

# Oracle® Beehive

Team Collaboration Help

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Oracle Beehive Team Collaboration is a Web-based client that leverages dynamic, wiki page technology to support team collaboration activities in Oracle Beehive workspaces.

This page contains information on Oracle Beehive Team Collaboration and the tasks that you can perform with it.

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## Getting Started

This section contains the following topics on getting started with Oracle Beehive Team Collaboration:

- [What is Oracle Beehive Team Collaboration?](#)

- [What is the Home page?](#)
- [How do I sign in to Oracle Beehive Team Collaboration?](#)
- [How do I sign out of Oracle Beehive Team Collaboration?](#)

## **What is Oracle Beehive Team Collaboration?**

Oracle provides Oracle Beehive Team Collaboration for users familiar with accessing team knowledge bases through Web-based technologies. Oracle Beehive Team Collaboration leverages dynamic, wiki page technology to support team collaboration activities in Oracle Beehive workspaces.

Through Oracle Beehive Team Collaboration, users can perform the following collaborative tasks:

- Create and manage workspaces.
- Manage workspace memberships by adding participants and assigning workspace roles to them.
- Create and manage workspace calendar events.
- Create and manage workspace documents through user-defined, hierarchical folder directories.
- Access content hosted on remote repositories through mount points created by workspace coordinators.
- Create and manage team-based wiki sites.
- View the history of changes for wiki pages and restore previous versions.
- Post comments and reply to previously-posted comments on wiki pages.
- Post announcements for important events, activities, and notices.
- Subscribe to RSS-based feeds, enroll in workspace calendars, and view recent activities to stay updated on the latest workspace activities.
- Apply tags to workspace content for identification and categorization.

## **What Web Browsers does Team Collaboration support?**

Refer to the certification matrix on the My Oracle Support Web site for the most up-to-date list of certified hardware platforms, operating system versions, and supported Web browsers.

My Oracle Support is available at the following URL:

<http://support.oracle.com>

## **What is the Home page?**

The Home page is the default page that is displayed when you first log in to Oracle Beehive Team Collaboration. The page displays a consolidated view of all your workspaces, your upcoming events, and team workspace assignments (tasks) so you can stay on top of your meetings and work. It also displays a list of your favorite workspaces as well as the tags and recent activities in your workspaces (regardless of who created or performed them). Links are provided for all of these items for quick and convenient access.

The Home page provides search capabilities so that you can quickly find workspaces, documents, wiki pages, topics and announcements, people, and more. It also provides access to other Oracle Beehive applications, including Oracle Beehive Conferencing, Oracle Beehive Webmail, and Oracle Beehive Central.

Click **Home** at the top of Oracle Beehive Team Collaboration to access the Home page..

While the Home page provides a convenient, summarized view of your workspaces, you can not perform workspace-related tasks, such as creating wiki pages, uploading documents, or creating calendar events. You must access workspaces to fully leverage Oracle Beehive Team Collaboration. For more information, see section "[How do I access a workspace?](#)", or refer to the related topic in this document for the workspace-related task that you want to perform.

## How do I sign in to Oracle Beehive Team Collaboration?

To sign in to Oracle Beehive Team Collaboration:

1. Open a supported Web browser.
2. In the address bar of your Web browser, enter the URL for your organization's deployment of Oracle Beehive Team Collaboration. Typically, this URL appears in the following format:

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http://<Your-Server-Name>:<Port-Number>/teamcollab/
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**Note:** If you do not know your organization's URL for Oracle Beehive Team Collaboration, please contact your system administrator.

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The Login page opens.

3. Enter your username and password.
4. Click **Login**. Oracle Beehive Team Collaboration opens to Workspaces Home.

## How do I sign out of Oracle Beehive Team Collaboration?

In Oracle Beehive Team Collaboration menu bar (at the top), click **Sign Out** to log out of Oracle Beehive Team Collaboration.

## Workspaces

This section contains the following topics on working with Oracle Beehive workspaces:

- [What is a workspace?](#)
- [How do I access a workspace?](#)
- [How do I create a workspace?](#)
- [How do I delete a workspace?](#)
- [How do I join a workspace?](#)
- [How do I add a workspace to my Favorite Workspaces?](#)
- [How do I remove a workspace from my Favorite Workspaces?](#)

## What is a workspace?

An Oracle Beehive workspace is a virtual location where Oracle Beehive users collaborate to create, view, manage, or search for the content related to their collaborative efforts. Each workspace is created for a particular purpose or objective, such as for a project, a team, or an activity, or some combination of activities. As such, workspaces are context-based, presenting only the features and content that are relevant to their participants.

## How do I access a workspace?

To access an Oracle Beehive workspace:

1. Sign in to Oracle Beehive Team Collaboration. For more information, see section ["How do I sign in to Oracle Beehive Team Collaboration?"](#).

The Home page opens.

2. Do one of the following:
  - To access a workspace from your Favorite Workspaces list, click **Favorite Workspaces** on the lower-right column, and select the workspace you want to access.  
The Favorite Workspaces is the default page that opens when you select Workspaces and is blank if there are no workspaces marked as favorite.
  - To access a workspace to which you belong, click the **Workspaces** tab at the top of Team Collaboration. The Workspaces page opens. Click **All My Workspaces** (on the left menu). All workspaces that are associated with you are displayed in the **All My Workspaces** page, select the workspace you want to access.
  - To search for a workspace, see ["How do I search for content in my workspaces?"](#).

## How do I create a workspace?

To create an Oracle Beehive workspace:

1. In the Workspaces toolbar, click **New** and then click **Workspace**. The New Workspace dialog window opens.
2. In the New Workspace window, specify the following information:
  - **Location:** The location in your Oracle Beehive deployment. The default location is provided for you. To select another location, click **Change Location**. The Select Workspace Location window opens. Select another location and then click **Select**.
  - **Workspace Name:** The name of this workspace.
  - **Template:** The template for this workspace. The default template is provided for you. To select another template, click **Change Template**. The Change Template window opens. Select another template from the following options and then click **OK**.
    - **Basic Team Workspace Template**  
This template contains a wiki home page that members can edit to add information about the workspace and some tasks to guide the

coordinators as they configure the workspace. It also contains a default calendar, discussion forum, and folder for sharing documents.

– **Community of Practice Workspace Template**

This template contains an FAQ template and wiki home page that members can edit to add information about this community, some tasks to guide the coordinators as they configure the workspace, and a wiki page, forum, and folder to share best practices with other community members.

– **Project Workspace Template**

This template contains a set of tasks that can be used to get started with the project and some wiki pages that can be used to create a business case, project plan, project completion analysis, and meeting agenda. It also contains a default calendar, discussion forum and folder for sharing documents.

- **Description:** A description of this workspace (optional).

3. If you are a manager and have direct reports, the Participants options appear. Select one of the following options:

- **Only me:** Adds you to the workspace as its only participant.
- **Me and my direct reports:** Adds you and your direct reports as participants to the workspace.
- **Me and my whole organization:** Adds you and your entire organization (your direct reports, the employees who report to them, and so on) as participants to the workspace.

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**Note:** You can still add participants later, regardless of which of the Participants options you choose. For more information, see section "[How do I add participants to my workspace?](#)".

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4. Click **Save** to create the new workspace.

To continue with another workspace-related task, refer to one or more of the following topics:

- [How do I add participants to my workspace?](#)
- [How do I specify a logo for my workspace?](#)
- [How do I change the settings for my workspace?](#)
- [How do I create a shortcut?](#)
- [How do I delete a workspace?](#)

## How do I delete a workspace?

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**Note:** You can only delete workspaces where you are the owner or workspace-coordinator.

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To delete an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that you want to delete.
2. Click **Settings** (on the left menu).
3. On the Workspace toolbar, click **Delete**. The Confirmation window opens.
4. In the Confirmation window, click **Yes** to delete the workspace.

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**Caution:** Deleting a workspace also deletes any content that it contains, such as documents, wiki pages, announcements, and so on. After you delete a workspace, it is no longer available to any of its participants.

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## How do I join a workspace?

You are automatically a participant of any Oracle Beehive workspace that you create. To join an Oracle Beehive workspace that another user created, you must be invited by that user or by another user with administrative privileges for that workspace. To invite a user to a workspace that you created, see section "[How do I add participants to my workspace?](#)".

## How do I add a workspace to my Favorite Workspaces?

You can add an Oracle Beehive workspace to your Favorite Workspaces from the following locations:

- From within a workspace
- From the Workspaces Home (All My Workspaces page)

To add a workspace to your Favorite Workspaces from within a workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that you want to add to your Favorite Workspaces.
2. If you are not on the Overview page for the workspace, click **Overview** (on the left menu).
3. On the Workspace toolbar, click **Not a Favorite**. The button text changes to **Marked as Favorite** and Oracle Beehive Team Collaboration adds the workspace to your Favorite Workspaces.

To add a workspace to your Favorite Workspaces from the Workspaces Home (All My Workspaces page):

1. In Oracle Beehive Team Collaboration, click **Workspaces** (at the top). The Workspaces Home opens to the Favorite Workspaces page.
2. Click **All My Workspaces** (on the left menu). The All My Workspaces page opens.
3. In the list of workspaces, click the Favorites icon (gray star) next to the workspace that you want to specify as a favorite. The star turns yellow.
4. To check if the workspace is marked as favorite, click **Favorite Workspaces**. The workspace appears in the list of Favorite Workspaces.

## How do I remove a workspace from my Favorite Workspaces?

You can remove an Oracle Beehive workspace from your Favorite Workspaces from the following locations:

- From within a workspace
- From the Workspaces Home (All My Workspaces page)

To remove a workspace from your Favorite Workspaces from within a workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that you want to remove from your Favorite Workspaces.
2. If you are not on the Overview page for the workspace, click **Overview** (on the left menu).
3. On the Workspace toolbar, click **Marked as Favorite**. The button text changes to **Not a Favorite** and Oracle Beehive Team Collaboration removes the workspace from your Favorite Workspaces.

To remove a workspace from your Favorite Workspaces from the Workspaces Home (All My Workspaces page):

1. In Oracle Beehive Team Collaboration, click **Workspaces** (at the top). The Workspaces Home opens to the Favorite Workspaces page.
2. In the list of workspaces, click the Favorites icon (yellow star) next to the workspace that you want to remove as a favorite. The star turns gray.
3. To confirm your selection, click **Favorite Workspaces**. The Favorite Workspaces page opens. The workspace does not appear in the list on that page.

## Workspace Settings

This section contains the following topics on managing settings in Oracle Beehive workspaces:

- [How do I change the settings for my workspace?](#)
- [How do I specify a logo for my workspace?](#)
- [How do I manage the quota for my workspace?](#)

## How do I change the settings for my workspace?

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**Note:** You can only change the settings of workspaces where you are the owner or workspace-coordinator.

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To change the settings for an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the settings you want to change.
2. Click **Settings** (on the left menu).
3. Change one or more of the following settings:
  - **Workspace name:** Enter another name for the workspace.

- **E-mail address:** A designated e-mail address for the workspace. E-mails addressed to a team workspace e-mail address will only be delivered to the Team Workspace Inbox, which can be accessed by mapping/adding Team Workspace Inbox in Outlook using Oracle Beehive Extensions for Outlook or Oracle Beehive Webmail client.
  - **Owner:** Enter the name of a participant in this workspace.
  - **Logo:** To select a logo for your workspace, do one of the following:
    - **Select a logo provided by Oracle Beehive:** Click the Logo preview box and then click a logo from the predefined logo gallery.
    - **Select a logo located on your computer:** Click **Browse** to navigate to and select an image file located on your computer.
  - **Public access:** Whether or not the workspace is open to users who are not workspace participants. If this option is enabled (checked), you can also specify the default role, or privileges, that apply to non-participants. To change the default role for non-participants:
    1. Click **Change Role**. The Change Role of Non-Participants window opens.
    2. Select a role for non-participants.
    3. Click **OK**.
  - **Description:** Enter another description for your workspace.
4. Click **Apply** to save your changes before opening another tab.
  5. On the Defaults tab, change one or more of the following settings:
    - **Forum for Posts:** The default forum for discussion posts.
    - **Forum Destination:** The default destination for forums.
    - **Folder for Uploads:** The default location for document uploads.
    - **Library Destination:** The default destination for the workspace library.
    - **Wiki Destination:** The default destination for new wiki pages.
    - **Participation Role:** The default role assigned to new workspace participants. To change the default role:
      1. Click **Change Role**. The Set Default Participation Role window opens.
      2. Select a role.
      3. Click **Set**.
    - **Calendar Enrollment:** Whether or not participants are automatically enrolled in the workspace calendar.
  6. Click **Apply** to save your changes before opening another tab.
  7. On the Versioning tab, select one of the following settings:
    - **Keep the default versioning settings:** Select this option to apply the default versioning settings for your Oracle Beehive deployment to this workspace. When you select this option, all other settings are not available for selection.
    - **Apply the following versioning settings to the library for this workspace:** Select this option to apply specific versioning settings for this workspace only. If select you this option, specify one or more of the following:

- **Version configuration:** Specifies the type of version control that applies. Select **Automatic Versioning** to automatically version documents in this folder each time they are updated. Select **Manual Versioning** if you want users to enter a description of their change each time they update documents in this folder.
  - **Version label format:** Specifies the type of version numbering or lettering that is applied when a document in this folder is updated.
  - **Maximum number of versions:** Specifies the maximum number of versions that the system will maintain for documents in this folder. If this limit is exceeded for a document, the system will discard the oldest version first.
  - **Do not allow any folder in this workspace to modify these version settings:** Specifies whether or not sub-folders can override the settings of this folder.
8. After you have made your changes, click **Apply**. Click **Close** to close the workspace.

### How do I specify a logo for my workspace?

Oracle Beehive Team Collaboration enables workspace owners and coordinators to specify a logo for each Oracle Beehive workspace. Supported file types include GIF (.gif), JPEG (.jpeg), bitmap (.bmp), and PNG (.png) files.

To specify a logo for an Oracle Beehive workspace, see section "[How do I change the settings for my workspace?](#)".

### How do I manage the quota for my workspace?

To manage the quota for an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the quota you want to manage.
2. Click **Workspace Trash**. The Workspace Trash page opens.

The size of the current workspace (in terms of memory used) and the total quota available appear directly below the page heading **Workspace Trash** in the following format:

Current workspace size is <disk\_space\_used> out of <total\_quota\_available>

where <disk\_space\_used> is the amount of disk space on the Oracle Beehive server that is being consumed by the current workspace and <total\_quota\_available> is the amount of disk space (the quota) that has been allotted for this workspace.

3. If the workspace is at or near its quota limit, it is recommended that you free up some memory by permanently deleting any items currently in the Trash folder. You should also delete any old or obsolete documents, folders, and wiki pages, and then permanently delete them from the Trash folder.

To continue, refer to one or more of the following topics:

- [How do I delete a document or folder from a workspace?](#)
- [How do I delete a wiki page?](#)

- [How do I permanently delete an item from the Workspace Trash folder?](#)

## Participants

This section contains the following topics on managing participants in Oracle Beehive workspaces:

- [How do I add participants to my workspace?](#)
- [How do I remove a participant from my workspace?](#)
- [How do I change a participant's role in my workspace?](#)

### How do I add participants to my workspace?

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

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To add participants to an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace to which you want to add a participant.
2. On the Workspaces toolbar, click **New** and then click **Participants**. The New Participants page opens.
3. In the **Name** box, start to enter a name or e-mail address of a user or group. When the name of the user or group appears, click it.
4. In the Include list, select one of the following options:
  - Participants only
  - Participants and their direct reports
  - Participants and their organizations
5. Optionally, in the **Description** box, enter a description for this user or group.
6. In the Roles list, select one or more of the following roles:
  - workspace-viewer
  - workspace-reviewer
  - workspace-participant-coordinator
  - workspace-member
  - workspace-document-coordinator
  - workspace-coordinator
7. Click **Next**. A summary of the settings you selected appears. To return to the previous window and change your selections, click **Back**.
8. To confirm your selections and create the new user or group participant, click **Finish**.

## How do I remove a participant from my workspace?

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**Notes:**

- You can only remove participants in workspaces where you are the owner, workspace-coordinator, or workspace-participant-coordinator.
  - You cannot remove the owner of a workspace.
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To remove one or more participants from an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to remove one or more participants.
2. Click **Participants**. The Participants page opens.
3. In the table of workspace participants, click the check box next to each participant you want to remove from the current workspace.
4. On the Workspaces toolbar, click **Remove**. The Remove Participant dialog window opens.
5. To remove the selected participants, click **Yes**.

## How do I change a participant's role in my workspace?

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**Notes:**

- You can only change the roles of participants in workspaces where you are the owner, workspace-coordinator, or workspace-participant-coordinator.
  - You cannot change the role of the workspace owner.
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To change the role of one or more participants in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the participant whose role you want to change.
2. Click **Participants**. The Participants page opens.
3. In the table of workspace participants, click the check box next to each participant whose role you want to change in the current workspace.
4. On the Workspaces toolbar, click **Edit**. The Edit Participant dialog window opens.
5. In the Roles list, select or cancel the selection for one or more of the following roles:
  - workspace-viewer
  - workspace-reviewer
  - workspace-participant-coordinator
  - workspace-member
  - workspace-document-coordinator

- workspace-coordinator
6. Click **Save** to apply your changes.

## Announcements

This section contains the following topics on managing announcements in Oracle Beehive workspaces:

- [How do I create \(post\) an announcement in a workspace?](#)
- [How do I delete an announcement from a workspace?](#)

### How do I create (post) an announcement in a workspace?

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**Note:** You can only create announcements in workspaces where you are the owner, workspace-coordinator, or workspace-document-coordinator.

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To create (post) an announcement in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to create an announcement.
2. On the Workspaces toolbar, click **New** and then click **Announcement**. The New Announcement page opens.
3. In the **Title** box, enter a title for the announcement.
4. Optionally, specify when to post (activate) the announcement
5. Optionally, specify when to withdraw (expire) the announcement.
6. Optionally, apply one or more tags to the announcement. To apply a tag, enter the name of the tag in the Tags Applied by Me box and then press the Enter key on your keyboard. Separate multiple tag entries with commas.
7. Enter the details of the announcement.
8. Click **Post**. The system posts your announcement according to your selections.

After the announcement is posted, that is, after it becomes active, it appears on the Announcements page and in the Announcements pane of the Overview page for all participants in the current workspace. Prior to an announcement being posted, that is, while it is pending activation, it appears in the Announcements page for workspace-coordinators and workspace-document-coordinators only.

### How do I delete an announcement from a workspace?

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**Note:** You can only delete announcements from workspaces where you are the owner, workspace-coordinator, or workspace-document-coordinator.

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To delete an announcement in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to delete an announcement.
2. Do one of the following:
  - Click **Announcements** (on the left menu).
  - If you are on the Overview page, in the Announcements pane click the announcement that you want to delete.
3. On the Workspaces toolbar, click **Delete**. The Confirmation window opens.
4. To delete the announcement and any comments associated with it, click **Yes**.

## Search

This section contains the following topic on performing searches in Oracle Beehive workspaces:

- [How do I search for content in my workspaces?](#)

### How do I search for content in my workspaces?

To search for content hosted by Oracle Beehive workspaces:

1. In the **Search** box (located at the top of Oracle Beehive Team Collaboration), enter a search string.

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**Note:** By default, asterix (\*) and percentage symbol (%) are the wildcard character for directory search.

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2. In the Search list, do one of the following:
  - To search in the current workspace only, click **Search <workspace\_name>**, where <workspace\_name> is the current workspace.

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**Note:** The **Search Workspace** option only appears if you are currently in a workspace.

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- To search in your favorite workspaces, click **Search Favorite Workspaces**.
- To search in all of your workspaces, click **Search All My Workspaces**.
- To search in all publicly-available workspaces, click **Search Directory**.

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**Note:** Use the Search Directory option to search for users in the workspace directory.

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3. Click the Search icon (magnifying glass). Search will return wiki pages and documents that contain the search string you entered in Step 1.

## Documents and Folders

This section contains the following topics on managing documents and folders in Oracle Beehive workspaces:

- [How do I open a document in a workspace?](#)
- [How do I add or upload a document to a workspace?](#)
- [How do I lock a document or folder in a workspace?](#)
- [How do I unlock a document or folder in a workspace?](#)
- [How do I check out a document from a workspace?](#)
- [How do I check in a document to a workspace?](#)
- [How do I cancel the checkout for a document?](#)
- [How do I move a document or folder in a workspace?](#)
- [How do I create a folder in a workspace?](#)
- [How do I delete a document or folder from a workspace?](#)
- [How do I enable or disable version control for a document or folder?](#)
- [How do I change the settings \(properties\) for a folder?](#)
- [What is a public documents folder?](#)

### How do I open a document in a workspace?

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**Note:** If you plan to modify a document, Oracle strongly recommends that you first use the Check Out function provided by Oracle Beehive Team Collaboration to check out and then make any change to the document. This will prevent other users from modifying the document at the same time, which can result in the loss of information. For more information, see section "[How do I check out a document from a workspace?](#)".

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To open a document in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document that you want to access.
2. Click **Library** (on the left menu), and then **Documents**. The Documents page opens.
3. In the Documents table, navigate to the document. If the document does not appear in the default (root) view of the Documents table, click a folder in the table to navigate to the document.
4. Click the document that you want to open.  
Depending on your Web browser and the settings for your computer, one of the following occurs:
  - The document opens on your computer.
  - The document downloads to your computer.

- The Opening Document dialog window opens and prompts you to either open or download the document. Select one of these options and then click **OK**.

To continue with another document-related task, refer to one or more of the following topics:

- [How do I add or upload a document to a workspace?](#)
- [How do I lock a document or folder in a workspace?](#)
- [How do I unlock a document or folder in a workspace?](#)
- [How do I check out a document from a workspace?](#)
- [How do I check in a document to a workspace?](#)
- [How do I move a document or folder in a workspace?](#)

## How do I add or upload a document to a workspace?

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

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You add documents to workspaces by uploading them through Oracle Beehive Team Collaboration.

To add or upload a document to an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace where you want to add the document.
2. On the Workspaces toolbar, click **Upload**. The Upload Documents page 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 Folder** 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**.

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**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.

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5. To upload the document, click **Upload**.

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**Note:** If another document with the same file name exists in the workspace, you will be asked if you want to overwrite the existing document. Click **Yes** to continue the upload and overwrite the existing file. Or, click **No** to cancel the upload.

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## How do I lock a document or folder in a workspace?

Locking a document or folder prevents other workspace participants from modifying it. If you lock a document or folder, other participants can access it (that is, they can

still view its contents) but they cannot modify it until you explicitly unlock it. You should lock a document when you want to prevent others from modifying it but don't necessarily want to check it out from a workspace.

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**Note:** You can only lock documents and folders in workspaces where your participation role is other than a workspace-viewer.

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To lock a document or folder in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document or folder that you want to lock.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the document or folder you want to lock so that the row is highlighted. If the document or folder does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document or folder.
4. On the Workspaces toolbar, click **Lock**. A lock icon appears in the Documents table, next to the document or folder you locked.

To unlock the document or folder, see section "[How do I unlock a document or folder in a workspace?](#)".

## How do I unlock a document or folder in a workspace?

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**Note:** You can only unlock documents and folders that are currently locked through your user account. If you are a workspace-coordinator or a document coordinator, you can unlock any locked document or folder.

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To unlock a document or folder in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document or folder that you want to unlock.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the document or folder you want to unlock so that the row is highlighted. If the document or folder does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document or folder.

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**Note:** A lock icon will appear in the Documents table next to any document or folder that is currently locked.

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4. On the Workspaces toolbar, click **Unlock**.

## How do I check out a document from a workspace?

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**Note:** You can only check out documents from workspaces where versioning is enabled and your role is other than a workspace-viewer.

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Checking out a document or folder prevents other workspace participants from modifying it. If you check out a document, other participants can still access it (that is, they can still view its contents) but they cannot modify it until you check it in or cancel the checkout.

You should check out a document whenever you want to modify it. This will prevent other users from modifying it at the same time, which can result in the loss of information.

To check out a document from an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document that you want to check out.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the document you want to check out so that the row is highlighted. If the document does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document.
4. On the Workspaces toolbar, click **Check Out/In** and then click **Check Out**. The Check Out dialog window opens.

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**Note:** The **Check Out/In** button is enabled only if you have the required privileges to check out the document.

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5. Optionally, in the **Comments** box enter a comment, such as the reason why you are checking out the document.
6. Click **Check Out**.
7. To continue, do one or more of the following tasks:
  - Open and modify the document. For more information, see section "[How do I open a document in a workspace?](#)".
  - Check in the document. For more information, see section "[How do I check in a document to a workspace?](#)".
  - Cancel the checkout. For more information, see section "[How do I cancel the checkout for a document?](#)".

## How do I check in a document to a workspace?

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**Note:** You can only check in documents that are currently checked out to your user account.

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The procedure for checking in a modified document depends on your Web browser. Users of Microsoft Internet Explorer 7 (and later) can edit documents in their browsers and then save the changes directly to their workspaces by using the Save function provided by Internet Explorer. Users of Apple Safari 3.1 (and later) or Mozilla Firefox 3.0 (and later) must save their modified documents locally using the Save As function provided by their browsers and then upload the documents using the Upload function provided by Oracle Beehive Team Collaboration.

To check in a document to an Oracle Beehive workspace:

1. Do one of the following, depending on your Web browser:
  - **Microsoft Internet Explorer users:** Save the modified document to your workspace by clicking **File** and then **Save** on the browser's toolbar.
  - **Apple Safari and Mozilla Firefox users:** In your Web browser, save the modified document locally (on your computer) by clicking **File** and then **Save As** on the browser's toolbar. Ensure that you save the document to an easily accessible location. Do not save it to a temporary (Temp) directory. Then, upload the modified document to your workspace. For more information, see section "[How do I add or upload a document to a workspace?](#)".

If manual versioning is enabled, you will be prompted to provide information for the latest version.

2. In the Documents table, click the row that contains the document you want to check in so that the row is highlighted. If the document does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document.
3. On the Workspaces toolbar, click **Check Out/In** and then click **Check In**. The Check In dialog window opens.
4. Optionally, enter a comment in the **Comments** box, such as the changes you made to the document.
5. Click **Check In**. The system checks in the document on your behalf. Other users can now lock or check out the document.

## How do I cancel the checkout for a document?

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**Note:** You can only cancel the checkout for documents that are currently checked out through your user account.

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To cancel the checkout for a document in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document for which you want to cancel the checkout.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the document for which you want to cancel the checkout so that the row is highlighted. If the document does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document.

4. On the Workspaces toolbar, click **Check Out/In** and then click **Cancel Checkout**. The system cancels the checkout and restores the document to its state at the time it was last checked out.

## How do I move a document or folder in a workspace?

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**Note:** You can only move documents or folders in workspaces where your participation role is other than a workspace-viewer.

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To move a document or folder in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document or folder that you want to move.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the document or folder you want to move so that the row is highlighted. If the document or folder does not appear in the default (root) view of the Documents table, click the appropriate folder in the table to navigate to the document or folder.
4. On the Workspaces toolbar, click **Cut** (scissors).
5. Navigate to a new location, such as another folder.
6. Click **Paste** on the Workspaces toolbar to move the document or folder to the new location.

## How do I create a folder in a workspace?

Oracle Beehive Team Collaboration enables you to create folders to better organize the documents in your workspaces. You can create folders in the Documents page of a workspace.

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**Note:** You can only create folders in workspaces where your participation role is other than a workspace-viewer.

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To create a folder in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to add a folder.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. Navigate to the location in the Documents folder where you want to create the new folder. For example, to create the new folder in an existing folder, click the name of the existing folder in the Documents table.

**Tip:** You can always see where you are in the Documents folder hierarchy by referring to the bread crumb links that appear directly below the Workspaces toolbar. The bread crumb links appear in the following format:

You are in: <workspace\_name>: Documents > <folder\_name>

where <workspace\_name> is the name of the current workspace and <folder\_name> is the name of the current folder, if one exists.

4. On the Workspaces toolbar, click **New** and then click **Folder**. The New Folder dialog window opens.
5. In the **Name** box, enter a name for the folder.
6. Optionally, in the **Description** box, enter a brief description of the folder and its contents.
7. Click **Save** to create the folder.

## How do I delete a document or folder from a workspace?

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**Note:** You can only delete documents and folders that you created or that appear in workspaces where you are the owner, workspace-coordinator, or document coordinator.

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To delete a document or folder in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the document or folder that you want to delete.
2. Click **Library** (on the left menu) and then **Documents**.
3. In the Documents table, click the check box next to each document or folder you want to delete.
4. On the Workspaces toolbar, click **Move to Trash**. The Confirmation dialog window opens.

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**Caution:** Deleting a folder also deletes any sub-folders and documents that it contains.

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5. To delete, click **Yes**. The items you selected and their contents are moved to the Workspace Trash folder for the current workspace.

To permanently delete your selection, that is, to remove it from the Trash folder, see section "[How do I permanently delete an item from the Workspace Trash folder?](#)".

## How do I enable or disable version control for a document or folder?

To enable or disable version control for a document, you must enable or disable version control for its parent folder (the containing folder). For instructions on how to enable or disable version control for a folder, see section "[How do I change the settings \(properties\) for a folder?](#)".

## How do I change the settings (properties) for a folder?

To change the settings (properties) for a folder:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the folder whose settings you want to change.
2. Click **Library** (on the left menu) and then **Documents**. The Documents page opens.
3. In the Documents table, click the row that contains the folder. If the folder does not appear in the default (root) view of the Documents table, click the appropriate parent folder to navigate to the folder whose settings you want to change.
4. On the Workspaces toolbar, click **Properties**. The Properties dialog window opens to the General tab. Optionally, click **Versioning** to switch to the Versioning tab.
5. In the General tab, change one or more of the following settings:
  - **Name:** Enter another name for the folder.
  - **Description:** Enter another description for the folder.
6. In the Versioning tab, click one of the following settings:
  - **Keep the same version settings as the parent folder:** Click this option if you want the version control settings of the parent folder to apply to this folder as well as its documents and sub-folders.
  - **Apply the following version settings to this folder:** Click this option and one or more of the following sub-options if you want to override the version control settings of the parent folder:
    - **Version configuration:** Specifies the type of version control that applies. Select **Automatic Versioning** if you want the system to automatically version documents in this folder each time they are updated. Select **Manual Versioning** if you want users to enter a description of their changes each time they update documents in this folder.
    - **Version label format:** Specifies the type of version numbering or lettering that is applied when a document in this folder is updated.
    - **Maximum number of versions:** Specifies the maximum number of versions that the system will maintain for documents in this folder. If this limit is exceeded for a document, the system will discard the oldest version first.
    - **Do not allow subfolders to modify these version settings:** Specifies whether or not sub-folders can override the settings of this folder.

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**Note:** You can select the **Use the following settings for this folder** option only if versioning is enabled by the parent folder of the current folder. If this option is disabled, you must first access the parent folder and enable versioning for all of its child folders (sub-folders).

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7. After you modify the settings, click **Apply**.

## What is a public documents folder?

Public Documents folder are accessible to all users. When sharing a document from a Public Documents folder, a link to the document must be given to non-members to access the document (non-members will not have access to the workspace to browse the document). For members, there is no difference between accessing documents stored in the Documents or Public Documents folders.

## Wiki Pages

This section contains the following topics on managing Oracle Beehive wiki pages:

- [How do I access a wiki page?](#)
- [How do I create \(publish\) a wiki page?](#)
- [How do I modify a wiki page?](#)
- [How do I resolve a version conflict in a wiki page?](#)
- [How do I use Wiki Markup?](#)
- [How do I use Rich Text Editor?](#)
- [How do I delete a wiki page?](#)
- [How do I view the history of a wiki page?](#)
- [How do I restore a previous version of a wiki page?](#)
- [How do I print a wiki page?](#)

## How do I access a wiki page?

To access an Oracle Beehive wiki page:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the wiki page that you want to access.
2. Do one of the following:
  - Click the Expand icon (downward arrow) to the left of **Wiki Pages** (on the left menu). The Wiki page options appear. Click one of these options:
    - **Wiki Home:** Links directly to the wiki home page of the current workspace.
    - **All Pages:** Contains links to all the wiki pages for the current workspace.
    - **Orphan Pages:** Contains links to the wiki pages that have been created but that are not referenced by any other wiki pages.
    - **Wanted Pages:** Contains links to the wiki pages that are referenced by other wiki pages but that have not yet been created.

Through one of the previous options, find the link for the wiki page that you want to access and then click it.

- In the Search list, click **Go to Wiki Page** and begin to enter the name of the page in the Search box. The auto-fill feature will present a list of wiki pages that match the text you entered. Click the wiki page that you want to access. Then, click the Search icon (magnifying glass).

- Click **Overview** (on the left menu). The name of the page that you want to access might appear in the Recent Activity pane or in the Shortcuts pane. If the name of the page appears in either of those panes, click it.

The wiki page opens.

To continue with another wiki page-related task, refer to one or more of the following topics:

- [How do I modify a wiki page?](#)
- [How do I delete a wiki page?](#)
- [How do I view the history of a wiki page?](#)
- [How do I restore a previous version of a wiki page?](#)
- [How do I print a wiki page?](#)

## How do I create (publish) a wiki page?

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

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To create (publish) an Oracle Beehive wiki page:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to add the wiki page.
2. On the Workspaces toolbar, click **New** and then click **Wiki Page**. The New Wiki Page page opens.
3. In the **Page 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 Oracle Beehive wiki page content using toolbar buttons and formatting options commonly found in text editors. For information on Rich Text Editor, see section "[How do I use Rich Text Editor?](#)".
  - **Wiki Markup:** Markup View enables you to create Oracle Beehive wiki page content using wiki markup tags directly. For more information on Markup View, see section "[How do I use Wiki Markup?](#)".
5. Click **Publish** to create and publish the new wiki page.

After the page is created, workspace participants can view and edit the new wiki page the next time they open the current workspace.

To continue with another task related to Oracle Beehive wiki pages, refer to one or more of the following topics:

- [How do I modify a wiki page?](#)
- [How do I delete a wiki page?](#)
- [How do I create \(post\) a comment in a wiki page?](#)
- [How do I print a wiki page?](#)

## How do I modify a wiki page?

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

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To edit an Oracle Beehive wiki page:

1. Access the wiki page that you want to edit. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **Edit**. The wiki page opens in Edit mode.
3. Edit the wiki page using Rich Text Editor or Markup View. For information on Rich Text Editor, see section ["How do I use Rich Text Editor?"](#). For more information on Markup View, see section ["How do I use Wiki Markup?"](#).
4. Optionally, click **Manage name, edit note and tags** (near the top of the wiki page), to change the title of the wiki page, apply tags, or enter a brief description of your changes.
5. To save your changes, click **Publish**.

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**Note:** If you receive a message that states that the page was modified by another user while you were editing it, you have encountered a version conflict. You cannot publish your changes until you resolve the version conflict. For more information, see section ["How do I resolve a version conflict in a wiki page?"](#).

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## How do I resolve a version conflict in a wiki page?

A version conflict occurs when two or more users edit the same version of an Oracle Beehive wiki page and then attempt to save their changes. Typically, the second user who attempts to save the wiki page in this scenario receives the message about the version conflict. If you receive such a message, you must resolve the conflict before you can publish your changes.

To resolve a version conflict you should first compare the version you began editing and the latest version (in other words, the version the other user saved). Then, you can determine whether you should overwrite the other user's version (the latest version) with your changes or cancel your changes altogether.

To resolve a version conflict in an Oracle Beehive wiki page:

1. In the version conflict error message, click **Compare the version you began editing with the latest version**. A small viewing pane opens, enabling you to compare the differences between the version you began editing and the latest version. The pane helps you identify differences between the two versions by applying special formatting, as follows:
  - *Text that was removed* from the version you began editing appears red with a strike through and yellow highlighting.
  - *Text that was added* to the version you began editing appears blue with an underline and light blue highlighting.

- *Text that is unchanged* in the version you began editing and the latest version appears as normal text, that is, it appears black with no highlighting or other special markings.
2. After you compare the version you began editing with the latest version, do one of the following:
    - **Overwrite the latest version:** This option overwrites the latest version (the other user's version) and replaces it with your version. To proceed with this option, click the **Overwrite the latest version with my changes** check box and then click **Publish**.

Optionally, you can further modify the wiki page to incorporate aspects of the other user's version with your version. Then, you can proceed by overwriting the latest version with your additional changes as directed above.
    - **Cancel your changes:** This option discards your changes and retains the latest version (the other user's version). To proceed with this option, click **Cancel**.

## How do I use Wiki Markup?

Wiki Markup enables you to create and modify Oracle Beehive wiki page content using wiki markup tags directly.

To use Wiki Markup in an Oracle Beehive wiki page:

1. Access the wiki page that you want to modify. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **Edit**. By default, the wiki page opens in Edit mode with either Markup View or Rich Text Editor, depending on which tool you last used. If you have never used either tool, the wiki page opens with Rich Text Editor.

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**Note:** You can only edit wiki pages in workspaces where you are a participant and your role is other than a workspace-viewer.

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3. If the wiki page opens with Rich Text Editor, click **Switch to Wiki Markup**. The wiki page switches to Markup View.

## How do I use Rich Text Editor?

Rich Text Editor enables you to create and modify Oracle Beehive wiki page content using toolbar buttons and formatting options commonly found in text editors.

To use Rich Text Editor in an Oracle Beehive wiki page:

1. Access the wiki page that you want to modify. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **Edit**. By default, the wiki page opens in Edit mode with either Markup View or Rich Text Editor, depending on which tool you last used. If you have never used either tool, the wiki page opens with Rich Text Editor.

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**Note:** You can only edit wiki pages in workspaces where you are a participant and your role is other than a workspace-viewer.

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3. If the wiki page opens with Markup View, click **Switch to Rich Text Editor**. The wiki page switches to Rich Text Editor.

## How do I delete a wiki page?

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**Note:** You can only delete wiki pages that you created or that appear in workspaces where you are the owner, workspace-coordinator, or workspace-document-coordinator.

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To delete an Oracle Beehive wiki page:

1. Access the wiki page that you want to delete. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **Edit**. The wiki page opens in Edit mode.
3. On the Workspaces toolbar, click **Move to Trash**. The Delete Wiki Page dialog window opens.
4. To delete the current wiki page, click **Yes**. The system moves the wiki page to the Workspace Trash folder for the current workspace.

To permanently delete the wiki page, that is, to remove it from the Trash folder, see section ["How do I permanently delete an item from the Workspace Trash folder?"](#).

## How do I view the history of a wiki page?

To view the history of an Oracle Beehive wiki page:

1. Access the wiki page whose history you want to view. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **History**. The list of versions for the current wiki page opens.
3. To restore a previous version of the current wiki page, see section ["How do I restore an item in the Workspace Trash folder?"](#).

## How do I restore a previous version of a wiki page?

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**Note:** You can only restore previous versions of wiki pages in workspaces where your participation role is other than a workspace-viewer.

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To restore a previous version of an Oracle Beehive wiki page:

1. Access the wiki page that you want to restore. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **History**. The list of versions for the current wiki page opens.
3. Click **Restore** next to the version that you want to restore.

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**Note:** The Restore option will not appear if only one version of the current wiki page exists.

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The version of the wiki page that you selected opens in Edit mode.

4. To restore the version that you selected, click **Publish**.

## How do I print a wiki page?

To print an Oracle Beehive wiki page:

1. Access the wiki page that you want to edit. For more information, see section ["How do I access a wiki page?"](#).
2. On the Workspaces toolbar, click **Printer View**. The wiki page opens in a print-ready format.
3. To print the wiki page, use the print function of your Web browser. For more information, please refer to the Help for your Web browser.

## Remote Mount Points

This section contains the following topics about remote mount points:

- [What is a remote mount point?](#)
- [What are the prerequisites for using remote mount points?](#)
- [What are the limitations of remote mount points?](#)
- [How do I enable a remote repository?](#)
- [How do I disable a remote repository?](#)
- [How do I create a remote mount point?](#)
- [How do I modify a remote mount point?](#)
- [How do I delete a remote mount point?](#)
- [How do I create a shortcut to a remote mount point?](#)

### What is a remote mount point?

A remote mount point is a special path to a container on a remote content repository, such as Oracle Universal Content Management (Oracle UCM). Remote mount points enable workspace participants to access documents and other files hosted by remote repositories. Oracle Beehive Team Collaboration supports remote mount points for content in explicit locations (remote folders and shares) and virtual locations (defined by saved queries).

### What are the prerequisites for using remote mount points?

To use remote mount points, all of the following must occur, in order:

1. System administrators configure one or more remote repositories for integration with Oracle Beehive workspaces. System administrators use Oracle Beehive administrator tools to complete this step.

2. Workspace coordinators enable the remote repositories in team workspaces. Workspace coordinators use the Settings page in Oracle Beehive Team Collaboration to complete this step.
3. Workspace coordinators create remote mount points for the remote repositories in team workspaces. Workspace coordinators use Oracle Beehive Team Collaboration to complete this step.

After these steps are completed, workspace participants can access content from remote repositories through their workspaces.

## What are the limitations of remote mount points?

The following limitations apply to remote mount points:

- Content accessed through remote mount points is read-only, that is, to edit a document hosted by a remote repository you must first download it to your computer and edit your local copy.
- You cannot use remote mount points to publish content directly to remote repositories. However, you can publish the content to your workspaces. To publish content to remote repositories, use the tools provided by your remote repository, if available. Or, ask your system administrator to configure custom workflows that enable Oracle Beehive to push content to your remote repository. For more information, contact your system administrator.
- Oracle Beehive supports remote mount points for Oracle Universal Content Management (Oracle UCM) repositories only.
- Oracle Beehive supports remote mount points in team workspaces only.

## How do I enable a remote repository?

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**Note:** You can only enable remote repositories in workspaces where you are the owner or workspace-coordinator.

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To enable a remote repository in a workspace:

1. In the workspace, click **Settings** (on the left menu). The Settings page opens to the Workspace tab.
2. Click the **Remote Repository** tab.
3. In the list of remote repositories, click the check box next to the repository that you want to enable.

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**Note:** If the remote repository does not appear in the list, contact your system administrator.

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4. Click **Enable**. The remote repository list refreshes (indicating that the remote repository is enabled) and the Remote Content option appears in the left menu bar.

## How do I disable a remote repository?

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**Note:** You can only disable remote repositories in workspaces where you are the owner or workspace-coordinator.

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Disabling a remote repository hides all associated remote mount points from workspace participants. However, this action does not delete the associated remote mount points.

To disable a remote repository:

1. In the workspace, click **Settings** (on the left menu). The Settings page opens to the Workspace tab.
2. Click the **Remote Repository** tab.
3. In the list of remote repositories, click the check box next to the repository that you want to disable.

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**Note:** If the remote repository does not appear in the list, contact your system administrator.

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4. Click **Disable**. The remote repository list will refresh indicating that the remote repository is disabled. Also, if no other repositories are enabled for the workspace, the Remote Content option will disappear from the left menu bar.

## How do I create a remote mount point?

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**Note:** You can only create remote mount points in workspaces where you are the owner or workspace-coordinator.

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To create a remote mount point:

1. In the workspace where you want to create the mount point, on the toolbar click **New** and then click **Remote Mount Point**. The New Remote Mount Point window opens.

If the Remote Mount Point option does not appear in the drop-down list, no remote repositories are enabled for the workspace. See [How do I enable a remote repository?](#) or contact your system administrator.

2. In the New Remote Mount Point window, enter a name for the remote mount point.
3. In the Remote Repository field, Oracle Beehive Team Collaboration automatically selects the root object configured for the remote repository. To select another remote repository object, such as a subfolder or saved query, complete the following steps:
  - a. Click **Change**. The Select Enabled Remote Repository window opens.
  - b. Select the remote repository with which you want to associate this remote mount point.

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**Note:** A remote repository object can be associated with only one remote mount point.

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- c. Click **Select**. The Select Enabled Remote Repository window closes.
4. In the New Remote Mount Point window, click **Create** to create a new remote mount point.

## How do I modify a remote mount point?

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**Note:** You can only modify remote mount points in workspaces where you are the owner or workspace-coordinator.

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You can modify the name and description of a remote mount point.

To modify a remote mount point:

1. In the workspace where you want to create the mount point, on the toolbar click **Remote Content** (on the left menu). The Remote Content window opens, displaying a list of the remote mount points for this workspace.  
  
If the Remote Content option does not appear in the drop-down list, no remote repositories are enabled for the workspace. See [How do I enable a remote repository?](#) or contact your system administrator.
2. In the Remote Content window, click the check box next to the remote mount point that you want to modify.
3. On the toolbar, click Properties. The Properties window opens for the remote mount point.
4. Modify one or both of the following settings:
  - Name
  - Description
5. Click **Apply** to save your changes.

## How to I delete a remote mount point?

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**Note:** You can only delete remote mount points in workspaces where you are the owner or workspace-coordinator.

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You can delete a remote mount to prevent workspace participants from accessing the content it contains. Alternatively, you can disable the remote repository associated with a remote mount point. Disabling a remote repository hides its associated remote mount points from workspace participants without deleting them. For more about this option, see "[How do I disable a remote repository?](#)".

When you delete a remote mount point, Oracle Beehive removes it from its associated workspace. Oracle Beehive does not delete the content in the remote mount point as that content is hosted by the associated remote repository.

To delete a remote mount point:

1. In the workspace that contains the remote mount point, click **Remote Content** (in the left menu). The Remote Content window opens.
2. In the Remote Content window, click the check box next to each remote mount point you want to delete.
3. On the toolbar, click **Delete**. The Confirmation window opens.
4. To delete the selected remote mount points, click **Yes**.

## How do I create a shortcut to a remote mount point?

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**Note:** You can only create shortcuts to remote mount points in workspaces where you are the owner or workspace-coordinator.

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Shortcuts to remote mount points provide workspace participants a convenient way to access remote content from workspace libraries. When you create a shortcut to a remote mount point, Oracle Beehive Team Collaboration enables you to select the folder in the workspace library where the shortcut will appear.

To create a shortcut to a remote mount point:

1. In the workspace that contains the remote mount point, click **Remote Content** (on the left menu). The Remote Content window opens, displaying a list of the remote mount points for this workspace.

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**Note:** If the Remote Content option does not appear on the left menu, no remote repositories are enabled for the workspace. See [How do I enable a remote repository?](#) or contact your system administrator.

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2. In the Remote Content window, click the check box next to the remote mount point for which you want to create the shortcut.
3. On the toolbar, click **Create Shortcut To**. The Create Shortcut window opens for the remote mount point with the default folder, name, and shortcut target selected.
4. Optionally, change one or more of these settings:
  - **Create In:** The folder in which the folder will appear. To select another folder, click **Change Folder** and select a new location.
  - **Name:** The name of the shortcut. To change the name, enter a new one.
  - **Shortcut Target:** The target of the shortcut. To select another target, click **Change Shortcut Target** and select a new one, such as a document folder or a wiki page in a workspace.
  - **Tags Applied by Me:** The tags associated with this shortcut. To apply a tag, enter the tag name in this field. Separate multiple tag entries with commas.
5. Click **Save** to save your changes.

## Links and Shortcuts

This section contains the following topic on shortcuts (links) in Oracle Beehive workspaces:

- [How do I create a link?](#)
- [How do I create a shortcut?](#)

### How do I create a link?

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**Note:** You can only create links in workspaces where you have write permissions.

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You can create links in wiki pages using Rich Text Editor or Wiki Markup. This topic provides instructions for using the Rich Text Editor method. For more information on Rich Text Editor, see section "[How do I use Rich Text Editor?](#)". For more information on Markup View, see section "[How do I use Wiki Markup?](#)".

If you want to create a link that contains an anchor to a specific heading on a wiki page, make a note of the exact spelling of the target heading before you create the link to it. In Wiki Markup, headings are indicated by the `=HeadingName=` syntax; in Rich Text Editor, refer to the Format list (leftmost) on the Format toolbar. Also, if you create a link anchor, afterward you can only edit it using Wiki Markup.

To create a link in a wiki page using Rich Text Editor:

1. Open the wiki page.
2. Click the Edit tab. The wiki page opens in Edit mode.
3. Select the text where you want to add the link, so that the text is highlighted.
4. Click the **Insert/Edit Link** button (on the Format toolbar). The Insert/Edit Link dialog window opens.
5. Click the one of the following tabs and complete the steps for that tab:
  - **Wiki Pages:** Enables you to link to a wiki page in any workspace to which you belong. In the Workspace list, click the workspace that contains the wiki page. In the Wiki Page box, enter the name of the wiki page, and then click the name of the wiki page when it appears.

**Tip:** If you want to add an anchor to the link, position the cursor at the end of the name of the wiki page, and enter the following:

```
#<target_heading>
```

where `<target_heading>` is the exact spelling of the target heading.

For example:

```
Home#Overview
```

- **Documents:** Enables you to link to a document in any workspace to which you belong. In the Workspace list, click the workspace that contains the document. In the Documents table, click the document.
- **Tasks:** Enables you to link to a task in any workspace to which you belong. In the Task list, click the workspace that contains the task.

- **Discussions:** Enables you to link to a discussion in any workspace to which you belong. In the Workspace list, click the workspace that contains the discussion. In the Workspace list, click the workspace that contains the task.
  - **External URL:** Enables you to link to a URL that is external to this workspace, such as a Web page on the Internet. In the URL box, enter the URL.
6. Click **Insert** to add the link to the wiki page.
  7. Click **Publish** to publish the page with the new link.

## How do I create a shortcut?

Similar to links, shortcuts provide direct access to documents or wiki pages. However, unlike links, shortcuts do not appear in wiki pages. Instead, shortcuts appear in the library of the workspaces where they are created, even if they point to documents or wiki pages that are outside of their workspaces.

If you want to create a link, see [How do I create a link?](#)

If you want to create a shortcut to a remote mount point, see [How do I create a shortcut to a remote mount point?](#)

To create a shortcut:

1. Open the workspace in which you want to create a shortcut.
2. On the Workspaces toolbar, click **New** and then click **Shortcut**. The Create Shortcut window opens.
3. Specify one or more of the following settings:
  - **Create In:** The folder in your workspace library where the shortcut will appear. The default folder is provided for you. To select another folder, click **Change Folder**. The Select Shortcut Location window opens. Select another location and then click **Select**.
  - **Name:** The name of the shortcut.
  - **Shortcut Target:** The target of the shortcut. By default, the target is the object that was open when you clicked **New** and then **Shortcut** in Step 2. To select another target, click **Change Shortcut Target**. The Change Shortcut Target window opens. Select another target, such as a document or a wiki page, and then click **Select**.
  - **Tags Applied by Me:** To apply a tag, enter the name of the tag in the Tags Applied by Me box, and then press the Enter key on your keyboard. Separate multiple tag entries with commas.
4. Click **Save**. The system adds the new shortcut to the location in the workspace library that you specified.

## Comments

This section contains the following topics on comments in Oracle Beehive workspaces:

- [How do I create \(post\) a comment in a wiki page?](#)
- [How do I reply to a comment in a wiki page?](#)
- [How do I delete a comment from a wiki page?](#)

## How do I create (post) a comment in a wiki page?

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---

**Note:** You can create comments in workspaces where your participation role is other than a workspace-viewer.

---

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To create (post) a comment in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the wiki page to which you want to add a comment.
2. On the Workspaces toolbar, click **Comments**. The New Topic page opens.
3. In the **Type** box, select either **Topic** or **Question**.
4. In the **Subject** box, enter a subject for your comment.
5. Optionally, in the **Body** box, enter additional details for your comment.
6. Click **Post** to post your comment.

## How do I reply to a comment in a wiki page?

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**Note:** You can reply to comments in workspaces where your participation role is other than a workspace-viewer.

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---

To reply to a comment in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the wiki page that contains the comment to which you want to reply.
2. On the Workspaces toolbar, click **Comments**.
3. Next to the comment, click **Reply**.
4. Optionally, in the **Subject** box, enter a subject for your response.
5. Optionally, in the **Body** box, enter your reply.
6. Click **Post** to post your reply.

## How do I delete a comment from a wiki page?

---

---

**Note:** You can only delete comments that you created or that appear in workspaces where you are the owner, workspace-coordinator, or workspace-documents-coordinator.

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---

To delete a comment in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the wiki page that contains the comment that you want to delete.
2. On the Workspaces toolbar, click **Comments**.
3. Next to the comment that you want to delete, click the Delete icon (red X). The Delete Discussions dialog window opens.

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**Caution:** Deleting a comment also deletes any replies associated with it.

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4. To delete the comment and any replies associated with it, click **Yes**.

## Tasks

Tasks provide a quick and easy way to manage your day-to-day activities. Tasks allow you to create tasks, track, and update progress on tasks. You can easily add, prioritize, edit, move, print, and delete and search tasks. You can tag or comment on tasks, or search tags in your task lists.

This section contains the following topics about tasks:

- [How do I create a task?](#)
- [How do I access my tasks?](#)
- [How do I assign a task to another user?](#)
- [How do I update my assignments?](#)
- [How do I change or update a task?](#)
- [How do I delete a task?](#)

### How do I create a task?

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---

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

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To create a task:

1. Open the workspace where you want to create the task.
2. On the toolbar, click **New** and then click **Task**. The New Task window opens.
3. In the New Task window, enter or specify the following information:
  - **Title:** Enter a title.
  - **Priority:** Select a priority.
  - **Start Date:** Optionally, specify a start date and time.
  - **Due Date:** Optionally, specify a due date and time.
  - **Status:** Specify a status and, optionally, the percentage complete.
  - **Assignees:** Optionally, 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.

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---

**Notes:**

- If you do not specify an assignee, the task will be assigned to you.
  - When you assign a task, Oracle Beehive automatically sends notifications to task assignees. Assignees receive these notifications based how they configured their task notifications in Oracle Beehive Central. For more information on configuring task notifications, see *Set/Change Tasks Default Sensitivity and Priority and Enable Server-Side Tasks Reminders in Oracle Beehive Central Help*.
- 
- 

- **Tags Applied By Me:** Optionally, enter one or more tags for this task. Separate multiple tag entries with commas.
- **Description:** Optionally, enter a description.

4. Click **Save**.

## How do I access my tasks?

You can access your tasks in the My Active Team Assignments pane (on the Home page), the Active Tasks pane (on the Overview page of any workspace), or through the Tasks page in any workspace. Typically, it's quicker to access a task in the My Active Team Assignments or Active Tasks pane, but you can only access one task at a time. To access multiple tasks at the same time, go to the Tasks page in the workspace for those tasks.

To access a task or assignment, do one of the following:

- To access the task from the Home page, click **Home**. The Home page opens. In the My Active Team Assignments pane, click the task.
- To access the task from the Overview page of a workspace, access the workspace and click **Overview** (on the left menu). The Overview page opens. In the Active Tasks pane, click the task.
- To access the task from the Tasks page of a workspace, access the workspace and click **Tasks** (on the left menu). The Tasks page opens.
- In the Tasks table, click the check box next to every task that you want to access, and then click **Open** on the Workspaces toolbar.

## How do I assign a task to another user?

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

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To assign a task to another user, refer to one of the following topics:

- To assign a new task to another user, see "[How do I create a task?](#)".
- To reassign an existing task, see "[How do I change or update a task?](#)".

## How do I update my assignments?

To update a single assignment, access it through the My Active Team Assignments or Active Tasks pane. To update multiple assignments, access them from the Tasks page. For more information, see "[How do I access my tasks?](#)"

To update an assignment:

1. Access the assignment. For more information, see section "[How do I access my tasks?](#)"
2. In the Details window for each assignment that you opened, update your Assignment Status and Progress.

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**Note:** Changing the Assignment Status only changes the status for the selected assignee. To change the overall status of the task, use the Status field.

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3. Click **Save**.

## How do I change or update a task?

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**Note:** You can only change or update tasks in workspaces where you have write permissions, such as a workspace-member or workspace-coordinator.

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When you change or update a task, Oracle Beehive automatically sends notifications to task assignees. Assignees receive these notifications based how they configured their task notifications in Oracle Beehive Central. For information on configuring task notifications, see [Set/Change Tasks Default Sensitivity and Priority and Enable Server-Side Tasks Reminders](#) in *Oracle Beehive Central Help*.

To change or update a task:

1. Open the workspace that contains the task you want to change or 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, change or update one or more of the following settings:
  - Title
  - Priority
  - Start Date
  - Due Date
  - Status
  - Assignees

---

---

**Note:** To remove an assignee from a task, click the Delete icon (red X) next to the assignee's name.

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- Assignment status

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---

**Note:** Changing the assignment status only changes the status for the selected assignee. To change the overall status of the task, use the Status field.

---

---

- Progress
- Tags Applied By Me
- Description

5. Click **Save**.

## How do I delete a task?

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**Note:** You can only delete tasks in workspaces where you have write permissions.

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---

When you delete a task, Oracle Beehive automatically sends notifications to task assignees. Assignees receive these notifications based how they configured their task notifications in Oracle Beehive Central. For information on configuring task notifications, see *Set/Change Tasks Default Sensitivity and Priority and Enable Server-Side Tasks Reminders* in *Oracle Beehive Central Help*.

To delete a task:

1. Open the workspace that contains the task you want to delete.
2. On the left menu, click **Tasks**. The Tasks window opens.
3. Click the check box next to each task that you want to delete.
4. On the toolbar, click **Delete**.

## Calendar Events

This section contains the following topics on managing calendar events in Oracle Beehive workspaces:

- [How do I access a calendar event in a workspace?](#)
- [How do I create a calendar event in a workspace?](#)
- [How do I modify a calendar event in a workspace?](#)
- [How do I delete a calendar event from a workspace?](#)

## How do I access a calendar event in a workspace?

To access a calendar event in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the event.
2. If you are not on the Overview page for the workspace, click **Overview** (on the left menu) to open that page.
3. In the Calendar pane, do one of the following:
  - If the calendar is set to Month View, click the date on which the event occurs and then click the **List View** icon.
  - If the calendar is set to List View, click the **Back** (<) or **Forward** (>) icon to navigate to the date on which the event occurs.

The event appears in the list.

4. Click the event to open.

To continue with another event-related task, refer to one or more of the following topics:

- [How do I create a calendar event in a workspace?](#)
- [How do I modify a calendar event in a workspace?](#)
- [How do I delete a calendar event from a workspace?](#)

## How do I create a calendar event in a workspace?

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**Note:** You can only create calendar events in workspaces of which your role is other than a workspace-viewer.

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To create a calendar event in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to add the event.
2. On the Workspaces toolbar, click **New** and then click **Event**. The New Event page opens.
3. In the **Name** box, enter a name for the event.
4. In the **Date** box, enter the date on which the event will occur using the dd/mm/yyyy convention. Or, click the Date Picker icon (magnifying glass over calendar) to launch the calendar viewer and select the date with your mouse.
5. In the Start Time list boxes, select the time that you want the event to start.
6. Optionally, click the **All Day Event** check box if the event will occur all day.
7. In the End Time list boxes, select the time that you want the event to end.
8. Click **Invite All Members** to invite all members of the workspace.

If the **Invite All Members** check box is checked, all workspace participants are invited explicitly.

If the **Invite All Members** check box is unchecked, only the members who are enrolled to the workspace calendar will see the meeting in their personal calendar.

If the workspace is public where the default is for all members to be enrolled, in both cases of **Invite All Members** checked or unchecked, it will invite all participants.

9. Optionally, in the **Other attendees** box, start to enter the names of other users who are not participants of this workspace. When the name of the attendee that you want to invite appears, click it. Repeat this step to invite other attendees.

The default setting for the calendar enrollment can be found under Settings -> Defaults -> Calendar Enrollment.

10. Optionally, in the **Location** box, enter a location for the event.
11. Optionally, in the **Description** box, enter a description for the event. Use the Format toolbar to format the text of the description.
12. Click **Save** to create the event. Depending on workspace setting, an invitation will be sent to all attendees through their e-mail accounts. Attendees can accept or decline their invitations.

Also, the new event appears in the Calendar pane of the Overview page. Workspace participants can see the event the next time they open the current workspace and view that page.

## How do I modify a calendar event in a workspace?

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**Note:** You can only modify calendar events in workspaces where your participation role is other than a workspace-viewer.

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To modify a calendar event in an Oracle Beehive workspace:

1. Open the event that you want to edit. For more information, see section "[How do I access a calendar event in a workspace?](#)".
2. Edit one or more of the following settings:
  - **Name:** Enter another name for the event.
  - **Start Time:** Select another date and time for the event to start.
  - **All Day Event:** Click the **All Day Event** check box to enable (check mark) or disable (no check mark) the all day setting for the event.
  - **End Time:** Select another date and time for the event to end.
  - **Invite All Participants:** Click **Invite All Participants** to invite all participants of the current workspace.
  - **Other Attendees:** Invite or remove other attendees. To invite other users, in the **Other Attendees** box, start to enter the names of other users who are not participants of this workspace. When the name of the attendee that you want to invite appears, click it. Repeat this step to invite other attendees. To remove attendees, click the Delete icon (X) next to the attendee you want to remove from the event.
  - **Location:** Enter another location for the event.
  - **Description:** Enter another description for the event. Use the Format toolbar to format the text of the new description.

3. Click **Save** to update the event.

## How do I delete a calendar event from a workspace?

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**Note:** You can only delete calendar events in workspaces where your participation role is other than a workspace-viewer.

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To delete a calendar event in an Oracle Beehive workspace:

1. Open the event that you want to delete. For more information, see section "[How do I access a calendar event in a workspace?](#)".
2. In the Edit Event window, click **Delete Event**. The Confirmation dialog window opens.
3. To delete the event, click **Yes**. The system deletes the event.

## Feeds

This section contains the following topics on managing feeds in Oracle Beehive workspaces:

- [What is a feed?](#)
- [What standards does Oracle Beehive support for feeds?](#)
- [What services and applications does Oracle Beehive support for receiving feeds?](#)
- [How do I subscribe to a feed?](#)
- [How do I unsubscribe from a feed in a workspace?](#)
- [How do I manually create a feed URL?](#)
- [What types of feeds does Oracle Beehive support?](#)
- [What additional attributes does Oracle Beehive provide for feeds?](#)
- [What filters does Oracle Beehive provide for feeds?](#)

### What is a feed?

A feed is a service that aggregates and delivers notifications for new and updated content on the Web, such as news articles and blog posts. In Oracle Beehive, feeds aggregate and deliver notifications to users based on workspace activity, such as an announcement or updates to a wiki page. Feeds provide users a convenient and effective way to stay updated on the latest activities in their workspaces.

### What standards does Oracle Beehive support for feeds?

Oracle Beehive feeds are based on the Really Simple Syndication (RSS) 2.0 standard.

### What services and applications does Oracle Beehive support for receiving feeds?

Oracle Beehive Team Collaboration supports the following services and applications for receiving feeds:

- FeedDemon
- Firefox Live Bookmarks
- Mozilla Thunderbird
- NewzCrawler
- Omea Reader
- SharpReader

## How do I subscribe to a feed?

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**Note:** Subscribing to feeds requires that you complete certain steps in Oracle Beehive Team Collaboration and other steps in the service or application that you want to receive your feeds. The following procedure provides details on the steps required in Oracle Beehive Team Collaboration only. For the steps required for the service or application that you want to receive your feeds, please refer to the end-user documentation provided by that service or application.

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To receive an Oracle Beehive feed, you must first subscribe to it. You must also specify the service or application through which to receive the feed. Oracle Beehive Team Collaboration enables you to subscribe to feeds for announcements and recent activity for each workspace.

To subscribe to a feed in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to subscribe to a feed.
2. Click **Recent Activity** or **Announcements** (on the left menu) link.
3. Click the RSS feed icon in the top-right corner. The Authentication dialog window opens for the selected feed.
4. Enter your username and password, and click **OK**. The Feed Subscription page opens.
5. Click the **Subscribe to this feed** option, the Subscribe to this feed dialog window opens with the default name and location of the feed.
6. Click **Subscribe**.

A confirmation message is displayed on successful subscription. Click the **View my feeds** option to view the various feeds.

## How do I unsubscribe from a feed in a workspace?

To unsubscribe from a feed in an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace in which you want to unsubscribe to a feed.
2. Access the Internet Explorer's Favorites by clicking the Favorites icon on the top left of the Explorer Bar and select Feeds.  
Alternatively, use the shortcut **Ctrl + Shift + J** to view Feeds.

3. Select the feed you want to unsubscribe from, right click, and select **Delete**. The Internet Explorer delete confirmation window opens.
4. Click **Yes** to unsubscribe from the feed.

## How do I manually create a feed URL?

Each feed has a URL that specifies its source. When you subscribe to an Oracle Beehive-based feed through the Oracle Beehive Team Collaboration, the source URL is generated for you automatically. However, you can manually create your feed URLs using the following pattern:

```
http://<servername>:<port>/feed/<feed-format>/<feed-type>?scope=<scope-value>&source=<source-value>&entitytypes=<entitytypes-value>&labels=<labels-value>&size=<size-value>&link=<link-value>&title=<title-value>
```

where:

<servername> is the name of the your deployment's server host.

<port> is the port number for RSS feeds for your deployment.

<feed-format> is the format for the feed. Currently, Oracle Beehive supports the RSS format only (`rss`).

<feed-type> is the feed type. Oracle Beehive supports the following feed types: Announcement (`announcement`); Folder (`folder`); Forum (`forum`); Label (`label`); Recent Activity (`recent`); Topic (`topic`); and Version (`version`).

<scope-value> is the value of the filter scope. This filter is required for the `label` and `recent` feed types if the source filter is not used. This filter is optional for all other feed types.

<source-value> is the value of the filter source. This filter is required for all feed types, except for the `label` and `recent` feed types if the scope filter is used instead.

<entitytypes-value> is the value of the filter `entitytypes`. This filter is optional for all feed types.

<labels-value> is the value of the filter `labels`. This filter is required for the `label` feed type and is optional for all other feed types.

<size-value> is the value of the filter `size`. This filter is optional for all feed types.

<link-value> is the value of the attribute `link`. This attribute is required for all feed types.

<title-value> is the value of the attribute `title`. This attribute is optional for all feed types.

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**Note:** Whether or not a filter is required, optional, or even supported depends on each feed type. For more information, see section "[What types of feeds does Oracle Beehive support?](#)" and "[What filters does Oracle Beehive provide for feeds?](#)".

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## What types of feeds does Oracle Beehive support?

Oracle Beehive supports the following types of feeds:

**Table 1 Types of Feeds that Oracle Beehive Supports**

<b>Feed Type</b>	<b>Description</b>	<b>Required Attributes and Filters</b>	<b>Optional Attributes and Filters</b>
announcement	In the feed, lists the announcements from a workspace that you specify. Use the <code>source</code> filter to specify a workspace.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ size</li> <li>▪ status</li> </ul>
folder	In the feed, lists the documents and folders that exist within a parent folder that you specify. Use the <code>source</code> filter to specify a parent folder.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ entitytypes</li> <li>▪ labels</li> <li>▪ size</li> </ul>
forum	In the feed, lists the topics and announcements from a discussion forum that you specify. Use the <code>source</code> filter to specify a discussion forum.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ entitytypes</li> <li>▪ labels</li> <li>▪ size</li> <li>▪ source</li> </ul>
label	Lists the entities that are associated with labels in a workspace or collections of workspaces that you specify. Use the <code>labels</code> filter to specify one or more labels.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> <li>▪ scope</li> <li>▪ labels</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ entitytypes</li> <li>▪ size</li> </ul>
recent	Lists the recent activities within workspaces or collections of workspaces that you specify. Use the <code>source</code> filter to specify a workspace or the <code>scope</code> filter to specify a collection of workspaces.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> <li>▪ scope</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ show</li> <li>▪ size</li> <li>▪ status</li> </ul>
topic	Lists the posts for forum topics that you specify.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ size</li> </ul>
version	Lists the version histories of documents or wiki pages that you specify.	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ link</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ source</li> </ul>	<i>Attributes:</i> <ul style="list-style-type: none"> <li>▪ title</li> </ul> <i>Filters:</i> <ul style="list-style-type: none"> <li>▪ size</li> </ul>

Oracle Beehive provides optional attributes and filters for your feeds. Attributes enable you to enhance your feeds by specifying titles and links for them. Filters enable you to further refine your feeds based on criteria that you specify.

For more information on supported fields, see section ["What additional attributes does Oracle Beehive provide for feeds?"](#). For more information on supported filters, see section ["What filters does Oracle Beehive provide for feeds?"](#).

## What additional attributes does Oracle Beehive provide for feeds?

To enhance your feeds, Oracle Beehive provides the following attributes, both of which are supported by all feed types:

**Table 2 Feed Fields that Oracle Beehive Supports**

Field	Description	Required/Optional	Valid Values
link	The URL for the wiki page to which the feed is associated.	Required	Any valid URL
title	The title of the feed. If you do not specify a title, Oracle Beehive provides a default title instead.	Optional	Any title

## What filters does Oracle Beehive provide for feeds?

Filters are additional properties that can be used to further refine your feeds. For example, the filter `size` enables you to specify the maximum number of items that a feed can contain.

Oracle Beehive supports the following filters for feeds, all of which are optional:

**Table 3 Feed Filters that Oracle Beehive Supports**

Filter	Description	Valid Values	Supported Feed Types
entitytypes	In the feed, only includes objects that are associated with the Beehive Object Model (BOM) entity types that you specify. For multiple entity type entries, use a comma-separated list.	annc (announcement); adoc (document); afrt (forum, reply, or topic); afrh (folder); link (shortcut); todo (task); wiki (wiki page); wstm (workspace).	folder (only adoc and afrh supported); forum (only annc and afrt supported); label (all values supported); recent (all values supported)
labels	In the feed, includes objects that are associated with the labels that you specify. For multiple label entries, use a comma-separated list.	Any valid label	folder; forum; label
scope	In the feed, includes objects that are associated with the scope that you specify.	all; myworkspaces; favoriteworkspaces	label; recent
show	In the feed, includes all activities for each object or only their most recent activities.	a (all activities for each object); c (only most recent activity for each object)	recent

**Table 3 (Cont.) Feed Filters that Oracle Beehive Supports**

Filter	Description	Valid Values	Supported Feed Types
size	Limits the number of objects in a feed based on an integer that you specify.	Any positive integer	announcement; folder; forum; label; recent; topic; version
source	In the feed, includes objects that are associated with the entities that you specify. For multiple entity entries, use a comma-separated list.	Any valid collabID for an entity	announcement; folder; forum; label; recent; topic; version
status	In the feed, includes announcements that are associated with the status that you specify.	any; active; pending; expired	announcement

## Workspace Trash

This section contains the following topics on managing the Trash folder in Oracle Beehive workspaces:

- [What is the Workspace Trash folder?](#)
- [How do I permanently delete an item from the Workspace Trash folder?](#)
- [How do I restore an item in the Workspace Trash folder?](#)

### What is the Workspace Trash folder?

Whenever you or another workspace participant deletes a document, folder, or wiki page, it moves to the Trash folder for that workspace. The item remains in the Trash folder until someone either permanently deletes it or restores it, that is, returns it to its original location in the workspace.

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**Caution:** Whenever you or another workspace participant deletes an announcement, comment, or event, it is permanently deleted. Oracle Beehive Team Collaboration does not move these items to the Trash folder.

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To permanently delete an item that appears in the Trash folder, you must access the Trash folder and delete it manually. For more information, see section "[How do I permanently delete an item from the Workspace Trash folder?](#)".

To restore an item that appears in the Trash folder, you must access the Trash folder and restore the item manually. For more information, see section "[How do I restore an item in the Workspace Trash folder?](#)".

### How do I permanently delete an item from the Workspace Trash folder?

To permanently delete one or more items in the Trash folder:

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**Caution:** Deleting an item in the Trash folder permanently deletes it. It cannot be accessed or restored after it is permanently deleted.

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1. In Oracle Beehive Team Collaboration, open the workspace that contains the item or items that you want to permanently delete.
2. Click **Workspace Trash**. The Workspace Trash page opens.
3. Do one of the following:

**To delete one or a few of the items in the Workspace Trash:**

- a. In the Workspace Trash table, click the check box next to each item that you want to delete.
- b. On the Workspaces toolbar, click **Purge**.

**To delete all items in the Workspace Trash folder:**

This option deletes all items in the Workspace Trash, including those that are not selected (that is, those without check marks). To delete all items, click **Workspace Trash**.

The Confirmation dialog window opens.

4. To permanently delete the specified items, click **Yes**.

## How do I restore an item in the Workspace Trash folder?

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**Note:**

- You can only restore items in workspaces where you are the owner, workspace-coordinator, or workspace-document-coordinator.
  - You cannot restore announcements, comments, and events.
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To restore an item in the Workspace Trash folder of an Oracle Beehive workspace:

1. In Oracle Beehive Team Collaboration, open the workspace that contains the item or items that you want to restore.
2. Click **Workspace Trash**. The Workspace Trash page opens.
3. In the Workspace Trash table, click the check box next to each item that you want to restore.
4. On the Workspaces toolbar, click **Restore**.  
The Confirmation dialog window opens.
5. To restore selected items, click **Yes**.

The system moves the selected items to their original locations in the workspace. If the original locations no longer exist, the system moves the selected items to the root folder for their respective types. For example, documents and folders will be restored in the root Documents folder and wiki pages will be restored in the Wiki folder.

## Known Issues

This section provides details on the following known issues with Oracle Beehive Team Collaboration or supported components:

- [Delete Icon for Tags Displays Improperly if Many Non-ASCII Characters in Tag Names](#)
- [Invalid Percentages Allowed, But Not Retained, in Task Statuses](#)
- [Invalid Image Dimensions Allowed When Inserting Images in Wiki Pages](#)
- [Apple Safari Issue with HTTP Authentication May Cause RSS Feed Errors](#)
- [Links to 'Wanted Pages' Break After Renaming Workspaces](#)
- [Unable to Edit Empty Table Cells in Rich Text Editor](#)
- [Errors May Occur When Creating Links to Documents in Remote Mount Points](#)
- [Microsoft Internet Explorer 7 Users Can Edit Embedded Plug-ins When Using Rich Text Editor](#)

### **Delete Icon for Tags Displays Improperly if Many Non-ASCII Characters in Tag Names**

Bug 9258260. Entering many non-ASCII characters in tag names may cause the Delete icon for those tags to display improperly.

### **Invalid Percentages Allowed, But Not Retained, in Task Statuses**

Bug 9257944. Users can enter invalid percentages in the Status field of new and existing tasks. However, the invalid percentages are not saved, and any previous valid entries are restored.

### **Invalid Image Dimensions Allowed When Inserting Images in Wiki Pages**

Bug 9265108. Users can enter invalid image dimensions when inserting images into wiki pages. However, the invalid image dimensions are not saved, and the associated images appear correctly without any errors.

### **Apple Safari Issue with HTTP Authentication May Cause RSS Feed Errors**

Bug 8999639. A known issue with Apple Safari 4 and HTTP basic authentication may prevent users from viewing their Oracle Beehive RSS feeds. This issue does not occur in other supported browsers, nor does it occur with Apple Safari 4 when Oracle Beehive is deployed with Oracle Single Sign-On (Oracle SSO).

### **Links to 'Wanted Pages' Break After Renaming Workspaces**

Bug 9270897. Any links to 'Wanted Pages' will break if users rename their associated workspaces prior to creating the pages.

### **Unable to Edit Empty Table Cells in Rich Text Editor**

Bug 9295421. Rich Text Editor does not allow users to edit empty table cells. To edit empty table cells, use Wiki Markup.

## Errors May Occur When Creating Links to Documents in Remote Mount Points

Bug 9073327. Users may experience errors when creating wiki page links that point to documents hosted by remote mount points.

## Microsoft Internet Explorer 7 Users Can Edit Embedded Plug-ins When Using Rich Text Editor

Bug 7372869. Microsoft Internet Explorer 7 users can use Rich Text Editor to edit plug-ins embedded in Oracle Beehive wiki pages. This issue does not occur in Wiki Markup, nor does it occur in either editing mode with other supported Web browsers.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

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Oracle Beehive Team Collaboration Help, Release 2 (2.0.1.7)  
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