then click the left-arrow icon .

Viewing Sub-Tasks

Sub-tasks display indented beneath the main task only when the task list is sorted by the **No.** column. If you click any other column heading, sub-tasks are displayed in line with main tasks.

To ensure that the task list is sorted by the **No.** column:

1 Click the **No.** column.

Deleting Sub-Tasks and Tasks That Contain Sub-Tasks

When you delete sub-tasks and tasks that contain sub-tasks, be aware of the following behaviors:

- Undeleting a sub-task after it has been deleted causes the sub-task to be restored to the task list as a main task (it is no longer a sub-task).

  For more information about undeleting entries, see "Recovering a Folder Entry from the Trash" on page 130.
- Deleting a main task that contains sub-tasks deletes only the main task. Any sub-tasks associated with the main task are retained in the task list and become main tasks (they are no longer sub-tasks).

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.

Changing the View of Your Tasks Folder

The **View** setting in the Tasks folder enables you to choose the kinds of tasks that you want to display in the task list.

1 Click the **View** drop-down in the upper right corner of the task list.

2 Click one of the following options for the tasks that you want to display in the task list:

- **All Entries:** Displays all tasks.
- **Completed:** 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.

The following options are available only in user workspaces:

- **Assigned Tasks:** Displays all tasks assigned to the owner of the workspace, regardless of where the tasks are located in Vibe.
- **From Folder:** Displays all tasks that are in the current folder.

For more information, see "Viewing Your Tasks in a Full Interactive View" on page 112.

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

Vibe enables you to view a full interactive view of all of your assigned tasks.

1 Navigate to a Tasks folder in your personal workspace.
2 Click the **View** drop-down list in the upper right corner of the task list, then click **Assigned Tasks**.

   Vibe displays all tasks that are currently assigned to you.

For information about how to modify tasks from the task list by using the interactive view, see "Modifying Tasks in the Task List" on page 106.

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 a summarized view of 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 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 Within 2 Weeks**.

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

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.

Configuring a Landing Page to Display All Tasks Assigned to the User Who Views the Page

If you are responsible for a maintaining a landing page for a workspace, you can configure the landing page to display the tasks that are assigned to that particular user. For more information, see "Adding Content to Your Landing Page" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 113
- "Importing Tasks from a URL" on page 114

Importing Tasks as a Single File

1 Navigate to the Tasks folder where you want to import the task.

2 Click the **Configure** icon next to the folder title, then click **Folder Options**.

The Folder Options dialog box is displayed.

3 In the **Task Import Options** section, select **From iCalendar File**.

4 Click **OK**.

The Import Tasks from File dialog box is displayed.

5 Click **Choose File**, then browse to and select the task that you want to import.
6 Click **Upload**.

Importing Tasks from a URL

1 Navigate to the Tasks folder where you want to import the task.
2 Click the **Configure** icon next to the folder title, then click **Folder Options**.
   The Folder Options dialog box is displayed.
3 In the **Task Import Options** section, select **By URL**.
4 Click **OK**.
   The Import Tasks by URL 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**.

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.

- "Organizing Your Wiki Folder" on page 114
- "Creating a New Wiki Topic" on page 116
- "Creating a New Wiki Page" on page 116
- "Using the Wiki Home Page" on page 117
- "Sorting Wiki Pages" on page 117
- "Finding a Wiki Page" on page 118
- "Formatting Your Wiki Page" on page 118

Organizing Your Wiki Folder

Wikis in Micro Focus Vibe are organized into Wiki Topics (folders), 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 "Adding Additional Folders to a Workspace" on page 69.
- Adding Wiki Topics (folders) to an existing Wiki folder (Recommended)

  You can organize your Wikis with multiple Topics (folders) 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 115
- "Understanding Wiki Page Organization" on page 115

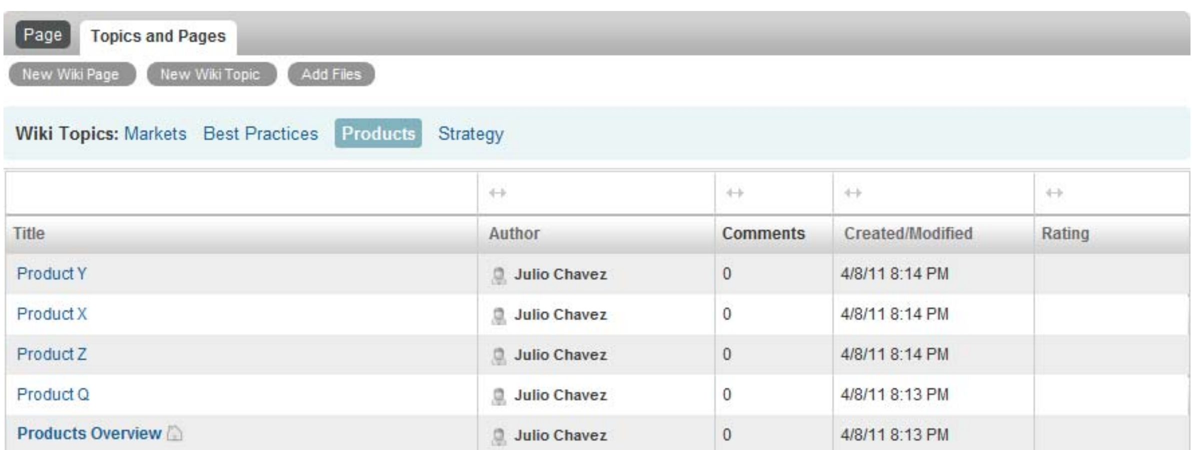
Understanding Wiki Folder Organization

Like other types of Vibe folders, you can create sub-folders within a main Wiki folder, as described in "Creating a New Wiki Topic" on page 116. 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.

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 "Creating a New Wiki Page" on page 116.

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.



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 **Wiki 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 **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 the **Configure** icon next to the folder title, then click **New Folder**.

   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**.

You delete a Wiki Topic in the same way that you delete any folder in Vibe. For information on how to delete a Vibe folder, see "Deleting a Folder" on page 80.

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 "Using the Wiki Home Page" on page 117.

To create a new Wiki page:

1. In the Wiki folder where you want to create the new Wiki page, 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**.

You delete a Wiki page in the same way that you delete any folder entry in Vibe. For information on how to delete a folder entry, see "Deleting a Folder Entry" on page 129.

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 117
- "Navigating to Your Wiki Home Page" on page 117

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**, then click **OK**.

   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

When a home page is defined, it is automatically displayed when you first access the Wiki Topic. If you are viewing a Wiki Topic in the **Topics and Pages** tab, only the title of the home page is displayed (in bold), along with all of the other Wiki pages that belong to the Wiki Topic.

1. Navigate to the Wiki Topic where you want to display the home page.

   The home page for the Wiki Topic is displayed.
2. (Conditional) If the home page is not already displayed, click the **Page** tab.

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. 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 "Rating a Folder Entry" on page 145.

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.

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 in the upper right corner, 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.

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 “Creating a New Wiki Page” on page 116.)

- “Creating Sections and Subsections” on page 118
- “Linking to Another Wiki Page” on page 118

Creating Sections and Subsections

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

Example	Description
`==`*`Section name`*`==`	Creates a section heading in the Wiki page.
`===`*`Subsection name`*`===`	Creates a subsection heading in the Wiki page.

Sections and subsections are displayed as bold and are more prominent than regular text. Also, a table of contents with links to each section is displayed above the first section 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 “Linking to a Folder or Folder Entry” on page 125.

Creating Folder Content

For information about creating and managing content within folders, see Chapter 8, “Working with Folder Entries,” on page 121.

8 Working with Folder Entries

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

Creating a Folder Entry

Micro Focus 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 **New**, then click the type of entry that you are adding. For example, to add a blog entry in the Blog folder, click **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 "Filling In the Entry Form" on page 122.
4. Click **OK**.

   The entry is added to the folder.

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, and so forth), 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 *Micro Focus Vibe 4.0.4 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. Descriptions can be simple text, or they can be more complex, with tables, videos, and more. For more information on creating an entry description, see "Composing an Entry Description" on page 123.

Event: 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**).

Time Period: Specify the start time, end time, and duration of the task. You can specify only a start time, a start time and an end time, a start time and a duration, or only a duration. For more information, see "Creating Linked Tasks" on page 107.

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 "Using the Vibe Clipboard" on page 160.

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 to Assignees/Attendees: Select this option if you want Vibe to send an email notification and iCal task/appointment to all of the users, groups, or teams that you associated with the entry.

For more information on iCal functionality in Vibe, see "Synchronizing Tasks and Calendars to a Desktop Application" on page 47.

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 104.

Subscribe to This Entry: You can configure Vibe to send you notifications when activity takes place in this entry. For more information, see "Subscribing to a Folder or Entry" on page 44.

Send E-Mail When Entry is Submitted: To ensure that certain co-workers are aware of your entry, you can send them an email directly from Vibe, notifying them that an entry has been created. For more information, see "Filling Out the Send E-Mail Page" on page 159.

Composing an Entry Description

You can add section headings and other types of elements that provide enhanced functionality to the description section of entries. (For information on creating an entry, see "Creating a Folder Entry" on page 122.)

Creating Sections and Subsections in Entries

You can create section and subsection headings in an entry description by enclosing text in the equals sign.

Example	Description
`==Section name==`	Creates a section heading in the Wiki page.
`===Subsection name===`	Creates a subsection heading in the Wiki page.

Sections and subsections are displayed as bold and are more prominent than regular text. Also, a table of contents with links to each section is displayed above the first section heading in the entry description.

Adding Various Elements to Your Entry Description

Entry descriptions can be simple text, or they can be more complex, with sections, tables, videos, and more.

The following table describes some of the non-obvious options that are available when creating an entry description:

Icon	Function
	Enables you to view and edit the HTML source code for the entry description.
	Expands the editor to display more options for editing the entry description.
	Inserts a horizontal line into the entry descrition.
	Links to an external web page. For more information, see “Linking to an External Page on the Web” on page 126.
	Breaks a link that has been created to an external web page.
	Highlights selected text.
	Inserts a table. Other icons are available to insert new rows, delete rows, merge cells, and so forth. To insert a table within a table, create the second table, then select it and drag it into the desired cell of the first table.
	Pastes text that is currently on the system clipboard into the editor as plain text.
	Pastes text that you copied from Microsoft Word into the editor.
	Reverts your most recent change.
	Adds back any change that you have reverted.
	When selected, words you type are displayed as subscript.
	When selected, words you type are displayed as superscript.
	Displays a pallette of custom characters that you can select and insert into the editor.
	Removes formatting for selected text.
	Inserts an anchor into the selected location of the editor. An anchor is a bookmark inside the editor that you can use to link directly to.
	Cleans up HTML code that you copied in from another source.
	Inserts an image into the editor. For more information, see “Displaying Images in a Folder Entry” on page 145.

Icon	Function
	Inserts a link to another Vibe entry or folder. For more information, see "Linking to a Folder or Folder Entry" on page 125.
	Inserts a YouTube video into the editor.

Linking to a Folder or Folder Entry

Many locations in Vibe (such as when you create an entry or an advanced brand) allow you to include a link to another folder or entry in your Vibe site, or to anywhere else on the Internet.

- "Linking to an Entry in the Current Folder" on page 125
- "Linking to Another Folder or an Entry in Another Folder" on page 125
- "Linking to an External Page on the Web" on page 126

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 **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 **Page 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 title`*`]]` in the **Description** section of the entry to create a link to that entry. For more information about additional types of markup that you can add to the **Description** section of entries, folders, and workspaces, see "Using HTML Markup in Vibe" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 drop-down list, click it.

5 (Optional) If you want to link to an entry, go to the **Page name to link to** field and specify the complete name of the entry that you want to link to, or click **Find** to use type-to-find functionality.

6 After you have finished typing the name, or after you have clicked the name in the drop-down list, click **Insert**.

The linked title of your chosen entry is inserted into the **Description** box.

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.

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**.

Commenting on a Folder Entry

People often post a folder entry to generate ideas and obtain feedback. Micro Focus Vibe enables you to comment on any type of entry, so you can share your ideas and provide input.

1 Navigate to and open the entry that you want to comment on.

2 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 95.

For information on how to comment on an entry from the What's New page, see "Commenting on a New Entry" on page 27.

Sharing a Folder Entry

For information about sharing entries in Vibe, see Chapter 4, "Sharing Entries, Folders, and Workspaces," on page 53.

Modifying a Folder Entry

If you have appropriate rights, Micro Focus 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.

- "Modifying All Sections of an Entry" on page 127
- "Modifying the Description Section of an Entry" on page 127

Modifying All Sections of an Entry

1. Navigate to and open the entry that you want to modify.
2. 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 email when the entry is submitted.
4. When you have finished modifying the entry, click **OK**.

Modifying the Description Section of an Entry

1. Navigate to and open 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**.

Reserving a Folder Entry

When you reserve a folder entry in Micro Focus 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 reserved.

This does not apply to users accessing the entry through WebDAV.

1. Navigate to and open the entry that you want to lock.
2. Click **Actions** > **Reserve Entry** in the Entry toolbar.

   The entry is now reserved for your use. Nobody else can modify, move, copy, or delete the entry.

   When you finish modifying the entry, click **Actions** > **Unreserve Entry** in the Entry toolbar to make it available to be modified by other users.

Moving a Folder Entry

Micro Focus 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.

You can move a single entry, or move multiple entries at the same time.

Moving a Single Entry

1. Navigate to and open the entry that you want to move.
2. Click **Actions** > **Move** in the Entry toolbar.
3. In the **Find the Destination Folder** field, begin typing the name of the folder where you want to move the entry, then click the folder name when it appears.

   or

In the **Select the Destination Folder or Workspace** section, use the Workspace tree to navigate to and select the folder where you want to move the entry.

The **Current Save Location** section shows you the path where the entry is currently located.

4. To move the entry to the location specified, click **OK**.

Moving Multiple Entries

You can move multiple entries simultaneously only from Files folders, Discussion folders, and Tasks folders.

1. Navigate to the Files, Discussion, or Tasks folder that contains the entries that you want to move.
2. Select the entries that you want to move.
3. Click **More** > **Move**.
4. In the **Destination Folder** section, use the Workspace tree to navigate to and select the folder where you want to move the entries.

   or

   In the **Destination Folder** field, begin typing the name of the folder where you want to move the entries, then click the folder name when it appears.
5. Click **OK**.

Copying a Folder Entry

Micro Focus 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.

You can copy a single entry, or copy multiple entries simultaneously.

- "Copying a Single Entry" on page 128
- "Copying Multiple Entries" on page 129

Copying a Single Entry

1. Navigate to and open the entry that you want to copy.
2. Click **Actions** > **Copy** in the Entry toolbar.
3. In the **Find the Destination Folder** field, begin typing the name of the folder where you want to copy the entry, then click the folder name when it appears.

   or

   In the **Select the Destination Folder or Workspace** section, use the Workspace tree to navigate to and select the folder where you want to copy the entry.

   The **Current Save Location** section shows you the path where the entry is currently located.
4. To copy the entry into the location specified, click **OK**.

Copying Multiple Entries

You can copy multiple entries simultaneously only from Files folders, Discussion folders, and Tasks folders.

1. Navigate to the Files, Discussion, or Tasks folder that contains the entries that you want to copy.
2. Select the entries that you want to copy.
3. Click **More** > **Move**.
4. In the **Destination Folder** section, use the Workspace tree to navigate to and select the folder where you want to copy the entries.

   or

   In the **Destination Folder** field, begin typing the name of the folder where you want to copy the entries, then click the folder name when it appears.
5. Click **OK**.

Deleting a Folder Entry

- "Deleting a Single Entry" on page 129
- "Deleting Multiple Entries" on page 129

Deleting a Single 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 and open the entry that you want to delete.
2. Click **Delete** in the Entry toolbar.
3. (Conditional) To move the entry to the trash, select **Move to trash**, then click **OK**.

   Selecting this option removes the entry from its current location without permanently deleting it from the Vibe system. You can undelete the entry as described in "Recovering a Folder Entry from the Trash" on page 130.
4. (Conditional) To permanently delete the entry, select **Delete**.

   IMPORTANT: Deleted items cannot be recovered.
5. Click **OK**.

Deleting Multiple Entries

You can delete multiple entries within a folder if you have appropriate rights to do so. If you do not have sufficient rights, this option is not available to you.

Deleting multiple entries is supported only in Discussion, Files, and Tasks folders.

TIP: If you want to delete multiple entries in a folder that does not support multiple deletion of entries (such as a Blog folder), you can view the folder as a Discussion, Files, or Tasks folder if the folder owner makes these views available. For information on how to change the view of a folder after the folder owner has made alternate views available, see "Changing the Folder View" on page 87.

1. Navigate to the Files folder that contains the entries that you want to delete.
2. Select one or more entries that you want to delete.
3. Click **Delete**.
4. (Conditional) To move the entries to the trash, select **Move to trash**, then click **OK**.

   Selecting this option removes the entries from their current location without permanently deleting them from the Vibe system. You can undelete the entry as described in "Recovering a Folder Entry from the Trash" on page 130.
5. (Conditional) To permanently delete the entries, select **Delete**.

   IMPORTANT: Deleted items cannot be recovered.
6. Click **OK**.

Recovering a Folder Entry from the Trash

Micro Focus Vibe enables you to retrieve an entry from the trash and restore 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. Items that have been deleted are not displayed because they are unrecoverable.
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 Items from the Trash" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Marking a Folder Entry as Read

- "Marking an Individual Entry as Read" on page 131
- "Marking All Entries in a Folder as Read" on page 131

Marking an Individual Entry as Read

1. Navigate to the folder that contains the entry that you want to mark as Read.
2. Do one of the following:
   - Open the entry by clicking on the title.
   - Click the drop-down arrow next to the entry that you want to mark as Read, then click **Mark as read**.
   - Click the blue circle to the left of the unread entry.

Marking All Entries in a Folder as Read

1. Navigate to the folder that contains the entries that you want to mark as Read.
2. Click the **Configure** icon next to the folder name, then click **Mark Folder Contents as Read.**

Marking a Folder Entry as Unread

- "Marking an Individual Entry as Unread" on page 131
- "Marking All Entries in a Folder as Unread" on page 131

Marking an Individual Entry as Unread

1. Navigate to the location of the entries that you want to mark as Unread.
2. Select one or more entries, then click **More** > **Mark as Unread**.

Marking All Entries in a Folder as Unread

1. Navigate to the folder that contains the entries that you want to mark as Unread.
2. Click the **Configure** icon next to the folder name, then click **Mark Folder Contents as Unread.**

Notifying Others about a Folder Entry

When viewing a folder entry, you might think of a co-worker who also needs the information. Micro Focus Vibe provides various ways to inform your friends and co-workers about entries that you think they might be interested in.

These options are functional only if you have an email account assigned to you in Vibe. To assign an email account to your Vibe profile, see "Adding and Modifying Delivery Destinations" on page 45.

- "Sharing an Entry" on page 132
- "Sending an Email about an Entry" on page 132

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Sharing an Entry

For information about sharing an entry, see Chapter 4, "Sharing Entries, Folders, and Workspaces," on page 53.

Sending an Email about an Entry

You can send a notification email about a folder entry when you create the entry, or after the entry has already been created.

Sending an Email When You Create 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 "Filling Out the Send E-Mail Page" on page 159.
3. Click **OK** to create the entry and send the email.

Sending an Email After the Entry Is Created

You do not need to be the author of the entry to send this type of email.

1. Navigate to and open the entry that you want to inform others about via email.
2. Click **Send e-mail to 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 "Filling Out the Send E-Mail Page" on page 159.
4. Click **OK** to send the notification.

For Blog entries, you can use the Blog toolbar to send an email about the entry. For information on using the Blog toolbar, see "Using the Blog Toolbar" on page 95.

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, Micro Focus Vibe notifies you of any activity that takes place in the entry.

1 Click the drop-down arrow next to the entry that you want to subscribe to, then click **Subscribe**.

   or

   Navigate to and open the entry that you want to subscribe to, then in the Footer toolbar of the entry, click **Subscribe to This Entry**.

   The Subscribe dialog box is displayed.

2 Continue with "Selecting Notification Types and Delivery Destinations" on page 44.

3 Select the type of email notification that you want to receive, then click **OK**.

For more information on subscribing to entries, see "Subscribing to a Folder or Entry" on page 44.

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 95.

Tagging a Folder Entry

Tags are keywords that categorize a workspace, folder, or folder entry. The tagging functionality in Micro Focus Vibe enables you to create virtual containers for places and entries. Like folders in your email, you can categorize information, and then come back to it at a later time.

1 In the entry that you want to tag, click the **Tags** tab.

2 Click **Add Tags**.

3 Select either **Personal Tag** or **Global Tag**, depending on whether you want this tag to be visible to only yourself or to the entire community.

   For more information about the difference between personal and community tags, see "Choosing Between Personal Tags and Global Tags" on page 52.

4 Begin typing the name of the tag that you want to apply to the workspace or folder.

   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.

   TIP: To see a list of existing tags, click inside the provided field, then press the Spacebar.

   ---

5 (Conditional) To apply an existing tag, select the tag when it appears in the drop-down list.

6 (Conditional) To create a new tag, specify the name of the tag, then click the **Add** icon.

   The entry is now marked with the tag that you specified, and the tag is displayed in the Tag this Entry dialog box.

7 Click **OK**.

For more information on tagging, see "Using Tags" on page 50.

Working with Files in a Folder Entry

In addition to working with files within Vibe as described in the following sections, you can also use the Micro Focus Vibe Add-in and Micro Focus Vibe Desktop to work with Vibe files directly from Microsoft Office or to synchronize Vibe files with your desktop. You can create files, edit files, and much more. For more information, see the Micro Focus Vibe Add-In Quick Start (http://www.novell.com/documentation/vibe34/vibe34_qs_office/data/vibe34_qs_office.html) and the Micro Focus Vibe Desktop Quick Start (http://www.novell.com/documentation/vibe33/vibe33_qs_desktop/data/vibe33_qs_desktop.html).

Creating a File Entry

Micro Focus Vibe enables you to create file entries in designated Files folders. Creating a file entry is different from 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 multiple ways:

- In the same way that you create any other type of folder entry in Vibe, as described in "Creating a Folder Entry" on page 122.
- By importing files into the folder, as described in "Importing Files into a Folder" on page 82.
- By creating the file on your workstation and synchronizing the file through Vibe Desktop, as described in the *Micro Focus Vibe Desktop Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_desktop/data/vibe4_qs_desktop.html).
- By creating the file in Microsoft Office and saving the file to Vibe directly from Microsoft Office, as described in the *Micro Focus Vibe Add-In Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_office/data/vibe4_qs_office.html).

For more information about the difference between Files folders and other types of Vibe folders when you add files, see "Adding Files to a Files Folder and Other WebDAV-Enabled Folders" on page 100.

Attaching Files to a Folder Entry

Vibe provides various alternatives to add attachments to an entry.

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 **Choose File**, then browse to and select the file that you want to attach.
5. Click **OK**.

Viewing Files in Read-Only Mode

Vibe enables you to easily view 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 files in a text editor or in HTML format:

- "Viewing a File in a Text Editor" on page 135
- "Viewing the File in HTML Format" on page 136

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 Accessed through a Web Browser

TIP: If you use Microsoft Office on Windows, consider downloading and installing the Vibe Add-in for MS Office for a better editing experience than accessing files through a web browser.

The Vibe Add-in for MS Office lets you open and edit files directly in your MS Office applications.

For more information about editing files when the Vibe Add-in is installed, see the *Micro Focus Vibe Add-In Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_office/data/vibe4_qs_office.html).

Editing Files on Windows with MS Office Installed But Not the MS Office Add-in

By default, Vibe 4.0.4 and later use Microsoft Universal Resource Identifier (MS URI) technology for opening browser-accessed Vibe files for editing in Windows.

IMPORTANT: You can edit files only if you have the editing application for the specific file types installed on your Windows workstation. For example, to edit a `.doc` file, you must have Microsoft Word installed on your workstation.

---

1. In your web browser, 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**.

   A **Launch Application** popup appears.
4. Click **Open Link**, then click **Yes** on all warning/confirmation messages that appear.
5. When prompted, enter your Vibe credentials.

   The file opens in the appropriate MS Office application.
6. Edit the file, then save your changes and close the MS Office application.

   Vibe creates a new version of the file. It also saves 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 141.

Editing Files on a Mac Workstation

Vibe uses Java applets with Java Web Start technology for opening browser-accessed Vibe files on Mac workstations for editing.

IMPORTANT: Mac workstations must have an editing application for the file type installed.

For example, editing a .doc file requires Microsoft Word for Mac or another application, such as LibreOffice or OpenOffice installed.

---

1. In your web browser, 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**.

   A Java Web Launcher file named `do.jnlp` downloads.
4. Using the usual methods for your browser, accept the JNLP file download and then run the downloaded file.
5. If prompted, enter your Vibe credentials.

   The file opens in the file editor that you specified.

   For information on how to change the editor that Vibe uses to edit files, see "Unable to Edit Files That Are Attached to Entries" on page 178.
6. Edit the file, then save your changes and close the editing application.

   Vibe creates a new version of the file. It also saves 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 141.

IMPORTANT: When you edit an attached document by using Office application other than MS Office, Vibe creates a new version of the document each time you click **Save**.

For MS Office, Vibe creates only one new version per edit session. Clicking **Save** multiple times does not create multiple versions.

Each version of a document counts against your data quota (see "Managing Your Data Quota" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*). Therefore, when using a non-MS Office application, you should save the document only when you close it.

For information on how to delete versions of a file, see "Deleting Existing Versions of a File" on page 142.

Editing Files on Windows without MS Office Installed (Deprecated)

Organizations that use applications other than MS Office, such as OpenOffice or LibreOffice, can configure their Vibe 4.0.4 servers to use Java Web Launcher technology on Windows workstations just as it does for Mac workstations. (For Vibe 4.0.3, Java Web Launcher functionality is the default for both.)

NOTE: The following steps switch the Vibe server from sending MS URI editing functionality to Windows workstations, to sending Java Web Launcher functionality instead.

All Windows workstations are affected, including those with MS Office installed.

Because the switch (below) involves configuration of the Vibe server, it must be performed by a Vibe systems administrator.

After the switch, editing browser-accessed Vibe files on Windows, works the same as on Mac, as described in "Editing Files on a Mac Workstation" on page 137.

---

1 On the Vibe 4.0.4 server, edit the `vibe_installation_directory/apache-tomcat/webapps/ssf/WEB-INF/classes/config/ssf-ext.properties` file and add the following:

```
#Changes to enable editing with applets for all edits.
edit.in.place.for.ie=applet
edit.in.place.for.nonie=applet
```

2 Restart Vibe.

Editing functionality is now switched from MS URI to Java Web Launcher for all Windows workstations.

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 138
- "Downloading All Files" on page 138
- "Downloading Files from a File Folder" on page 138

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**.

Downloading Files from a File Folder

1 Navigate to the File folder where you want to download the files.

2 Select the files that you want to download, then click **More** > **Download as Zip**.

or

Click the **Configure** icon  next to the folder title, then click **Download All Files as Zip.**

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 in 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.

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 file name 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**.

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. Click the **File Versions** tab.
3. In the **Status** column next to the file for which you want to set the status, click the current status, then click the status that you want to set for the file.

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 140
- "Incrementing the Major Version Number of a File" on page 141
- "Accessing a Previously Saved Version of a File" on page 141
- "Promoting a Previous File Version to Be the Current Version" on page 141
- "Deleting Existing Versions of a File" on page 142
- "Setting a Maximum Number of Allowed Versions" on page 142

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 Accessed through a Web Browser" on page 136.

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 140
- "Dragging and Dropping a File to Update the Primary File of a File Entry" on page 140

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 "Adding Files to a Files Folder and Other WebDAV-Enabled Folders" on page 100.

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. Drag a file from one location, such as your desktop, and drop it into the folder area.

3. When the File Conflicts dialog box appears, click **Version Files**.

   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.

If the folder has been configured to automatically delete old file versions, as described in "Automatically Deleting Minor File Versions That Exceed the Allowed Maximum" in "Managing Folders" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*, incrementing a minor version of a file to be a major version preserves the version from being deleted.

To increment the major version number of a file:

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. The current version is the main file in the file entry. Additional versions are located below the main version in the **File Versions** tab.

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 **Entry History** tab.
3. Next to the file version that you want to promote to be the current version, click **Promote To 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 "Reverting an Entry to a Previous Version" on page 143.

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. To delete multiple versions simultaneously, select the file versions that you want to delete, then click **Delete Selected Versions**.

   or

   To delete a single version, click **File Actions** next to the version that you want to delete, then click **Delete This Version**.
4. Click **OK** to confirm the deletion.

Setting a Maximum Number of Allowed Versions

If you are a folder or workspace owner, you can set a maximum number of versions that are allowed for each file. For more information, see "Limiting File Versions for Folders and Workspaces by Configuring Automatic Deletion" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Viewing the History of an Entry

Micro Focus 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.

- "Viewing Previous Versions of an Entry" on page 142
- "Comparing Versions of an Entry" on page 143
- "Reverting an Entry to a Previous Version" on page 143

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.

Comparing Versions of an Entry

When you compare two versions of an entry you 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.

Reverting an Entry to a Previous Version

When you or another user modifies an entry, as described in "Modifying a Folder Entry" on page 126, 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.

Generating Reports about a Folder Entry

Micro Focus Vibe enables you to generate reports about a folder entry. If you do not have sufficient rights, the option is not available to you.

- "Generating Activity Reports" on page 143
- "Generating Workflow History Reports" on page 144

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 "Changing the Default Editor Settings for a Single File Type" on page 178.

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 “Generating an Activity Report on a Folder” on page 83.
- **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 “Generating an Activity Report on a Folder” on page 83, or navigate to the Trash folder to view the entry, as described in “Recovering a Folder Entry from the Trash” on page 130.
- **Restores:** Displays who restored the entry.

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:** 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.

Displaying YouTube Videos in a Folder Entry

Micro Focus 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.
- In a workspace description, as described in “Displaying YouTube Videos in a Workspace” on page 72.
- In a folder description, as described in “Displaying YouTube Videos in a Folder” on page 89.
- On a landing page, as described in “Displaying YouTube Videos on a Landing Page” in the *Micro Focus Vibe 4.0.4 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.

Displaying Images in a Folder Entry

This section describes how to add images to the **Description** section of an entry. For information on how to attach images to an entry, see "Attaching Files to a Folder Entry" on page 134.

1 Navigate to the folder where you want to post the image.

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 **Image** icon .

4 Select **Upload an Image File**, then click **Choose File** to select a file on your computer's file system.

   or

   Select **Select an Attached Image File** to select an image that is already attached to the folder or workspace. This image must already be added to the entry as an attachment. For information on how to create an entry attachment, see "Attaching Files to a Folder Entry" on page 134.

5 Click **Insert**.

Rating a Folder Entry

Micro Focus 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.

Configuring the Display Style of Entries

You can select how you want your Micro Focus Vibe entries to be displayed.

1 Click your linked name in the upper right corner of the Vibe interface, then click the **Personal Preferences** icon .

   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**.

Printing a Folder Entry

Micro Focus Vibe enables you to print 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 **Print**.

Enabling Alternate Folder Entry Types

Micro Focus 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 appear 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Creating Custom Folder Entry Forms

Micro Focus 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

9 Managing Accessories

Accessories are subsections of a workspace or folder page in Micro Focus Vibe 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 6 in "Adding the Accessory" on page 148.

Creating an Accessory

To create an accessory, you locate the panel where you want it to display, add the accessory, and then set it up.

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

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: By default, the Accessory Panel is not displayed on a landing page.

You can add an Accessory Panel element to any location in your landing page by modifying the default landing page view (if you are the Vibe administrator or if you have administrative rights), or by creating a new landing page view. For more information on how to add an Accessory Panel to a landing page, see "Adding Accessories to Your Landing Page" in the *Micro Focus Vibe 4.0.4 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. If the Accessory Panel is not visible, you need to unhide it as described in "Hiding or Displaying the Accessory Panel in a Folder" on page 155.

By default, the accessory panel is not displayed in folders when no accessories exist. To display the Accessory Panel, click the **Configure** icon next to the Filter List, then click **Show Accessories**.

You can create a custom folder view on your folder that contains an accessory panel, as described in "Creating Custom Folder Views" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Adding the Accessory

1. Navigate to the workspace or folder where you want to add the accessory.
2. (Conditional) If the accessory panel is not displayed in a folder, click the **Configure** icon next to the Filter List, then click **Show Accessories**.
3. Click the **Accessory Panel** drop-down list.

   If you are unable to find the Accessory Panel, see "Locating the Accessory Panel" on page 147.

   If you currently have no accessories, only the **Add an Accessory** item appears in the list.
4. Click **Add an Accessory**.
5. 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.
6. In the **Accessory Type** section, select the type of accessory that you want to display.

Accessory Name	Description	Setup Information
Search Results	Enables you to configure a search, and then apply that search to any Micro Focus Vibe page that you desire, across the entire site or only on the page where the accessory is displayed.	See "Search Results" on page 150.

Accessory Name	Description	Setup Information
Workspace Tree	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 151.
Formatted Text (HTML Editor)	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 151.
Embedded Web Page (iframe)	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 website, you could create an Embedded Web Page accessory in the team workspace, so team members don’t need to navigate separately to the website.	See “Embedded Web Page (iframe)” on page 151.
Buddy List	Enables you to specify certain Vibe users with whom you communicate often, so you can quickly contact them by using their **Presence** icon, or access their workspaces by clicking a linked name.	See “Buddy List” on page 151.
Team Members	Enables you to display all members of the team in the folder or workspace where you currently are.	See “Team Members” on page 152.
Photo Gallery	Enables you to display photos from any Photo Album that you desire.	See “Photo Gallery” on page 152.
Blog Summary	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 152.
Guestbook	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 152.
Task Summary	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 110 and “Viewing All Tasks That Are Assigned to a Specific Team, Group, or Individual User” on page 112.	See “Task Summary” on page 153.
Wiki Home Page	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 117.	See “Wiki Home Page” on page 153.

Accessory Name	Description	Setup Information
Calendar Summary	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 "Synchronizing Vibe Calendars of Your Choice" on page 97.	See "Calendar Summary" on page 153.
Remote Application	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 "Using Remote Applications" on page 46.	See "Remote Application" on page 153.

7 Click **OK**.

The Accessory Setup page is displayed.

8 To finish creating the accessory, continue with "Setting Up the Accessory" on page 150 for specific information on filling in the Accessory Setup page for each type of accessory.

Setting Up the Accessory

Use the steps in this section to set up an accessory after you have completed the steps in "Adding the Accessory" on page 148.

This section contains specific information on filling in the Accessory Setup page for each type of accessory.

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 "Using Advanced Search" on page 33.

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.

Display Style: Specify whether you want a border around the 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.

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**.

Modifying an Accessory

You can modify an accessory after you have created it.

- "Modifying an Accessory That Has a Border" on page 154
- "Modifying an Accessory That Doesn't Have a Border" on page 154

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**.

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**.

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.

- "Deleting an Accessory That Has a Border" on page 154
- "Deleting an Accessory That Doesn't Have a Border" on page 154

Deleting an Accessory That Has a Border

1 Click the **Delete** icon (**X**) in the accessory's title bar.

2 Click **OK**.

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**.

Minimizing an Accessory

After you minimize an accessory, only the accessory's title bar is displayed.

- "Minimizing an Accessory That Has a Border" on page 155
- "Minimizing an Accessory That Doesn't Have a Border" on page 155

Minimizing an Accessory That Has a Border

1 Click the **Minimize** icon in the accessory's title bar.

The accessory is minimized and only the accessory's title bar is displayed.

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.

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.

Hiding or Displaying the Accessory Panel in a Folder

You can hide or show the Accessory Panel in a folder:

1 Navigate to the folder where you want to show or hide the Accessory Panel.

2 To hide the Accessory Panel, click the **Configure** icon next to the Filter List, then click **Hide Accessories**.

or

To display the Accessory Panel, click the **Configure** icon next to the Filter List, then click **Show Accessories**.

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.

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. Micro Focus 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 “Repositioning Accessories” on page 156.)

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 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**.

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**.

10 Connecting With Your Co-Workers

Micro Focus Vibe enables you to directly connect with your co-workers.

Sending Email from within Vibe

Micro Focus Vibe enables you to send email messages to your co-workers from a variety of places within Vibe, and for a variety of reasons.

Informing Others about a Folder or Workspace

Vibe enables you to send an email message to inform others about a specific folder or workspace.

This option is functional only if you have an email account assigned to you in Vibe. To assign an email account to your Vibe profile, see "Adding and Modifying Delivery Destinations" on page 45.

1. Navigate to the folder or workspace that you want to inform others about via email.
2. Click the **Configure** icon next to the workspace or folder title, then click one of the following options:
   - **Email Team:** Emails team members who are associated with this folder or workspace.
   - **Send e-mail to contributors:** Emails all users who have added entries or comments to the current page.

   The Send Email 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 "Filling Out the Send E-Mail Page" on page 159.
4. Click **OK**.

Informing Others about an Entry

You can send an email notification to inform other Vibe users about a new or existing folder entry. For information on how to do this, see "Notifying Others about a Folder Entry" on page 131.

These options are functional only if you have an email account assigned to you in Vibe. To assign an email account to your Vibe profile, see "Adding and Modifying Delivery Destinations" on page 45.

Configuring Folders to Send Email Notifications to Other Users

If you are the owner of a folder, you can configure that folder to send email notifications to specific Vibe users.

For information on how to do this, see "Configuring Folders to Send Email Notifications to Other Users" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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 *Micro Focus Vibe 4.0.4 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**.

Using Skype from within Vibe

Micro Focus Vibe enables you to communicate with other Vibe users through Skype, without leaving the Vibe interface.

- "Setting Up Your Skype Address in Vibe" on page 159
- "Contacting Other Vibe Users with Skype" on page 159

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 user name.
4. Click **OK**.

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 "Setting Up Your Skype Address in Vibe" on page 159.

To contact a Vibe user by using Skype:

1. Click the **Presence** icon of the user you want to call by using Skype.

   or

   Navigate to the profile page 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.

Filling Out the Send E-Mail Page

When you send email 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 email addresses. You must separate multiple email addresses with commas; do not include spaces between addresses.

Your e-mail address: Select your name if you want to include yourself in the email.

Users: Use type-to-find functionality to specify individual users to whom you want to send the email.

Groups: Use type-to-find functionality to specify individual groups to whom you want to send the email.

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 "Using the Vibe Clipboard" on page 160.

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 email message.

Message/Additional Text Sent with the Entry: Specify the main content of your email message.

Include Attachments: (This option is not available when you send an email 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 email.

Using the Vibe Clipboard

The clipboard in Micro Focus 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 user names, you can easily reference the names on your clipboard. For example, you can put a name on the clipboard, and then when you want to send an email message from Vibe, you refer to the clipboard to specify the name of the user to whom you want to send the email.

Names remain on the clipboard until you remove them or until you log out.

Adding Names to the Clipboard

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 Page**.

   Those users who have added or modified entries on this page are displayed and 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**.

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**.

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 you send email
- When you create a new team workspace
- When you add additional team members to a workspace

11 Using Workflows

Workflows in Micro Focus Vibe 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 *Micro Focus Vibe 4.0.4 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

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.

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.

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.

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**.

12 Using Vibe on Your Mobile Device

Micro Focus Vibe supports using Vibe from your mobile device. Native applications are available to download for iOS, Android, Windows Phone, Kindle Fire, and BlackBerry devices. For more information, see the *Micro Focus Vibe Mobile Quick Start* (https://www.novell.com/documentation/vibe4/vibe4_qs_mobile/data/vibe4_qs_mobile.html).

13 Managing Vibe Files from Your Desktop

You can synchronize your Micro Focus Vibe files with the file system on your computer, and then modify the files without accessing the Vibe site directly. Additions and modifications are synchronized between Vibe and your computer.

For more information, see the *Micro Focus Vibe Desktop for Windows Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_desktop/data/vibe4_qs_desktop.html) or the *Micro Focus Vibe Desktop for Mac Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_desktopmac/data/vibe4_qs_desktop.html).

14 Working with Vibe Files in Microsoft Office

Micro Focus Vibe enables you to work with documents on the Vibe site without leaving Microsoft Office. You can easily browse to a document that is located on the Vibe site, open the document, edit it, then save it back to the Vibe site, directly from Microsoft Office.

You can work directly from Microsoft Word, Excel, or PowerPoint documents.

For more information about this functionality, see the *Vibe Add-In Quick Start* (http://www.novell.com/documentation/vibe4/vibe4_qs_office/data/vibe4_qs_office.html).

A What’s New in Micro Focus Vibe 4.0

Welcome to Micro Focus Vibe 4.0. You’ll find new features, a fresh user interface, and significant updates. This section provides a list of new features. For a list of advanced features that are new in Micro Focus Vibe, see “What’s New in Vibe 4.0” in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Sharing Improvements

Micro Focus Vibe 4.0 provides a more complete and intuitive way to share workspaces, folders, and entries.

For more information, see Chapter 4, “Sharing Entries, Folders, and Workspaces,” on page 53.

Folder Look and Feel Improvements

Micro Focus Vibe 4.0 includes an improved look and feel for most types of folders. Photo Album and Wiki folders remain unchanged.

Browser History Support

Micro Focus Vibe 4.0 provides support for leveraging browser history. For example, back, forward, and refresh buttons work as expected when using Vibe 4.0.

Download Folder Contents as a CSV File

Micro Focus Vibe 4.0 allows you to download all folder entries of a folder as a CSV file. The CSV file does not include any attached files.

For more information, see "Downloading the Contents of a Folder as a CSV File" on page 83.

Mark All Entries in a Folder as Read or Unread

Micro Focus Vibe 4.0 allows you to simultaneously mark all entries in a folder as Read or Unread.

For more information, see "Marking All Entries in a Folder as Read" on page 131 and "Marking All Entries in a Folder as Unread" on page 131.

Enhanced Drag-and-Drop Functionality

Micro Focus Vibe 4.0 provides easier, more intuitive drag-and-drop functionality. Simply drag a file from your workstation and drop it into any folder or area in Vibe.

For more information, see "Dragging and Dropping Files" on page 82.

Enhancements to Filters

Apply Multiple Filters to a Folder

Micro Focus Vibe 4.0 allows you to apply multiple filters to a folder.

For more information, see "Applying an Existing Filter" on page 90.

Copy Filters from One Folder to Add to Another Folder

Micro Focus Vibe 4.0 allows you to copy filters that have already been created on one folder to be used in another folder.

For more information, see "Copying a Filter" on page 90.

Ability to Hide Accessories in a Folder

Micro Focus Vibe 4.0 allows you to hide the Accessory Panel in a folder.

After upgrading to Vibe 4.0, the Accessory Panel is displayed by default for folders that have preconfigured accessories. For folders that do not have preconfigured accessories, the Accessory Panel is hidden by default.

For more information, see "Hiding or Displaying the Accessory Panel in a Folder" on page 155.

Enhanced Pinning for Discussion Entries

Micro Focus Vibe 4.0 provides an enhanced way of pinning discussion entries.

For more information, see "Pinning Discussion Entries" on page 94.

Unfollow People and Places From the What's New Area

Micro Focus Vibe 4.0 allows you to easily unfollow a person or place from the What's New area.

For more information, see "Viewing New Entries" on page 26.

Vibe Desktop Application Improvements

Micro Focus Vibe Desktop includes the following enhancements:

- Ability to create, delete, move, and rename folders
- Ability to delete, move, and rename files
- Performance and stability improvements

For more information about using Vibe Desktop, see *Micro Focus Vibe Desktop Quick Start for Windows* (https://www.novell.com/documentation/vibe4/vibe4_qs_desktop/data/vibe4_qs_desktop.html) and the *Micro Focus Vibe Desktop Quick Start for Mac* (https://www.novell.com/documentation/vibe4/vibe4_qs_desktopmac/data/vibe4_qs_desktop.html).

New Change Password Dialog

Micro Focus Vibe 4.0 makes it easier for local and external users to change their password.

For more information, see "Changing Your Password" on page 20.

Mobile App Look and Feel Improvements

The Micro Focus Vibe mobile app includes an improved look and feel.

For more information about using the mobile app, see the *Micro Focus Vibe Mobile Quick Start* (https://www.novell.com/documentation/vibe4/vibe4_qs_mobile/data/vibe4_qs_mobile.html).

B Troubleshooting

The following sections provide guidance for difficulties you might encounter when using Micro Focus Vibe:

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 Accessed through a Web Browser" on page 136. You might need to perform some additional configuration procedures before the editing functionality works. For more information, see "Configuring Vibe to Support WebDAV on Windows 7" in the *Micro Focus Vibe 4.0.4 Administration Guide*.

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 Micro Focus 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 deleting items that you have previously moved to the Trash. Workspaces, folders, and entries that do not contain attached documents do not count toward your data quota.

IMPORTANT: Items deleted from the Trash cannot be recovered. Before you delete an item from the Trash, verify that you no longer want this item to exist on the Vibe site.

---

1. Navigate to the folder or workspace where you moved the items to the Trash that you now want to delete from the Vibe site.
2. Click the **Trash** icon, located in the Navigation panel.
3. Select the item that you want to delete.
4. Click **Delete** > **OK**.

For more information about deleted items from the Trash, see "Making Disk Space Available by Deleting Items from the Trash" in the *Micro Focus Vibe 4.0.4 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 *Micro Focus Vibe 4.0.4 Advanced User Guide*.

You Are Unable to Change Your Vibe Password

Problem: You are unable to change your Micro Focus Vibe password as described in section "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.

Vibe Interface Is Not Displayed Correctly

Problem: When you access Micro Focus 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.

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 Micro Focus Vibe that is synchronized with a folder located on a system drive outside of Vibe. When you perform basic actions (adding sub-folders 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 path name, 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 *Micro Focus Vibe 4.0.4 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 sub-folders adds and deletes sub-folders in the other system. When you delete a sub-folder, you delete all of its contents in both places.

  For more information about Mirrored Files folders, see "Working with Mirrored Folders" in the *Micro Focus Vibe 4.0.4 Advanced User Guide*.

Too Many Sign-Ins for WebDAV

Problem: When you use WebDAV, you must specify your Micro Focus Vibe user name 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.

WebDAV Phantom Folders

Problem: When you use Micro Focus Vibe to access a WebDAV folder, you might see a link to a sub-folder 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.

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.

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 Micro Focus Vibe. If you want to move files and folders within Vibe, you must use the regular Vibe interface, as described in "Moving a Folder" on page 82 and "Moving a Folder Entry" on page 127.

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, Micro Focus 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.

- "Changing the Default Editor Settings for a Single File Type" on page 178
- "Changing the Default Editor Settings for All File Types" on page 179
- "Changing the Default Editor Settings When the Editor is Not Installed in the Default Location" on page 179

Changing the Default Editor Settings for a Single File Type

You can change the default editor that Vibe uses to edit specific types of files.

Vibe administrators can change the default editor settings for specific file types for the entire Vibe site, as described in "Changing Global File Associations for Edit in Place Applications" in the *Micro Focus Vibe 4.0.4 Administration Guide*.

To change the default editor settings for a single file type:

1. Click your linked name in the upper right corner of each Vibe page, then 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.

   The application must support editing using WebDAV URLs. For example, Notepad does not support editing using WebDAV URLs, and therefore cannot be used.
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.

   If the application you specify is in the system path environment variable, you specify only the application name; if the application is not in the system path environment variable, you must specify the full execution path.
6. Select the check box, then click **OK**.

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 your linked name in the upper right corner of each Vibe page, then 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**.

Changing the Default Editor Settings When the Editor is Not Installed in the Default Location

1. Click your linked name in the upper right corner of each Vibe page, then 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 path name to the OpenOffice application.
5. Click **OK**.

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.

- "Increasing the Default Memory Amount on Windows" on page 180
- "Increasing the Default Memory Amount on Linux" on page 180

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 Micro Focus 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.

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.

Files that Contain Extended or Double-Byte Characters in the File Name Are Corrupt after ZIP File Is Extracted

Problem: When Vibe is used to create a `ZIP` file with files that contain extended or double-byte characters in the file name, the downloaded file names are corrupted when either of the following methods is used to unzip the downloaded `ZIP` file:

- Native Windows Explorer on Windows XP and Windows 7
- File Roller from the graphical interface on SLES 11

To successfully unzip the downloaded `ZIP` file on Windows XP and Windows 7, use a different program such as Winzip, 7-Zip, or ZipGenius.

To successfully unzip the downloaded `ZIP` file on SLES 11, use File Roller from the command line with switch `-S`.

Upload Applet Problems on SLED 10 SP1

Problem: When you use Micro Focus 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.

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**.
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.

Vibe Applets Are Not Working

The following Micro Focus Vibe applets do not currently work:

- The Add Files applet. This applet enables you to drag files from one location and drop them into a Vibe folder. It also enables to you 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:

- "Applets Are Not Working on a 64-Bit Operating System" on page 182
- "Applets Are Not Working on Windows with Firefox 3.6 and Later" on page 182
- "Applets Are Not Working on Mac OS with Safari" on page 183

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 one of the following ways:

- "Updating to JRE 1.6.0.12 or Later" on page 182
- "Changing Your Browser to a 32-Bit Version of Firefox" on page 182
- "Installing a 64-Bit Java Browser Plug-In and Firefox 3.0 or Higher" on page 182

Updating to JRE 1.6.0.12 or Later

On a 64-bit operating system, updating to JRE 1.6.0.12 or later enables the applets to work.

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.

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.

Applets Are Not Working on Mac OS with Safari

Applets do not work with older versions of Mac OS and Safari.

To fix this problem:

1 Upgrade to the latest version of Mac OS and the latest version of Safari.

Edit-In-Place Applet Is Not Working on Mac

- "Edit-in-Place Applet Is Not Working with OpenOffice" on page 183
- "Edit-in-Place Applet Is Not Working with Microsoft Office" on page 183

Edit-in-Place Applet Is Not Working with OpenOffice

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 "Changing the Default Editor Settings When the Editor is Not Installed in the Default Location" on page 179.

If the problem persists, consult your Vibe administrator. The Vibe administrator can change this setting for the entire Vibe site, as described in "Edit in Place Support for Mac Users" in the Micro Focus Vibe 4.0.4 Release Notes.

Edit-in-Place Applet Is Not Working with Microsoft Office

Edit-in-Place functionality is not supported on Mac when you use Microsoft Office as your document editor. To use Edit-in-Place functionality on Mac, you must use OpenOffice as your document editor.

Troubleshooting Your Mobile Device

The following sections provide guidance for difficulties you might encounter when accessing Micro Focus Vibe from a mobile device:

- "Your Browser Does Not Automatically Direct You to the Mobile Interface" on page 184
- "You Are Unable to View YouTube Videos from Your Mobile Device" on page 184
- "Your BlackBerry Curve Does Not Work with the Mobile Interface" on page 184

Your Browser Does Not Automatically Direct You to the Mobile Interface

Problem: When you access 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.

You Are Unable to View YouTube Videos from Your Mobile Device

Problem: You are unable to view YouTube videos when you access Vibe from a mobile device, such as a BlackBerry.

If you are unable to view YouTube videos when you access 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).
2. Click the **Help** link, located near the bottom of the page.
3. Follow the instructions for optimizing YouTube Mobile for your device.

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 website for documentation about updating your BlackBerry device software.

C Accessibility for People with Disabilities

Users with disabilities can use assistive technology such as a screen reader to access pages in Micro Focus Vibe. Assistive technology users must adapt to the following Vibe functionality:

- "New Windows Opened without Notification" on page 185
- "Text Added to a Page Is Not Conveniently Available" on page 185
- "Drop-Down List Access" on page 185

New Windows Opened without Notification

When you click certain areas in Micro Focus 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.

Text Added to a Page Is Not Conveniently Available

For some actions, Micro Focus 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.

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.