

TEAM AREAS FOR DOCUMENT MANAGEMENT AND COLLABORATION

WHAT IS A TEAM AREA ?

Team Areas is an online document management and collaboration work space , where you can collaborate on documents, information and ideas with colleagues in a secure environment.

These colleagues may be in your own department, in another department or faculty across the University or an external partner, such as another University.

Within a Team Area, you can

- Share documents and files,
- Contribute to discussion boards,
- Share calendars,
- Set up a Blog and
- Create Wikis to log progress or capture ideas.

The screenshot shows the 'Team Area' interface. At the top, there's a header with the University of Manchester logo and 'Team Area > Home'. Below this is a search bar. On the left, a sidebar lists navigation options: Libraries (Team Documents), Lists (Team Calendar, Team Tasks, Team Announcements), Discussions (Team Discussion), and Recycle Bin (All Site Content). The main content area is titled 'Welcome to your Team Area' and contains introductory text about the service. Below this, there are two sections: 'Team Documents' and 'Team Tasks'. Each section has a table header and a message stating 'There are no items to show in this view'. The 'Team Documents' table has columns for Type, Name, Modified, and Modified By. The 'Team Tasks' table has columns for Type, Title, Assigned To, Status, Priority, Due Date, % Complete, and Predecessors. On the right side, there's a 'Site Users' section showing 'Paul Hills' and 'Groups' with statistics for October 29. At the bottom, there are three icons: a person icon for 'Getting Started', a question mark icon for 'FAQ', and an envelope icon for 'Contact Support'.

WHEN WILL TEAM AREAS BE AVAILABLE FOR ME ?

- All existing Livelink site owners and users will be able to request a Team Area from December 2013.
- All members of the University will be able to request a Team Area from March 2014. Further information will be publicised nearer to the time.

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WHAT ARE THE BENEFITS OF USING TEAM AREAS?

- It is more secure than passing information via email
- Access to a Team Area is controlled by the Site Owners so there is less reliance on IT support
- Only one copy of the document exists which everyone can see
- Versioning is available to maintain document integrity
- Tagging and metadata can be used to improve the searchability of your site content rather than relying on document names for accessing information.
- It is a web-based service so can be accessed over the Internet from anywhere in the world via a web browser. It can also be accessed via the web browser on a mobile device. It is hosted at the University of Manchester.

LINKS TO TEAM AREAS SUPPORT AND GUIDANCE

A Central Hub Support Site has been set up for sharing information and working together with the Team Area user community.

<https://xorg.manchester.ac.uk/Help/Pages/Home.aspx>

“The Help and How To” page provides users with support and guidance on all their Team Area related issues.

The Central Hub Support site is our platform for sharing information and working together with the Team Area user community to provide them with support and guidance on all their SharePoint related issues.

| Getting Started | Sharing Documents | Calendar |
|--|---|---|
|  <ul style="list-style-type: none">• Request a Team Area• Support• Site Owners Manual• Site Owner Responsibilities |  <ul style="list-style-type: none">• Upload Documents• Edit a Document• Delete Documents• Managing Your Documents |  <ul style="list-style-type: none">• Create a Meeting• Update a Meeting• Delete a Meeting |
| Site Features | Blogs and Wikis | Site Administration |
|  <ul style="list-style-type: none">• Alerts & Notifications• Announcements• Discussion Board• Tasks |  <ul style="list-style-type: none">• What is a Blog?• Create a Blog Site• What is a Wiki?• Create a Wiki Site |  <ul style="list-style-type: none">• User Permissions• Recover Deleted Items• Site Quota• When to use\create subsites |