

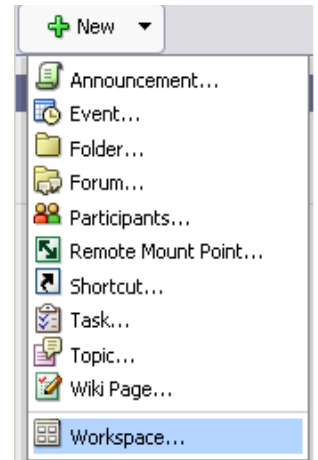


Oracle Beehive Team Collaboration is a Web-based client that enables you to engage in collaborative activities in Oracle Beehive workspaces. With Oracle Beehive Team Collaboration you can create and manage workspaces, add participants, create wiki pages, upload documents, post announcements, and more.

Workspaces

Create a Workspace

1. On the Workspaces toolbar, click **New** and then click **Workspace**. The Create Workspace window opens.
2. Enter a name for your workspace.
3. To select another location for your workspace (optional), click **Change Location**.
4. To select another template for your workspace (optional), click **Change Template**.
5. Enter a description for your workspace (optional).
6. If you are a manager and have direct reports, the Participants options appear. Select one of the following options:
 - Only me
 - Me and my direct reports
 - Me and my whole organization
7. Click **Save** to create the new workspace.

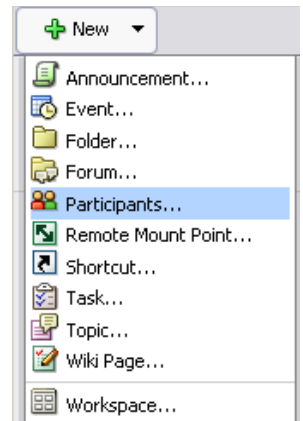


Participants

Add a Participant to a Workspace

NOTE: You can only add participants to workspaces where you are the owner, workspace-coordinator, or workspace-participant-coordinator.

1. On the Workspaces toolbar, click **New** and then click **Participants**. The New Participants window opens.
2. In the User or Group box, enter a name or e-mail address for a user or group.
3. In the Include list, select who you want to include with this participant:
 - Participants only
 - Participants and their direct reports
 - Participants and their organization
4. Optionally, enter a description for the participant.
5. In the Roles list, click each role that has the rights and privileges you want to assign to the participant. You can assign multiple roles to the same participant.
6. Click **Finish** to add the participant to the workspace.



Wiki Pages

Create (Publish) a Wiki Page

NOTE: You can only create wiki pages in workspaces where your participation role is other than a workspace-viewer.

1. Open the workspace where you want to add the wiki page.
2. On the Workspaces toolbar, click **New** and then click **Wiki Page**. The New Wiki Page opens.
3. In the Name box, enter a name for the wiki page.
4. Optionally, enter content in the wiki page, such as text, hyperlinks, tables, and images, using one of the following views:
 - **Rich Text Editor:** Rich Text Editor enables you to create page content using toolbar buttons and formatting options commonly found in text editors.
 - **Wiki Markup:** Wiki Markup enables you to create page content using wiki markup tags directly.
5. Click **Publish** to create the new wiki page.

Add (Upload) a Document to a Workspace

NOTE: You can only add documents to workspaces where your participation role is other than a workspace-viewer.

1. Open the workspace where you want to upload the document.
2. On the Workspaces toolbar, click **Upload**. The Upload Document window opens.
3. In the Files box, enter the path of a document located on your computer. Or, click **Browse** to navigate to and select the document.
4. Optionally, click **Change...** to select a specific destination folder for the upload. The Select Upload Folder dialog window opens. In the folder hierarchy that appears, click the destination folder and then click **Select**.
NOTE: If you do not pick a specific destination folder, Oracle Beehive Team Collaboration uploads the document to the Documents folder (the root folder) for the current workspace.
5. To upload the document, click **Upload**. The document uploads to the current workspace.

Tasks and Assignments

Create and Assign a Task

NOTE: You can only create tasks in workspaces where you have write permissions, such as a workspace-member or workspace-coordinator.

1. Open the workspace where you want to create the task.
2. On the Workspaces toolbar, click **New** and then click **Task**. The New Task page opens.
3. In the New Task window, enter or specify the following information:
 - **Title:** Enter a title for the task.
 - **Priority:** Select a priority.
 - **Start Date:** Specify when the task should start. (optional)
 - **Due Date:** Specify when task completion is due. (optional)
 - **Status:** Specify a status and, optionally, the percentage complete.
 - **Assignee:** Start to enter the name or e-mail address of an assignee, and then select the participant's name when it appears. Complete this step for other assignees.
 - **Tags Applied by Me:** Enter the name of one or more tags. Separate each tag name with a comma (,).
 - **Description:** Enter a description of the task. (optional)
4. To create the task, click **Save**. Assignees will receive notifications based on how they configured their task notifications in Oracle Beehive Central.

Update a Task or Assignment

1. Open the workspace that contains the task or assignment you want to update.
2. On the left menu, click **Tasks**. The Tasks window opens.
3. Do one of the following:
 - To open a single task, click the title of the task.
 - To open multiple tasks, click the check box next to each task and then click **Open** on the Workspaces toolbar.
4. In the details window for each task that you opened, update one or more settings, such as the Status, Start Date, Due Date, Assignees, Assignment Status, or Progress.
NOTE: Changing the Assignment Status only changes the status for the selected assignee. To change the overall status of a task, use the Status field.
5. To save your changes, click **Save**.

Need more help? Click the Help icon , located in the top-right corner of Oracle Beehive Team Collaboration.