

# 1. Introduction

Introduced in [Tiki10](#), the workspace UI provides site administrators a streamlined way to create simple workspaces, allowing a group of collaborators to work in their own "protected" area.

Using the Workspace UI, site admins can:

- Define templates for creating workspaces of different types.
- Instantiate workspaces using a given template.

## 2. Creating and Using Workspaces

You can still create workspaces manually

Note that the Workspace UI does not give you the full flexibility of Tiki workspaces. If your needs are a bit "out of the ordinary", you may need to set up your workspaces using a [more manual approach](#), or playing with the [advanced interface and yaml code](#) (see [below](#)).

### 2.1. Tutorial: Creating a workspace

Let's say you are managing a project called *OurFabulousProject* and want to create a Tiki workspace where all project members can share information. This tutorial will guide you through the process.

#### 2.1.1. Activate the Workspace UI

If the Workspace UI feature is not already activated, follow these steps:

1. Go to **Settings > Control Panels**
2. Check the **Advanced** and **Experimental** boxes (Workspace UI involves some advanced and experimental components)
3. Navigate to **Workspaces** to configure Workspace feature and check the following checkboxes: **Workspaces UI**, **Namespace**, **Perspectives**, **Category** and **Wiki**.
4. Click Apply

# Workspaces ?

Configure workspace feature

Apply

Workspaces

Areas

No Tabs

## Activate the feature

Workspace UI



You need to set **Namespace**

You need to set **Perspectives**

You need to set **Category**

## Dependencies

Namespace



Namespace separator

:



Force all non-namespace page links to the same namespace



Perspectives



Category



Wiki

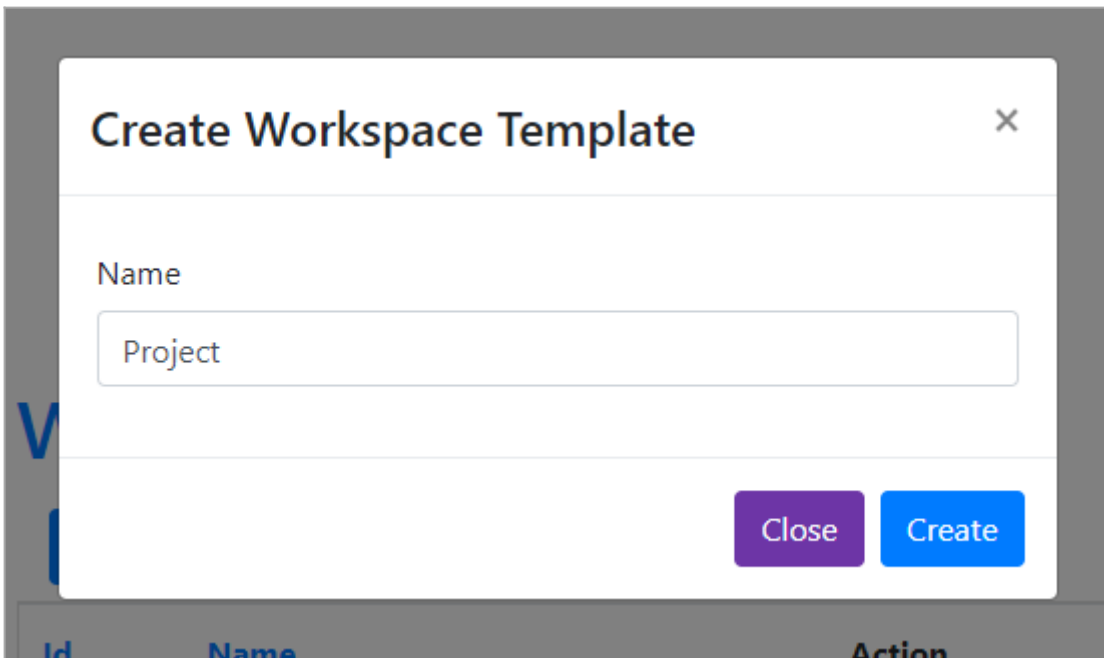


Activating WorkspaceUI feature | Click to expand

### 2.1.2. Create a Template for the Workspace

To create a workspace template:

1. Go to **Settings > Control Panels**
2. Click the **Workspace Templates** button
3. Click **Create Workspace template** (a new popup window will appear)
4. In **Name** field, enter the Workspace Template's name (let's call it **Project**)
5. Click **Create**



Creating Workspace template | Click to expand

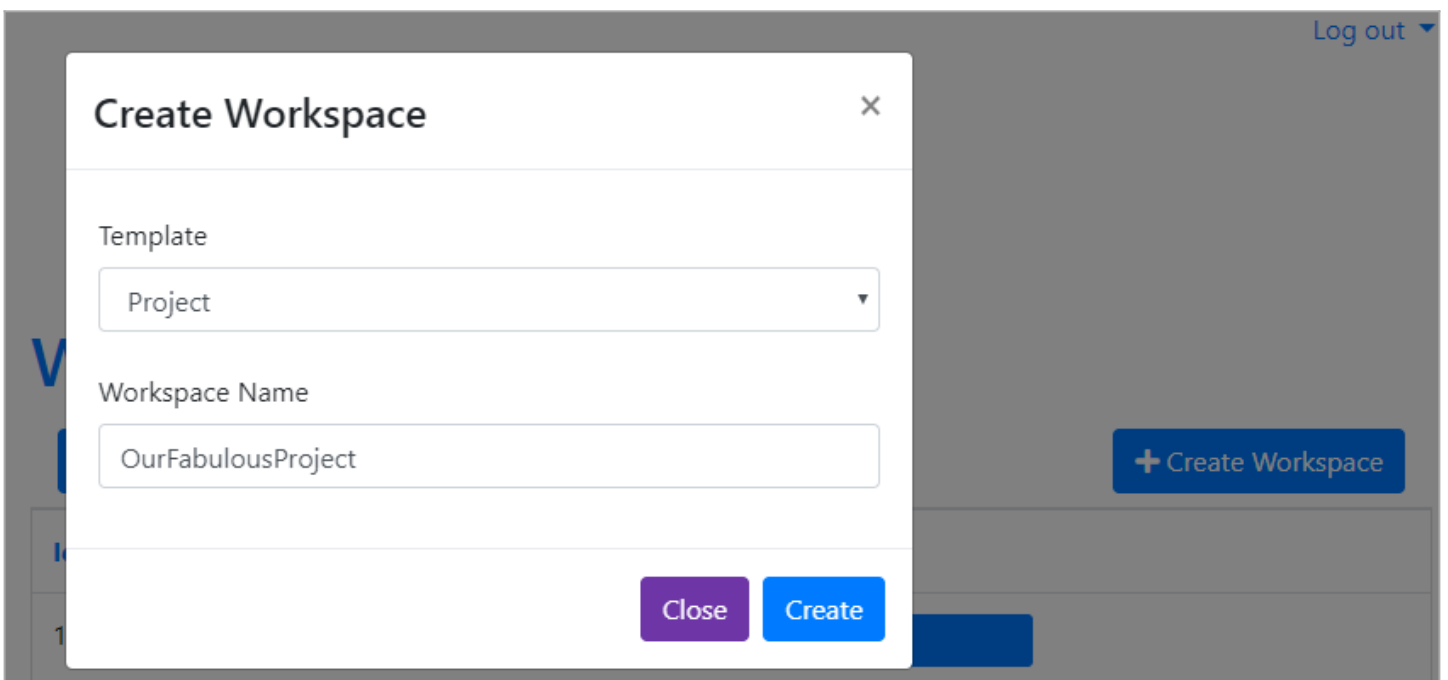
Now that you a template, you can set permissions to control what workspace members can do:

1. Click the **Permissions** button next to the **Edit** button, on the **Project** workspace template line.
2. Select the permissions you want to apply to the workspace. The only permission available allows users from different categories to create workspaces using this template. In this tutorial, we won't set that—only the admin will create workspaces.

### 2.1.3. Create a new Workspace using the Template

Now that we have a template for creating workspaces for projects, let's use it to create one.

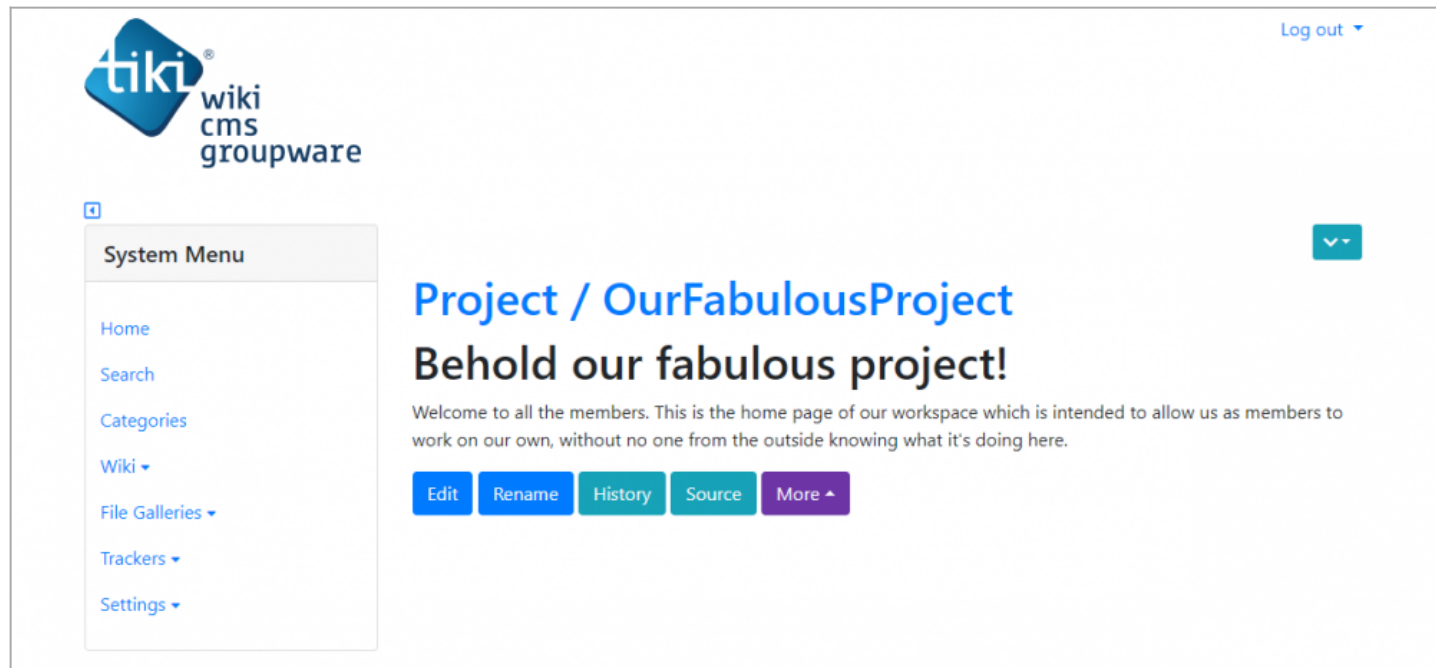
1. Navigate to **Workspaces**
2. Click the **Workspace Templates** button
3. Click **Create workspace**
4. Select the **Project** template we just created
5. In the Name field, enter *OurFabulousProject*
6. Click **Create**



Creating a workspace | Click to expand

## 2.1.4. Go to the workspace's home page

Your new workspace OurFabulousProject is now created. You can access it at: `tiki-index.php?page=Project:_:OurFabulousProject`. The workspace's home page will be empty. Since it's a wiki-like page, you can add a description to guide workspace members.



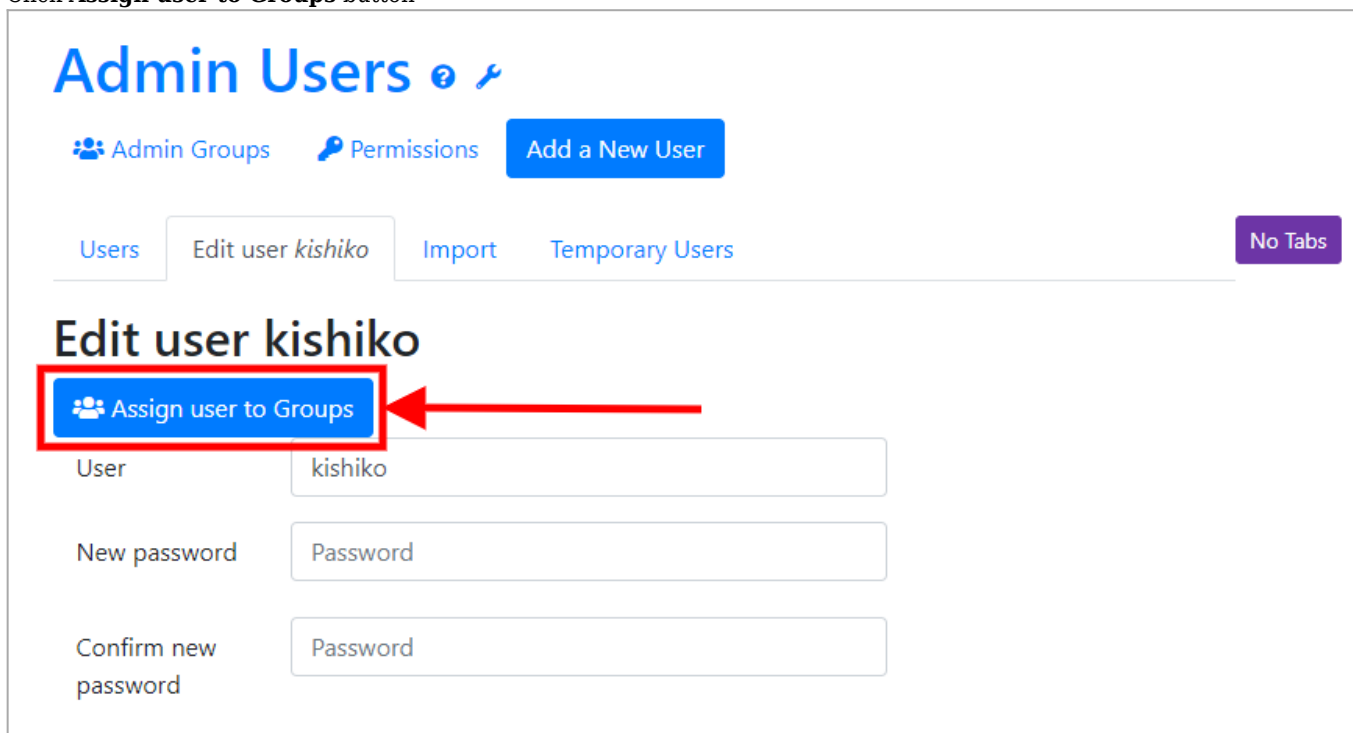
Workspace's home page | Click to expand

## 2.1.5. Assign users to the Workspace

The final step is to give project members access to the Workspace.

All you have to do is to assign those users to the group. For example, if you want user **kishiko** to have access to the workspace, you:

1. Go to **Settings > Users**
2. Select the user
3. Click **Assign user to Groups** button



User interface | Click to expand

4. Click the **Assign** button on the **Project:\_:OurFabulousProject** line. You will be asked to confirm this action.

# Assign User kishiko to Groups

Displayed rows

Find

Name	Description	Expiration
Admins	Administrator and accounts managers.	+ Assign
		+ Assign
Project_:OurFabulousProject	Project_:OurFabulousProject	+ Assign
Registered	Users logged into the system	
		+ Assign

Save

Assigning a user to the workspace | Click to expand

As a result, **kishiko** is our first member of the workspace. He is able now to see the workspace's home page in the list of wiki pages.

Repeat for all users who should be members of the workspace.

## 2.1.6. Final tip

Besides setting permissions to a workspace template, you can also set permissions to the workspace itself. The process is similar to setting permissions for wiki pages.

## 2.2. Internals of a workspace

### Basic building blocks

As you may have surmised from the above tutorial, a workspace consists of several lower-level building blocks that are combined to provide a "workspace user experience".

The building blocks are:

- A category in which all content of the workspace will be put
- A group to which all collaborators of the workspace will belong
- A perspective to improve the experience when working inside a workspace

In the tutorial, we only used a wiki in the workspace. However, a workspace template can include many additional features, such as blogs or forums. More features are being added in the interface. However, if a feature is not supported, you can use the advanced mode to create a [Data Channel](#).

### Features Supported via the Interface:

- **Groups:**
  - Allows creation of additional groups within the workspace, modify the default group and manage the default permissions.
  - Allows specifying which groups are automatically joined by the workspace creator
  - Allows specifying which group is the managing group. Members of this group can manage the members of other

- groups
- Default permissions applied on the category for the groups within the workspace can be selected
- **Wiki Pages:**
  - Allows to define pages created within the workspace and define their initial content.
  - Original content can be defined directly from the interface or be taken from an existing page as a template
  - All the pages are created within the default namespace

## Workspace organization

All workspaces are categorized under a root category called Workspaces, which is created the first time a workspace is created. Below this, the template is used as a category, followed by the workspace name. If the workspace name contains namespace separators, a hierarchy of categories will be created.

For example, if the template is called *Project*, and the selected workspace name is *Infrastructure::Improvements 2012*, the category tree would be the following:

- Workspaces
  - Project
    - Infrastructure
      - Improvements 2012

## 2.3. Edit a Workspace Template in advanced mode (yaml)

Once a workspace template is created, you can edit it in either the **simple interface**, or the **Advanced Mode**. To edit a workspace template in Advanced Mode (yaml), you need to:

1. Open the workspace template.
2. Click **Advanced Mode** in the alert info section.

# Edit template Project

Workspace Templates

## Not enough options?

This is the simple edition interface offering a subset of the available features. You can switch to the advanced mode and get more power.

**Advanced Mode**

Name

Project

## Groups

- [Base {{group}}](#)
- [Add group](#)

[Select Permissions](#)

## Wiki Pages

- [Home](#)
- [Add page](#)

Save

Advanced mode for a workspace template | Click to expand

In Simple Mode (image above), you can easily add new default groups or wiki pages in the workspace template, so that they are created as objects (groups and pages) when a new workspace of this type is created.

Then you have the workspace template in advanced mode. In which you can edit in yaml code:

# Edit template Project

☰ Workspace Templates

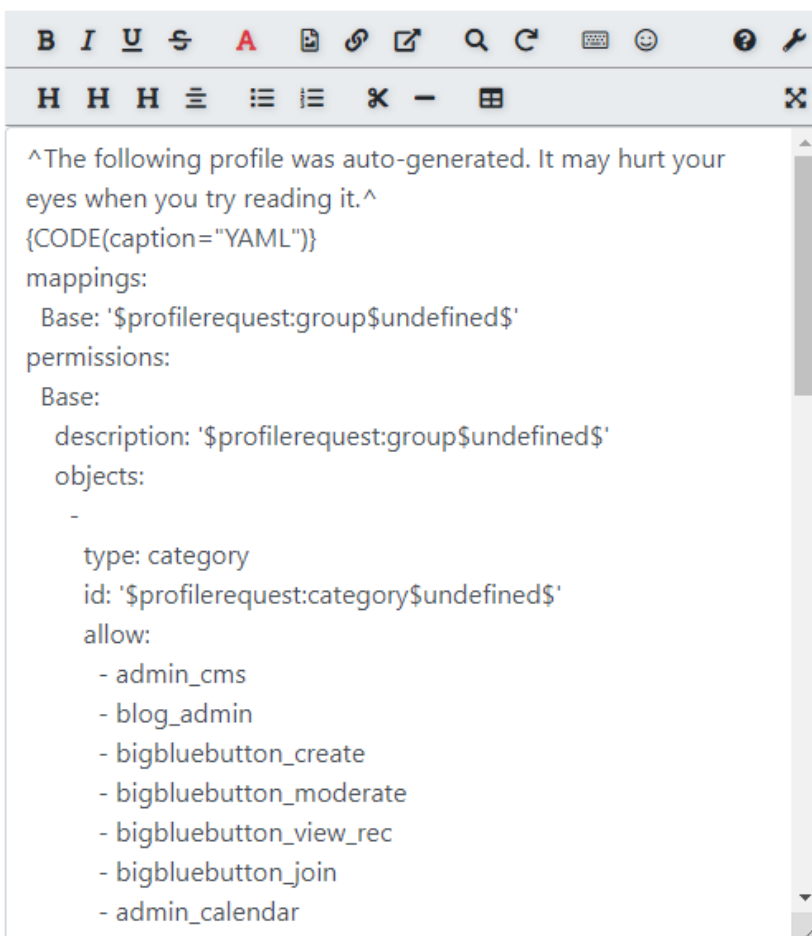
## ⚠ No turning back

Once you switch your template to advanced mode, there is no turning back. The simple interface will no longer be available.

**Return to simple interface**

Name

Project



The screenshot shows a rich text editor interface with a toolbar at the top containing icons for bold, italic, underline, strikethrough, text color, background color, link, unlink, search, undo, redo, keyboard shortcuts, emoji, help, and settings. Below the toolbar, the text content is as follows:

```
^The following profile was auto-generated. It may hurt your
eyes when you try reading it.^
{CODE(caption="YAML")}
mappings:
  Base: '$profilerequest:group$undefined$'
permissions:
  Base:
    description: '$profilerequest:group$undefined$'
    objects:
      -
        type: category
        id: '$profilerequest:category$undefined$'
        allow:
          - admin_cms
          - blog_admin
          - bigbluebutton_create
          - bigbluebutton_moderate
          - bigbluebutton_view_rec
          - bigbluebutton_join
          - admin_calendar
```

Save

Viewing the advanced mode for a workspace template | Click to expand

When you switch the interface to Advanced mode (image above), you have full control on the content of the workspace template, and you are eventually able to define new objects (of other types: blogs, file galleries, forums, etc, as far as a [profile handler](#) is created for them) to be linked with that workspace template.

For more information on this advanced feature, ask in the [Developers list](#)



## 2.4. Other information

Demo profile (work in progress)

[http://profiles.tiki.org/Workspace\\_UI](http://profiles.tiki.org/Workspace_UI)

## 2.5. Related

Related features:

- [Workspaces & Namespaces](#), which are re-used by the **Workspaces UI**
- [Roles](#) and [Templated Groups](#) which are being developed in [Tiki 21](#), and might get merged with the **Workspaces UI** in the future (but not yet, as of August 2019).

Alias names for this page:

[WorkspacesUI](#) | [Workspaces UI](#) | [WorkspacesGUI](#) | [Workspaces GUI](#) [Workspaces-UI](#)