eXo Social User Guide

Acknowledgements

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Chapter 1. Overview of eXo Social

1.1. About eXo Social

1.1.1. What is eXo Social

eXo Social gives rich experiences to your end-users via many options that are similar to social networks, such as Facebook and Linkedln. With eXo Social, you can establish more meaningful connection and improve your communication and collaboration.

By turning your company directory into a social network, eXo Social allows you to add details, including experiences, skills and team information, to profiles of yourself and another contacts.

Besides, eXo Social provides built-in JavaScript client libraries for OpenSocial API that allows developers to write social gadgets intuitively and easily for displaying and mashing up activity information for contacts, applications, services and social networks.

As an extended service of eXo Platform, eXo Platform allows built-in applications and other extended services to be added to collaboration features within the eXo Social network, providing many capabilities, such as Calendar, Address Book, Chat, Email, and more.

1.1.1.1. About this guide

The eXo Social User Guide is a reference for all users who want to learn more about features of eXo Social. Basically, features of eXo Social are remained, regardless of being implemented as a standalone application or one extended service of eXo Platform. This guide is based on the standalone eXo Social deployment. Before reading this guide, you should be aware of installing eXo Social and should know how to navigate between applications, and to use drop-down menus or to drag and drop actions.

This guide is divided into the following 5 chapters:

Chapters	Description
Get Started with eXo Social	Introduction to eXo Social, resources and terms often used in eXo Social, how to manage accounts and edit your profile.
Work with Connections	How to work with connections, such as searching contacts, sending connection requests.
Work with Activities	Instructions of doing actions on the activities stream, including status and link updates, activities/comments, liking/disliking.
Work with Spaces	Basic actions in the Space application, such as creating a new space, joining or leaving the space, and more.
Work with Dashboard	Introductions to basic actions performed in the Dashboard workspace, such as adding gadgets or managing tabs in the Dashboard bar.

1.1.1.2. Resources

Information

- [eXo Homepage](#)

- [eXo Wiki](#)

Support

- [Forums](#)

- [Support/Training/Consulting services](#)

Download

- [eXo Content](#)

- [eXo Development tools](#)

- [GateIn Portal Framework](#)

- [eXo Collaboration](#)

- [eXo Knowledge](#)

- [eXo Social](#)

Resource Center

- [Video demos, tutorials, webinar archives, features & benefits tables and more](#)

1.2. Get Started with eXo Social

1.2.1. Glossary

To get started with eXo Social, it is more useful to learn about some terms often used when approaching eXo Social as below.

- **User profile** is an information page for each eXo Social user that includes information of account, avatar, contact, experiences.

- **Connections** is the page displaying information about relations among eXo Social users, including established connections, incoming and outgoing invitations.

- **Connection request** is the act of asking or expressing a connection desire that can be accepted, or denied by receivers. The requests also can be canceled by inviters.

- **Space request** is the act of asking the managers or creators of spaces to give permissions to join their spaces.

- **Activity** is an application where users can do many actions, such as publishing their own respective activity streams, showing recent activities or updates, new connections or updating status and more.

- **Activity Stream** is a set of recent activities, providing users with the ability to communicate in the stream of data. With this application, eXo Social allows users to organize and share information in the flow of data effectively.

- **Space** is a working environment where you can manage users and communities more conveniently. It enables you to regroup people by various interests or projects and to leverage any existing application, such as portlets or gadgets.

- **Space manager** is a user with special rights within a space. The manager can monitor the list of members, configuration and install applications. When any user creates a space, he/she automatically becomes the space's manager who can validate space subscription requests.

- **Dashboard** is one portlet hosting mini-applications known as gadgets. The dashboard shows data from various components which can be RSS feed, calendar, calculator, To-do and more.

- **Space application** is one application used in the Space application of eXo Social. One space can contain one or more applications which can be shared among users.

1.2.2. Account

1.2.2.1. Register your account

As a guest, you can visit eXo Social but are limited to several contents and applications. To access more contents or perform some functionalities, you first need to register by yourself and contact the portal administrator to gain certain permissions.

1. Click **Register** on the top right corner of the eXo Social homepage.

2. Fill in the **Register New Account** form. The asterisk (*) mark indicates mandatory fields.
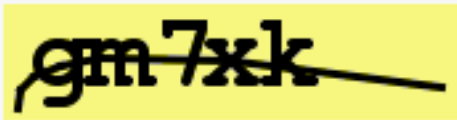
Register New Account

User Name:	John	*🔍
Password:	•••••••	*
Confirm Password:	•••••••	*
First Name:	John	*
Last Name:	Kelvin	*
Email Address:	JohnKelvin@gmail.com	*

Text validation:

gm7xk

gm7xk *

Subscribe   Reset

The mandatory fields which are marked with the asterisk (*) include:

Field	Description
User name	The name used to log in that must be unique with with its length from 3 to 30 characters. Only alpha, digit, and underscore characters are allowed.
Password	The authentication string between 6 and 30 characters, including spaces.
Confirm Password	Retype the password above. Values in both Password and Confirm Password fields must be identical.
First Name	The user's first name which must be between 1 and 45 characters.
Last Name	The user's last name which must be between 1 and 45 characters.
Email Address	The user's email that must be in the correct form, for example: username@abc.com.

3. Click 🔍 next to the **User Name** field to check if the selected username is available or not.

4. Enter the validation text into the textbox.

5. Click **Subscribe** to accept adding your new account, or **Reset** to clear all entered values.

Your registration is unsuccessful if one of the error messages occurs, such as:

• User name is existing or User Name is invalid.

• Password has less than 6 characters.

• Password and Confirm Password are not the same.

• Email Address is in a invalid format.

• Required fields are blank (empty).

• Text verification isn't correct.

After creating your new account successfully, you should contact your administrator to ask for appropriate permissions for your account.

Note

Be sure to enter your email address correctly. In case of forgetting your user name or password, you can recover it from this email address.

1.2.2.2. Sign in & Sign out

To sign in to eXo Social, do as follows:

1. Go to the eXo Social homepage by entering the appropriate URL into the address bar of your browser. For example: http://localhost:8080/socialdemo/.

2. Click the **Sign in** link at the top right of the page.

3. Input your registered user name and password in the **Sign in** form.

4. Select the **Remember My Login** checkbox for the first time if you want to automatically return to the eXo Social page without signing in again. This feature enables you to be automatically authenticated to avoid doing an explicit authentication when you access the eXo Social.

5. Click **Sign in** to submit the form, or **Discard** to quit.

Note

In case the username does not exist or the username/password is invalid, you will be returned to the Sign In form with an alert message to sign in again. To attempt your login again, re-enter your username and password.

After signing in successfully, you will be redirected to the eXo Social homepage and welcomed with your full name on the top right corner of the page.

To end your authenticated session, simply hover your cursor over the eXo icon on the top left corner of the page and select **Sign out** from the drop-down menu.

Note

From the eXo drop-down menu, you also can change language and skin of eXo Social by clicking each relevant icon.

1.2.2.3. Retrieve username/password

In case you forget your account or password, you can recover as follows:

1. Click the **'Forget your User Name/Password?'** link beneath the **Password** field when singing in.

2. Select the appropriate option and click **Next**. You will be prompted to provide your identity, depending on your choice.

3. Enter your Username/Email in the form.

4. Click **Send** to submit your entered values.

After you submit the form, an email will be sent to your email address with the requested information.

If you forget your password, you will be sent a new password temporarily. Your original password will not be valid after this email is sent. You will be directed to a page to update your password for the next time you sign in.

1.2.3. User profile

By default, your profile is just initialized with basic account information entered in the **Registration** form. Therefore, if you only want to view or edit basic information on account and password, directly left-click your display name at the top right corner of the page.

The **Account Profile** form is displayed with information you have set previously.

Here, you can change your account information in the **Account Profile** tab, except for **User Name**. These changes will be automatically synchronized with details in the **Basic information** in your **Profile** and vice versa. Also, you can change your password by clicking the **Change Password** tab.

If you want to view and update more details, go to the **Profile** page by following either of two ways:

The first way: Hover your cursor over your name at the top right corner of the page and then select **Profile** from the drop-down menu.

The second way: Go to the activities page first and select the **Profile** tab.

The **Profile** page is displayed as below:

From here, you can:

- [Modify your contact information](), including basic information, contact details, and experiences.

- [Upload your avatar]().

- [Update your current position]().

To view the profile of another eXo Social user, go to one of the following pages: **People** or **Connections** or **Activities** and then click the appropriate user name to be directed to his/her profile. Regardless of being an administrator, you do not have right to edit profiles of another people.

See Also:

- [Account](#).

- [Work with Connections](#).

- [Work with Activities](#).

- [Work with Spaces](#).

- [Work with Dashboard](#).

1.2.3.1. Edit your information

Your own information is visible to all people using the eXo Social network. You can change information in each pane or all panes as follows:

1. Click in the corresponding pane.

2. Change your desired information. In both **Contact** and **Experiences** panes, click corresponding to one field you want to add more than one information or to remove your inputted information.

3. Click to accept all changes, or to close the edit form without any changes.

After you have clicked , there will be a notification message of your successful update.

4. Click **OK** to finish.

The followings are changeable information in each pane.

Basic information:

Basic information	Description
First name	The first name which is required with the length from 1 to 45 characters.
Last name	The last name which is required with the length from 1 to 45 characters.
Email	The email address which must be in a valid format, for example: JohnKelvin@gmail.com. Note that spaces between characters are not accepted.

Contact:

Contact	Description
Gender	The gender of user. Select your gender from the

Contact	Description
	select box, either Male or Female.
Phone	The phone number at work, home or at other sites which must be between 3 to 20 numeric characters.
Instant Messaging	Nickname of either IM services that must be between 3 to 60 characters.
Urls	The website address which must be in the correct format, for example: http://exoplatform.com/.

Experiences:

Experiences	Description
Organization	Where you have worked. This field is limited from 3 to 90 characters.
Position	The job title which is limited from 3 to 90 characters.
Job Details	Brief description of your job without any character-related limitations.
Skills Used	Skills used without any limitations.
Start Date	The starting date of your work which must be in the format: MM/DD/YYYY.
End Date	The ending date of your work which must be in the format: MM/DD/YYYY.
Still in this position	Indicate that the user is still being at the described position.

See Also:

- Upload your avatar.

- Update current position.

1.2.3.2. Upload your profile avatar

You easily upload a photo to your profile or to your spaces where you own or manage.

1. Click **Change Avatar** to open the **Avatar Upload** form:
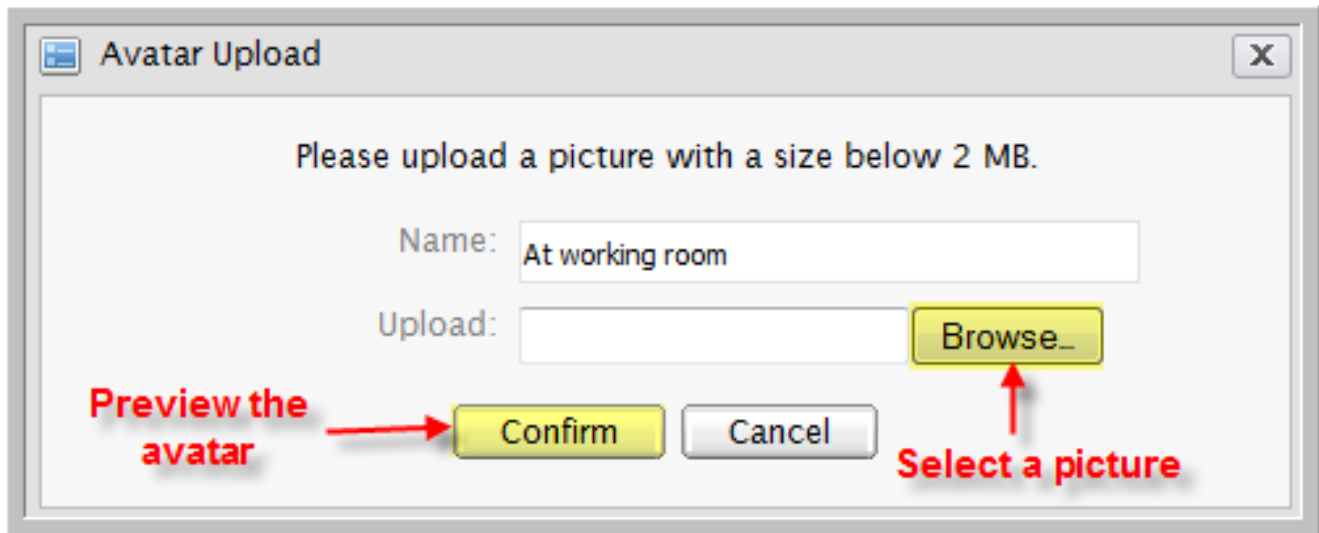
2. Click **Browse...** to open the folder containing the image you want to upload and select that image. The uploaded photo must be smaller than 2 MBs.

3. Click **Confirm** to open the **Avatar Preview** form to see some related information, such as file name, file type and image size.
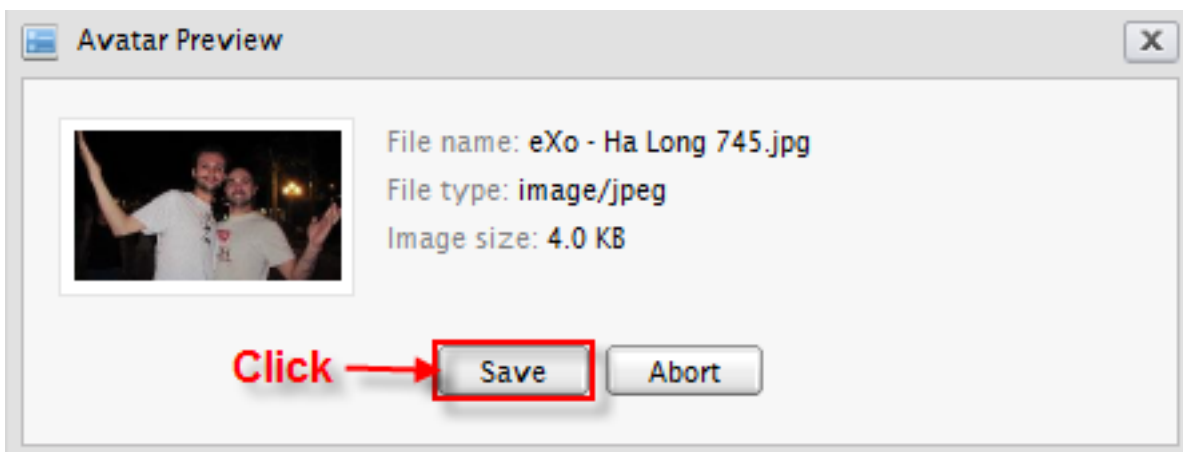
4. Click **Save** to accept your changes.

> **Note**
>
> Your image will be automatically resized to a specified value.

1.2.3.3. Update your current position

1. Click the **Edit** link.
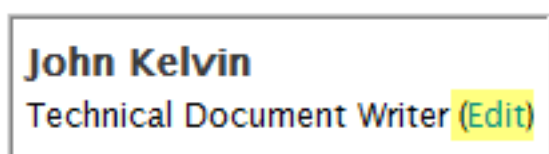
The form to update the current information will appear:

2. Enter your new position which is limited from 3 to 30 characters and click **Save**. Your current position will be immediately updated.

Note

- Information entered in the Position field is only used for providing more details, not for searching. Meanwhile, information entered in the **Skills Used** field will be retrieved when you do the Search function.

Chapter 2. Work with Connections

To go into **Connections**, hover your cursor over the display username (for example, John Kelvin) on the administration bar, then click **Profile** > **Connections** in the left pane; or hover your cursor over **People** on the Administration bar, and select **Connections**.

The Connections page lists all contacts who accepted as your contacts and who are waiting for your acceptance and contacts in request.
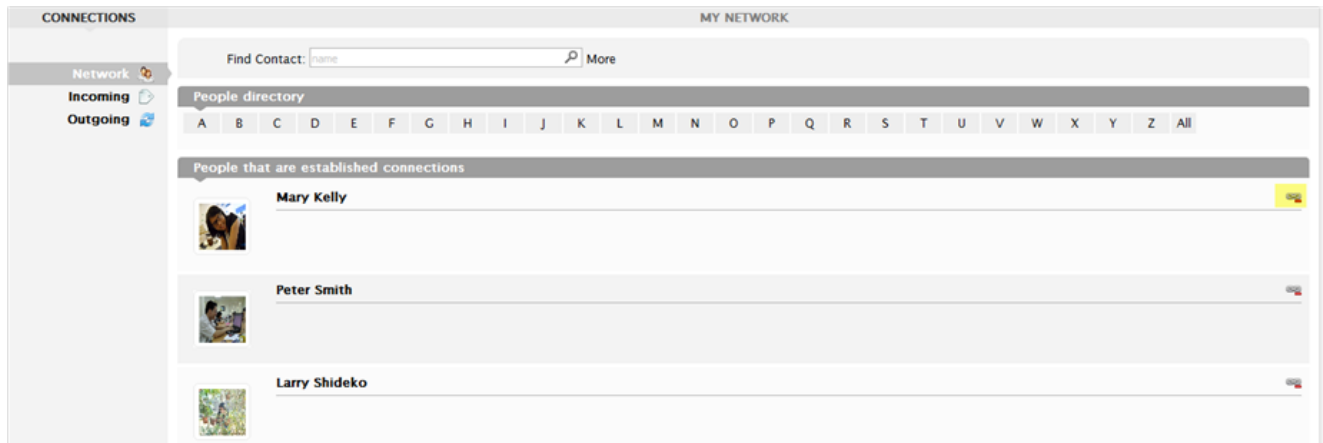
The **Network** pane lists users who have established connections with you. You can remove these connections by clicking .

The **Incoming** pane lists users inviting you to connect with them. You can click to accept being as his/her contact or to refuse.

The **Outgoing** pane lists users to whom you have sent requests for becoming your contacts. You can also click to revoke your request.

Also, by clicking **People** on the administration bar, you can see all contacts who use eXo Social in the **People Found** pane. In this page, you can do many various actions as presented in the following image.
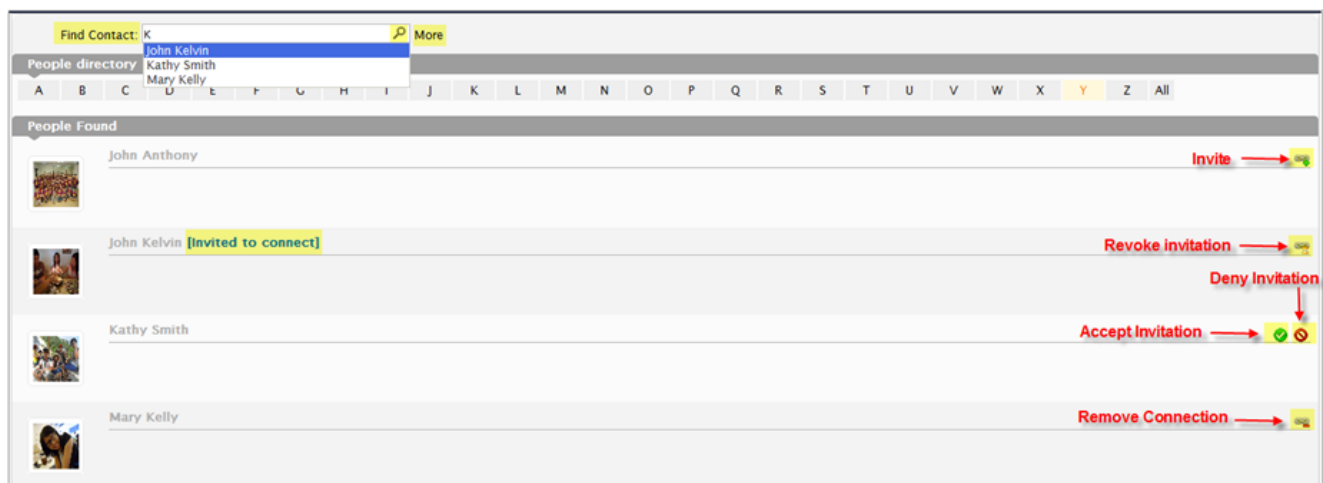
2.1. Search for your contact

To find your desired contact quickly, use the **Search** function. To search for contacts, do as follows:

1. Select the relevant tab in which you want to do your searches.

- To search across all users in eXo Social, select the **People** tab.

- To reduce the returned search results, select the appropriate tab first before using the search box. For example, to search for contacts with whom you have established connections, you need to select the **Network** tab first.

2. Enter the contact name you want to search into the **Find contact** field. When you type, the application automatically suggests the contact name containing your entered letter. You just need to select one of suggested names from the drop-down list.

- To do advanced lookups for your entered name, click **More**. This option allows you to filter your contacts by positions, skills and gender.

- To stop doing advanced lookups, click **Hide**.

2. Click to find your contact. The results will be listed in the **People Found** pane.

2.2. Send connection requests

You easily send a request following one of two ways:

1. Hover your cursor over **People** on the Administration bar, then select **Directory**. All users will be listed in the **People Found** pane.

2. Invite your desired contact via one of two ways:

The first way: Click to send your connection request.

The second way: Click the contact name to go to his/her profile and then click **Invite to connect** under the avatar in the left pane.

The text is then displayed next to the contact name and the icon will be turned into automatically. This means that your connection request is in the pending status until the invited contact confirms it.

2.2.1. Revoke a connection request

To remove your request, simply click [image] or click the name of contact and select **Revoke** under the avatar in the contact's profile.

2.2.2. Accept/Deny a connection request

You can find all the connection requests in the **People Found** pane. You can click [image] to accept the request, or [image] to deny.

2.2.3. Disconnect from your contacts

In the **Network** or **People** tab, you can remove connections with the users you do not want to be as your contacts anymore via one of two following ways:
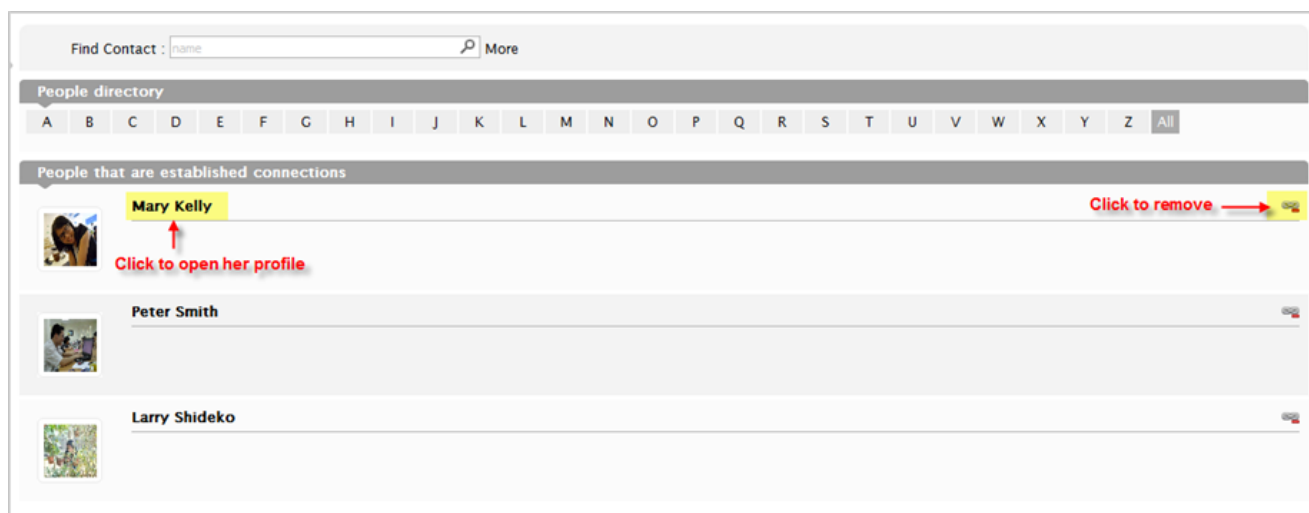
The first way: Click [image] to remove your established connections.

The second way: Click the contact name to go to the profile page and then click the **Disconnect the connection to Mary Kelly** text to remove the connection.
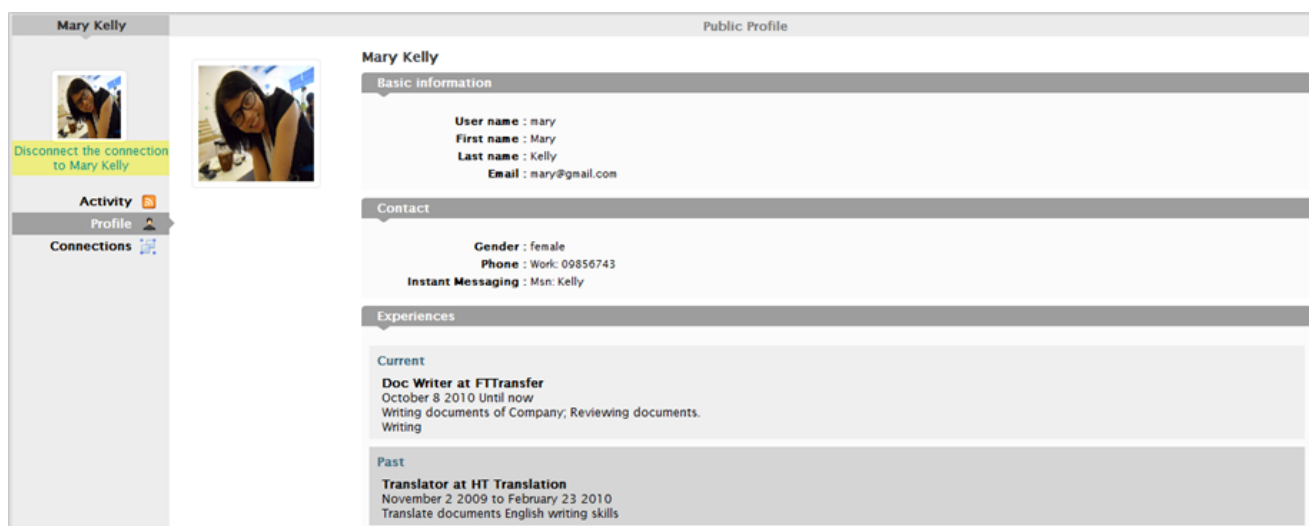
Chapter 3. Work with Activities

All activities of users are displayed in user's or Space's Activities Stream. To enter Activities, hover your mouse over your user profile (for example, John Kelvin) on the administration bar and select **Activities**:
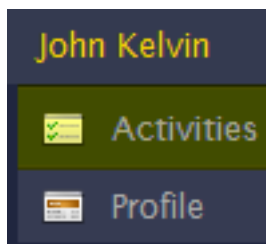
In **Activities**, you can follow various activities, including:

- All updates related to people who have connected with you in the **Connections** tab.

- All updates of spaces where you are a member or manager in the **Spaces** tab.

- All your own activities in the **My Status** tab, such as your profile updates, link updates or another activities pushed by yourself.

- Activities of any people who are using eXo Social by clicking their usernames. However, for people to whom you have not connected, you only can view their activities but cannot post any activities, comments or like on their space.
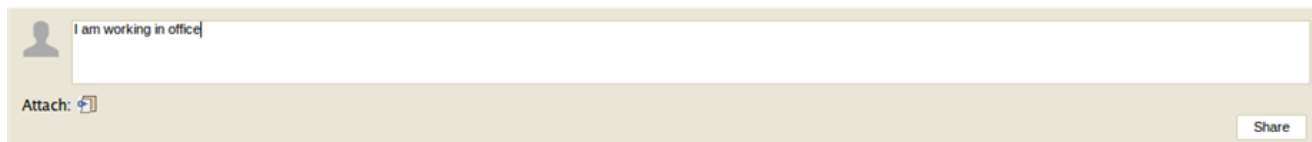
In addition, when being integrated in eXo Platform, you can keep track of activities of a space application. For example, whenever there is a new post in the Space Forum application, it will be updated in the activities stream.

The actions described in this section are those which you can do on activities stream of yourself, of your connections or of any spaces where you are a member or manager, depending on the accessed tab.

3.1. Update Status

By entering your status message, you can tell people what are you doing on or ask for their helps or ideas. Thereafter, your colleagues who are connected with you can see your updates in their connections.

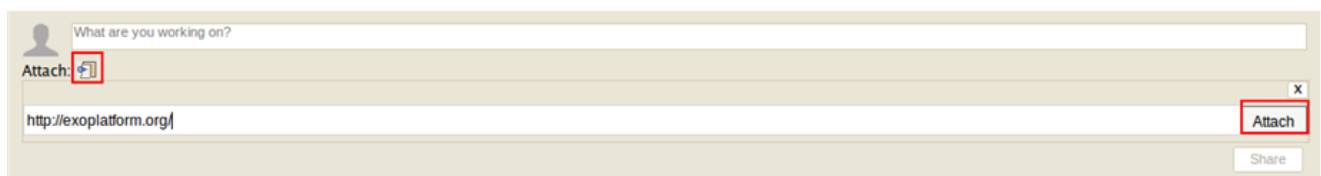**1.** Enter your current status in the **Status Update** form.

2. Click **Share** to accept sharing your status.

3. Click **My Status** below the **Status Update** form to see your own activities.

3.2. Share links

You can share your preferred links to external websites as follows:

1. Click .

2. Enter the link into the **Attach field** and press **Attach**. If the link address is correct, it will be attached, then shown below the **Attach** icon with the overall introduction.

If you do not want the thumbnail to be displayed, select the **Use no thumbnail** checkbox. Similarly, deselect the checkbox to display the thumbnail. Also, if there is more than one thumbnail, you can click blue arrows to change the thumbnail.

3. Click **Share** to share the entered link with your connections. The link will be displayed in **My Status**:
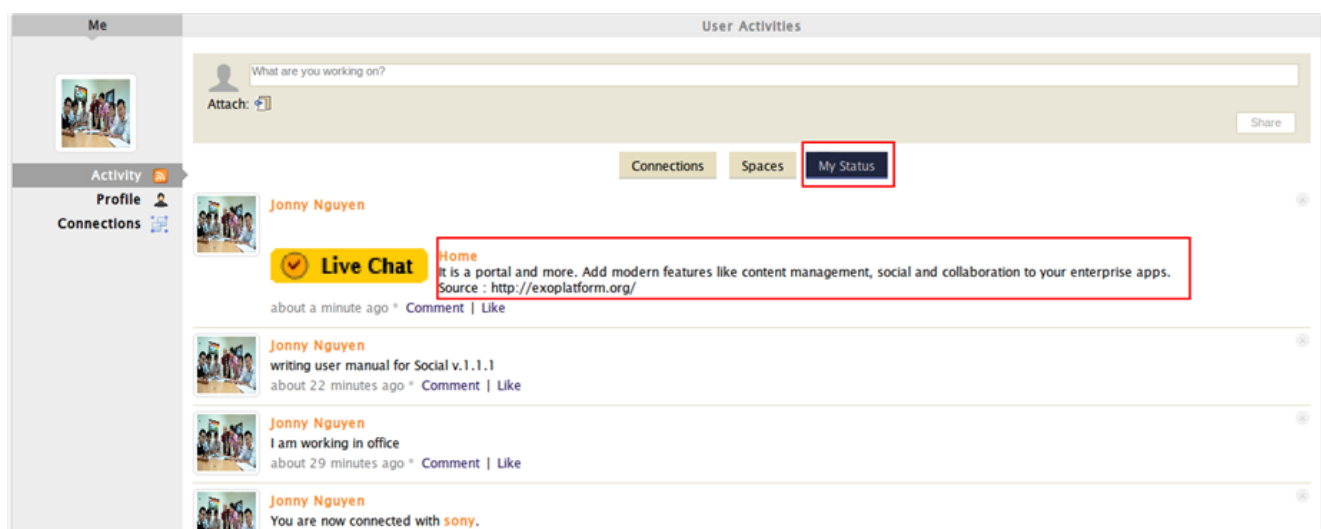
3.3. Delete activities/comments

You are allowed to delete your activities/comments that you created, those in your activities stream and in the space where your are the manager.

To delete your activity, do as follows:

1. Click **My Status** to view all your own activities.

2. Select one profile containing the activity you want to delete, then hover your mouse and click ⊗ . The confirmation message will be displayed.

3. Click **OK** to accept deleting, or **Cancel** to discard without deleting your selected activity:
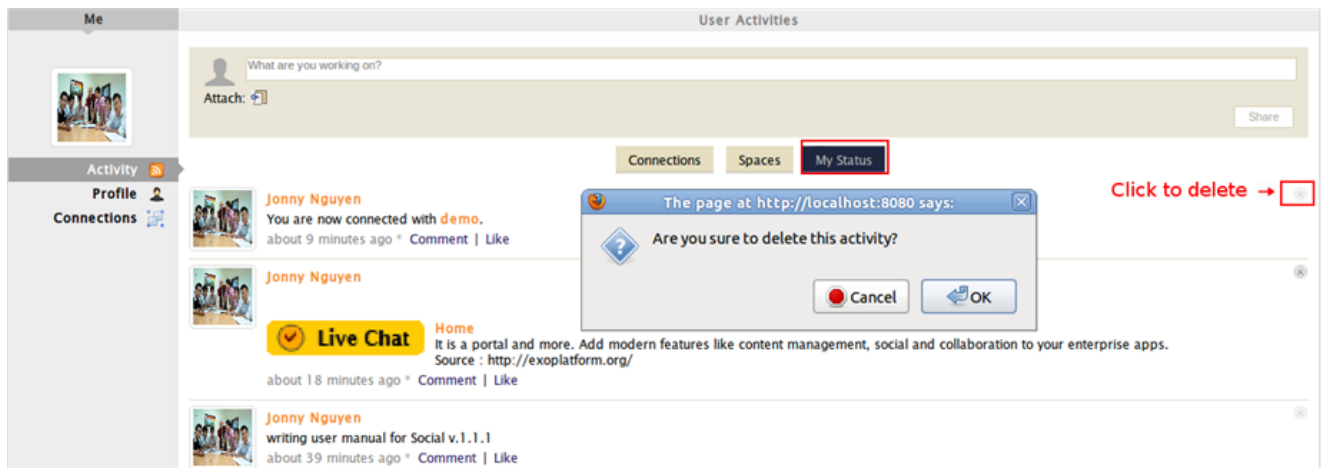
3.4. Comment on activities

This action allows you to get ideas, answers, and any additional information when your collaborators respond to your status updates. Besides, you yourself give your ideas about any contacts' status updates by doing as follows:

1. Click **Connection** below the **Status Update** to see all activities of your established contacts.

2. Select one profile containing the activity you want to comment.

3. Click **Comment** in the bottom line of the profile. The **Comment** form will appear below.
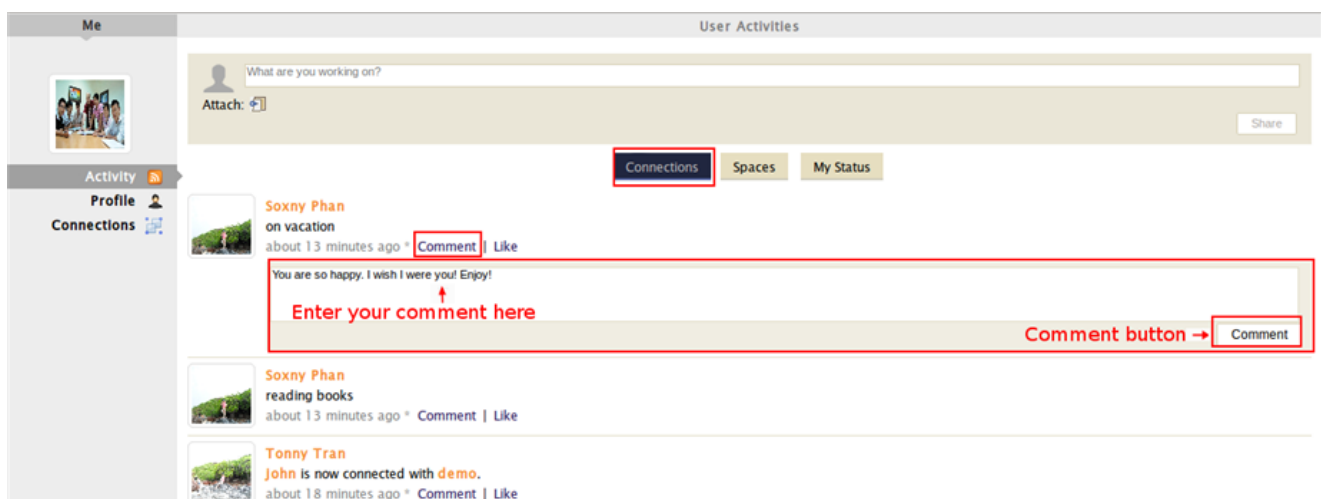
4. Enter your comment into the **Comment** form and press the **Comment** button. Your comment will be displayed right below the profile.

3.5. Like/Unlike activities/comments

The function allows you to show your interest by selecting Like and/or Unlike activities as follows:

1. Select the profile containing the activity you want to like or unlike.

2. Click **Like** beside **Comment**. After you have selected **Like**, the text 'You like this' will be displayed below and **Like** will be turned into **Unlike**.
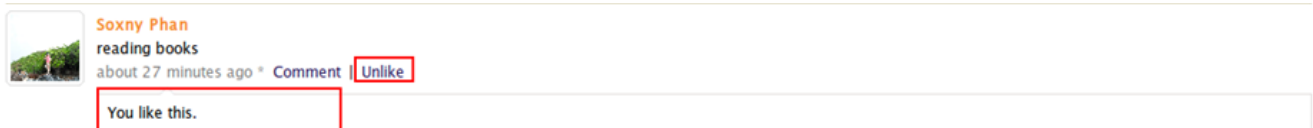
You can **Unlike** one activity in the same way as steps when selecting **Like**.

Chapter 4. Work with Spaces

The concept "team work" becomes very familiar in business environments. By establishing one specific team or group, you and your collaborators can work together on important projects. Based on the importance of team working, eXo Social develops the Space application, allowing you to collaborate with specific people. This means that if you want to work on a team project, you can create a space for your team members to make organizations, share links and information related to the project.

To access a space, click **Spaces** on the administration bar:

The Space page appears as below:
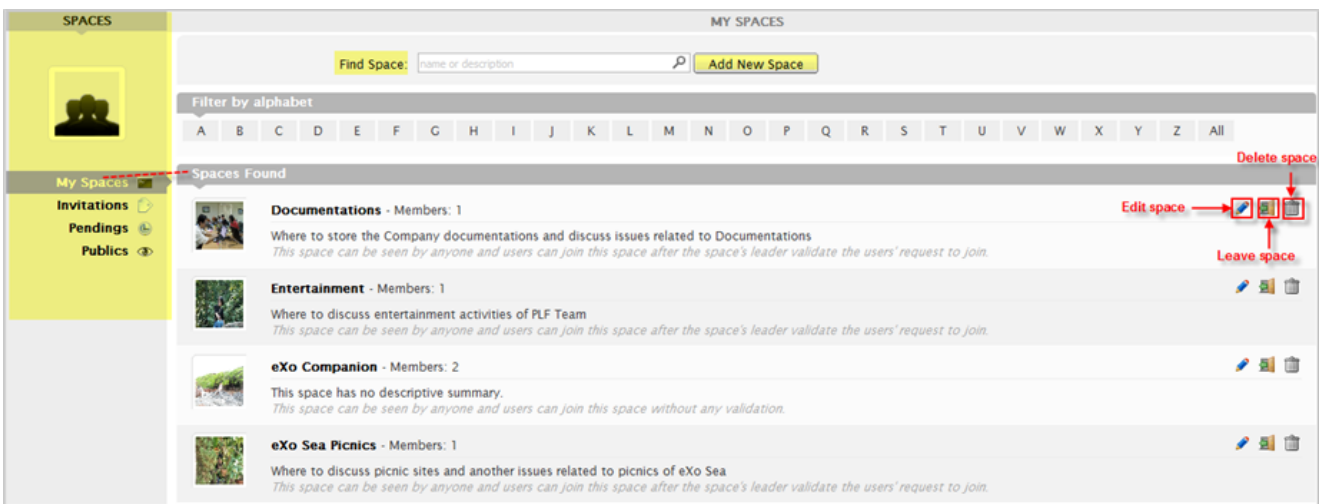
The Space navigation on the left pane includes:

- **My Spaces**: lists spaces where you have the role as a member or a manager.

- **Invitations**: lists spaces where you are invited to become members by space managers.

- **Pendings**: lists spaces where you have requested to become their members.

- **Publics**: lists all spaces which have been created with the Visibility value as Visible.

> **Note**
>
> In eXo Social, root is an administrator who has the highest permission and can see all spaces whether root is a member or not.
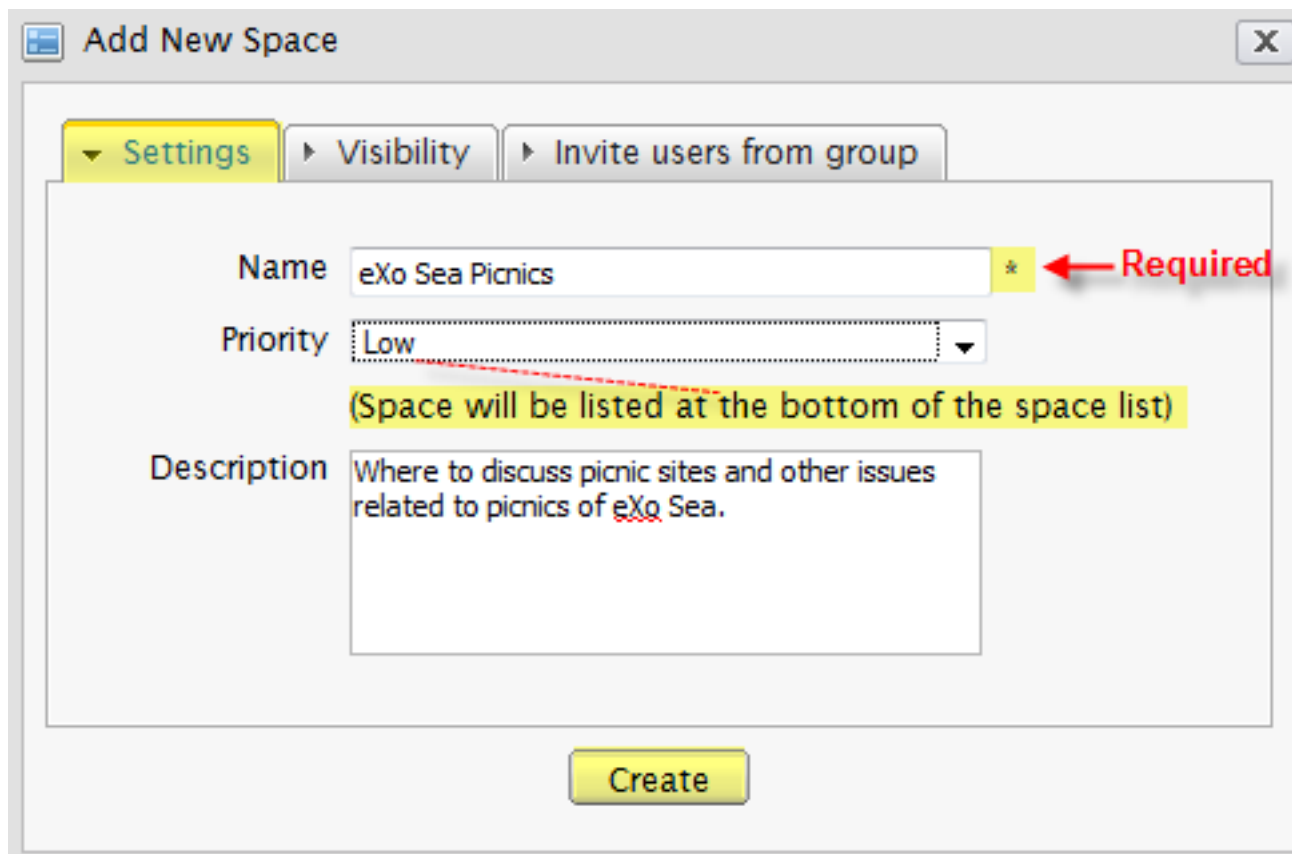
4.1. Create a space

After redirecting to the Space application, you can add a new space so that you and your collaborators can work

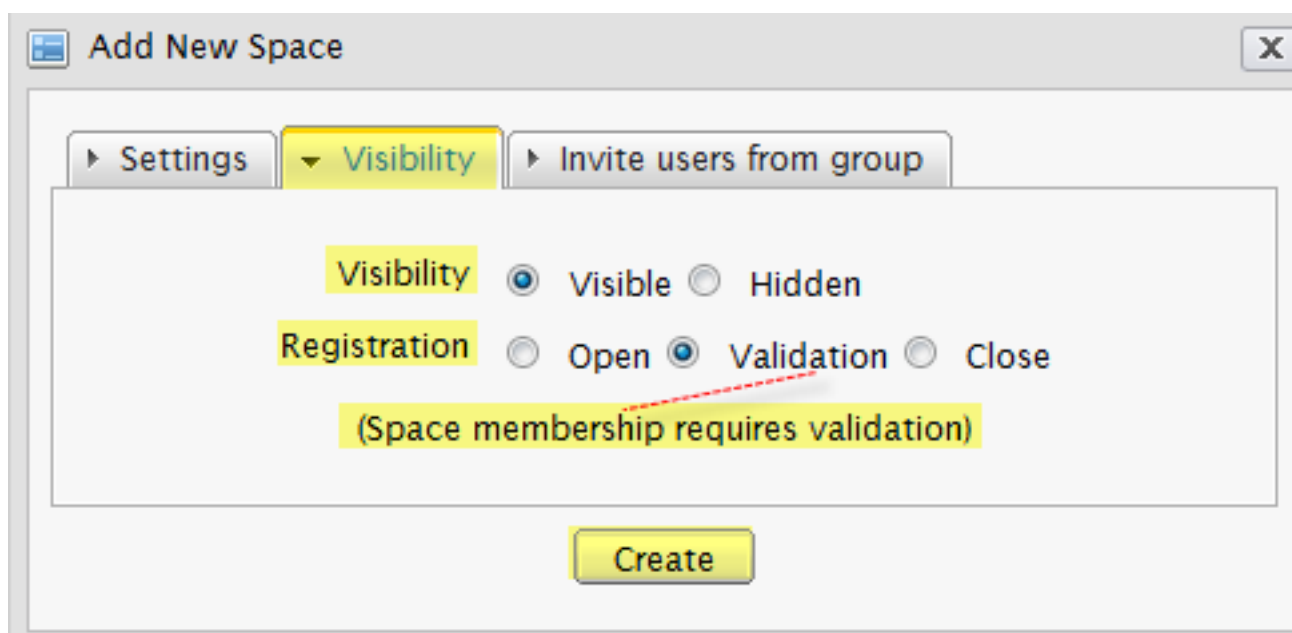together or discuss specific topics as follows:

1. Click [Add New Space] at the top of the **Space** page.

2. Enter a space name, description and select the priority level in the **Settings** tab of the **Add new space** form. There are 3 levels: **High**, **Intermediate**, and **Low** with textual explanations corresponding to each selected preference value.

3. Select an access level in the **Visibility** tab.

Visibility: By default, the **Visibility** value is set to be **Visible**.

- Visible: The space is always visible in the public spaces list.

- Hidden: The space is not visible in the public spaces list.

Registration: By default, the **Registration** value is set as **Validation**. There will be an explanation text (within two round brackets) corresponding to each your selection.

- Open: The users sending their requests can join the space without any validation.

- Validation: The membership must be validated by the space manager.

- Close: The user cannot request for joining, but only the space manager can invite him.

4. Select all members of a specific group for your space where you are already 'manager' in the **Invite users from group** tab. One of the two following cases occurs when you select this tab.

- **The first instance**: You have been already the manager of a group. It means that you have created at least a space.
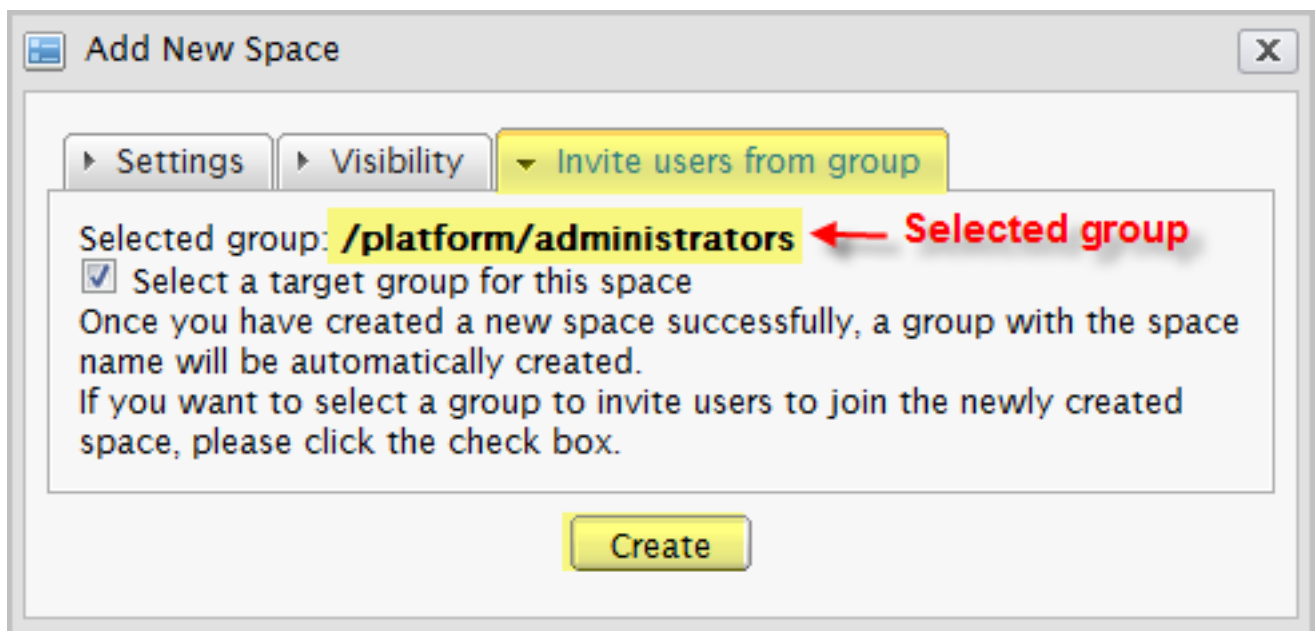
The **Invite users from group** tab will be displayed as below:
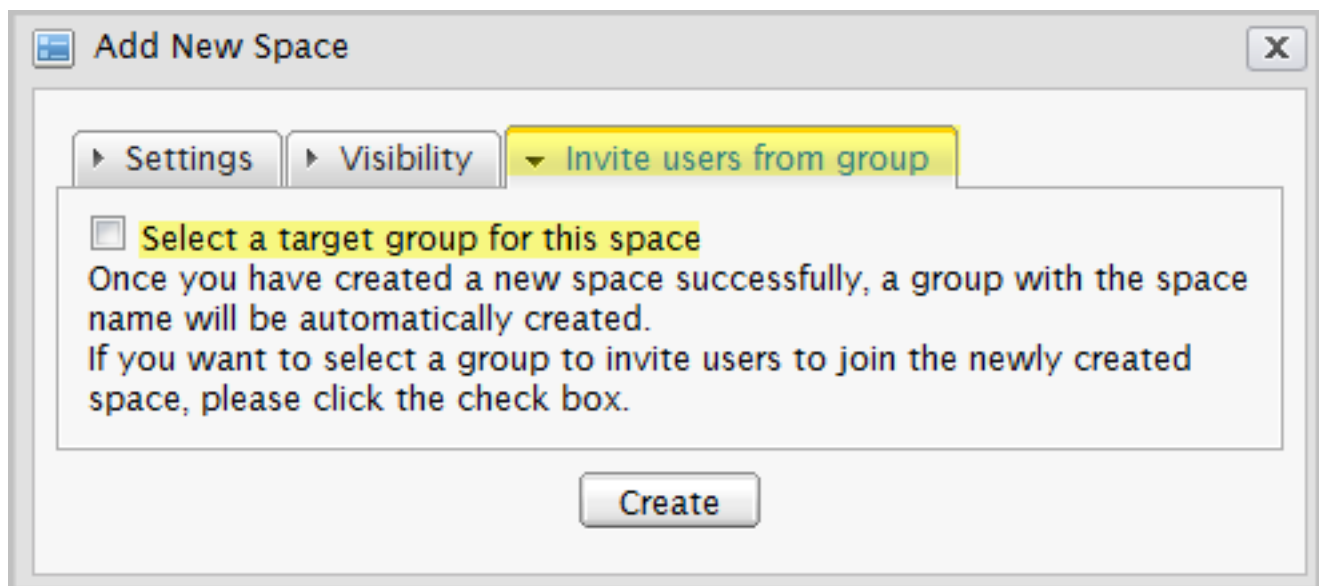
i. Tick the **Select a target group for this space** checkbox to open the selection form.

ii. Select the group in the left pane, then select the child group in the right pane to accept your selection.
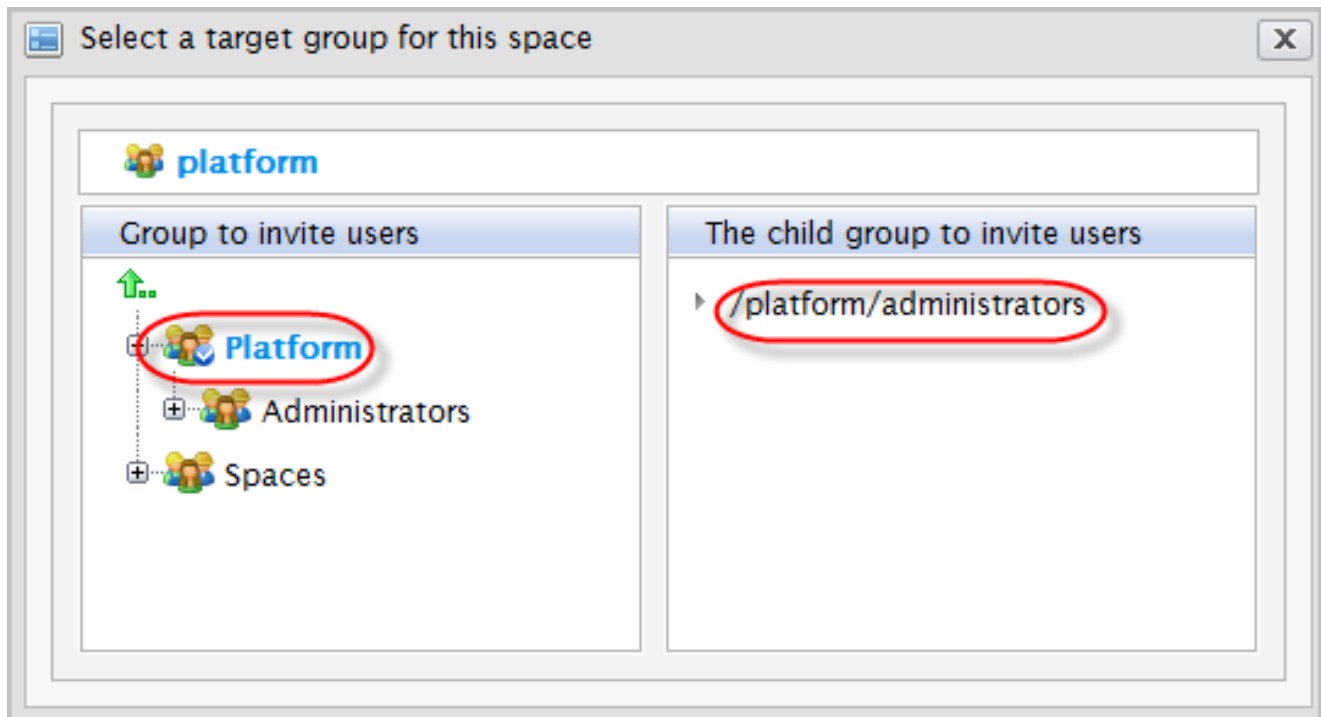
You will see your selected group as below:

Note

To remove the selected groups, untick the **Select a target group for this space** checkbox.

After you have selected one existing group, all users in that group will be invited to join your newly created space.

- **The second instance**: You have not been a manager of any group yet. It means that the space you are creating is the first one, and you cannot select a target group as described in the illustration below:
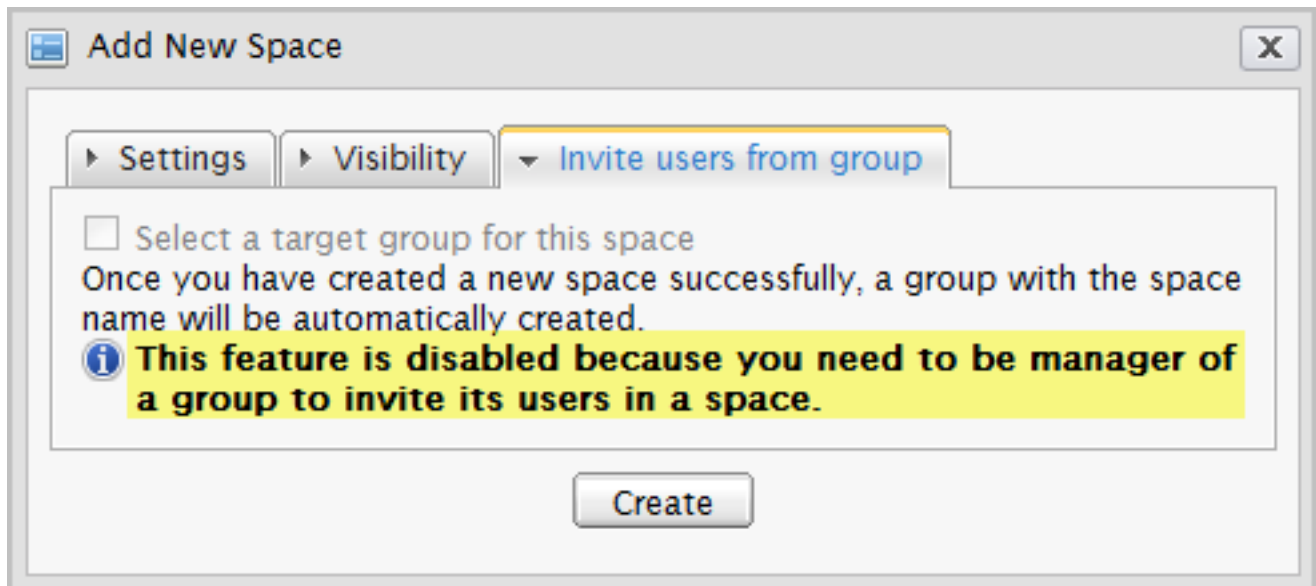
Note

After being created, your space will be automatically added to the drop-down menu of Spaces from the administration bar. You can access this space by clicking there.

5. Click **Create** to complete creating a new space. After creating a new space, you will see it in the spaces list. Click and start exploring the space.

Note

When more than two space characters are inputted between words, these spaces will be converted to ONLY ONE space when being displayed. With space characters at the beginning and end of space names, these space characters will be omitted.

4.2. Join or Leave a space

To join a space:

The first instance: For spaces without validation required, click corresponding to your desired space in the **Publics** tab. You will automatically become their members.

The second instance: For spaces with validation required, after clicking , you have to wait for the validation from the space's owner who can accept or deny your request.

To leave the space, simply click .

If you are the only leader of that space, the message which informs that you cannot leave a space will appear:
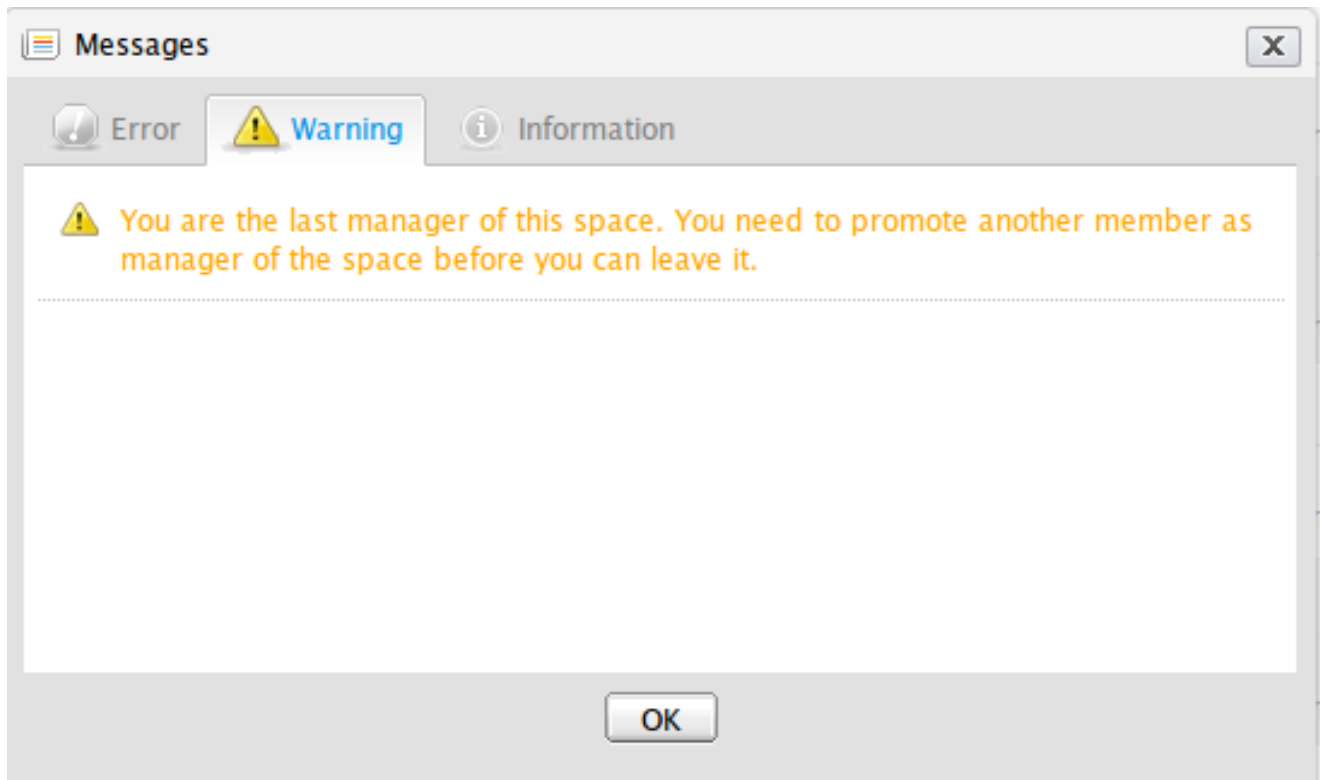
However, when you are only a member invited by the leader, you can leave the space by clicking .

Note

After you have left a space, the space will not exist in **My Spaces**, but in **Publics** in the left pane.

4.3. View details of a space

To view one detailed page of a space, you must become its member first. Then, do either of the two following ways to view the space.

The first way: Hover your mouse over **Spaces** on the administration bar and select your desired space from the drop-down menu.

The second way: After entering the **My Spaces** pane within the **Spaces** application, left-click your desired space.

The detailed page of the space displays information about the space. The functions you can perform depend on your granted permissions or whether you are the space's creator or not.

As a normal user, you can:

- Ask for joining the public space or leave the space.

- Accept or deny to join a space.

- Invite colleagues to take part in your space.

Besides, as a space manager or creator, you can:

- [Edit the space settings, including name, description and priority level, avatar](#).

- [Change the visibility of your space](#)

- [Invite new members to join your space](#)

- [Accept/Deny requests for joining a space](#)

- [Promote/Demote roles of space members](#)

- [Remove members from your space](#)

4.4. Delete a space

Only the space manager can delete their spaces by clicking 🗑 to delete all information and navigations related to that space.

4.5. Search for spaces

The Search function in the **Spaces** application allows you to find various types of spaces as follows:

- Spaces where you take part as a member or manager in the **My Spaces** tab.

- Spaces where you are invited to become members by the spaces managers in the **Invitations** tab.

- Spaces where you have requested to become their members in the **Pendings** tab.

- Public spaces which have been created with the **Visible** selected for the Visibility value.

After assessing your desired spaces tab, you can search it by **Name** and **Description** or **Alphabets**.

- To search by name/description, follow these steps:

**1.** Enter the key word into the **Find Space** field.

2. Press the **Enter** key or click 🔍 .

- To search by alphabets, simply click a specific letter that spaces' name contains it.

The found spaces will be listed in the **Spaces Found** pane.

4.6. Accept/Deny invitations

This function enables you to accept and/or deny invitations that you received from others. Spaces which are being waited for acceptance will be listed in the **Invitations** space:
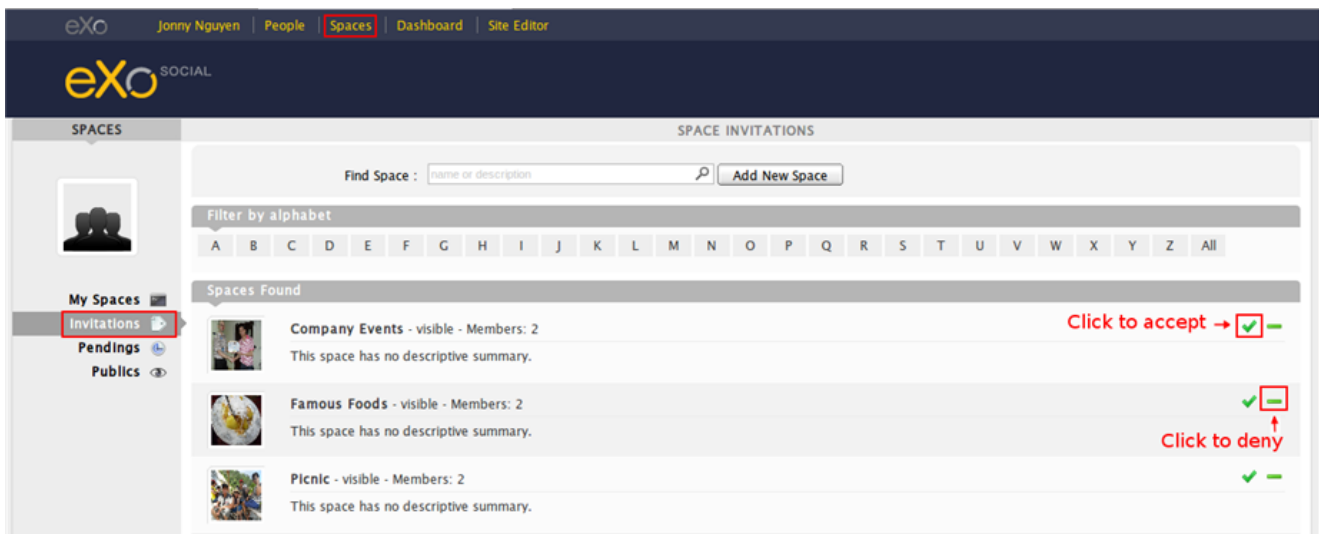


If you want to accept, click . If not, click .

4.7. Edit a space

This function allows you to change the information of a space, manage members and applications if you are the space's creator or have a management right on it. To access the **Space Settings**, click corresponding to the space which you have the edit right.

4.7.1. Change space's information

This function enables you to edit the basic information of a space as follows:

1. Select the **Settings** tab in the **Space Settings** page.
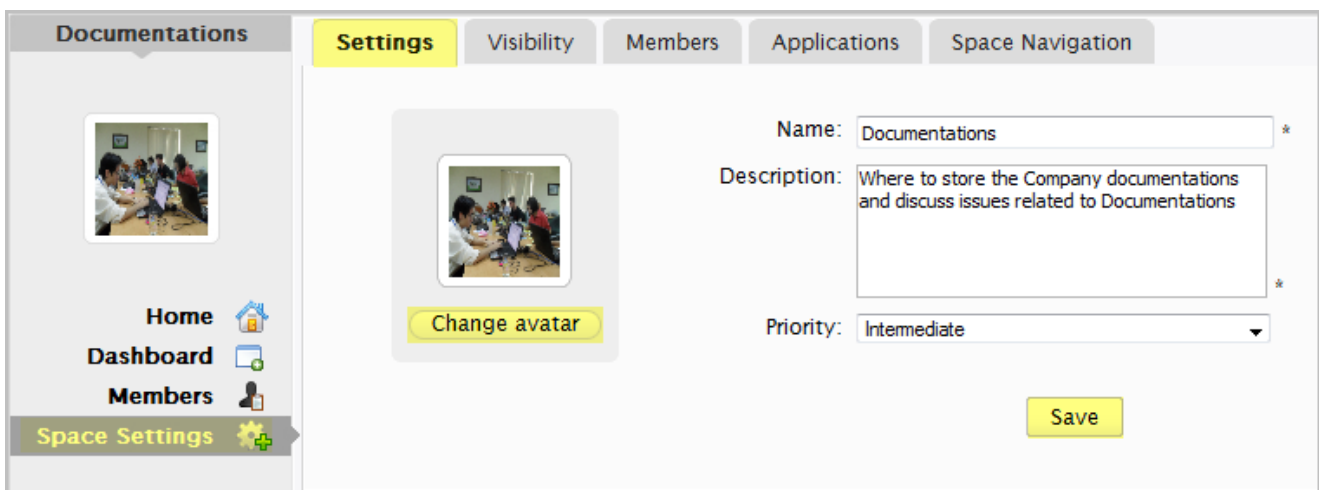
2. Change information in the fields, including name, priority level and description, or upload a new photo for

your space.

3. Click **Save** to accept all changes.

4.7.2. Change visibility

1. Select the **Visibility** tab:

2. Change values of **Visibility** and **Registration** if you want. Refer to the visibility of a space in the Create a space section for more details.

3. Click **Save** to accept your changes.

4.7.3. Manage members

Click the **Members** tab to open the 'Edit member' interface. Here, you can do many actions on members as stated below.

4.7.3.1. Invite new members

If you know the username of a person, simply enter his/her username in the text box and click   to invite

him/her to join your space. To invite multiple people, use commas to separate your multiple entered usernames.

If not, click   to open the **Select Users** form:

- To search for your desired member in eXo Social, do as follows:

i. Enter a search term into the **Search** box.

ii. Select a criterion you want to find in the combo box next to the **Search** box.

iii. Click [search icon] to perform searching.

The results will be listed in the table below. Select users by ticking the corresponding checkboxes and click **Add**. Then, click [icon] to invite your selected users. After inviting, you will see the list of invited users.

[leaf icon] **Note**

You can invite multiple users which will be separated by comma in the Select Users field.

4.7.3.2. Revoke your invitations

If your invited users have not accepted your requests, you can revoke your invitations by clicking [trash icon] . The users will be removed from the Invited list column.

4.7.3.3. Promote/Demote a member

To promote a member to the manager position, click [icon] in the **Manager** column. The user will be automatically promoted as a manager in the current space. To demote a member, click [icon] . Be careful not to remove the rights for yourself; otherwise, you will not be able to edit your space's settings anymore, except that you are an administrator.

4.7.3.4. Remove a member
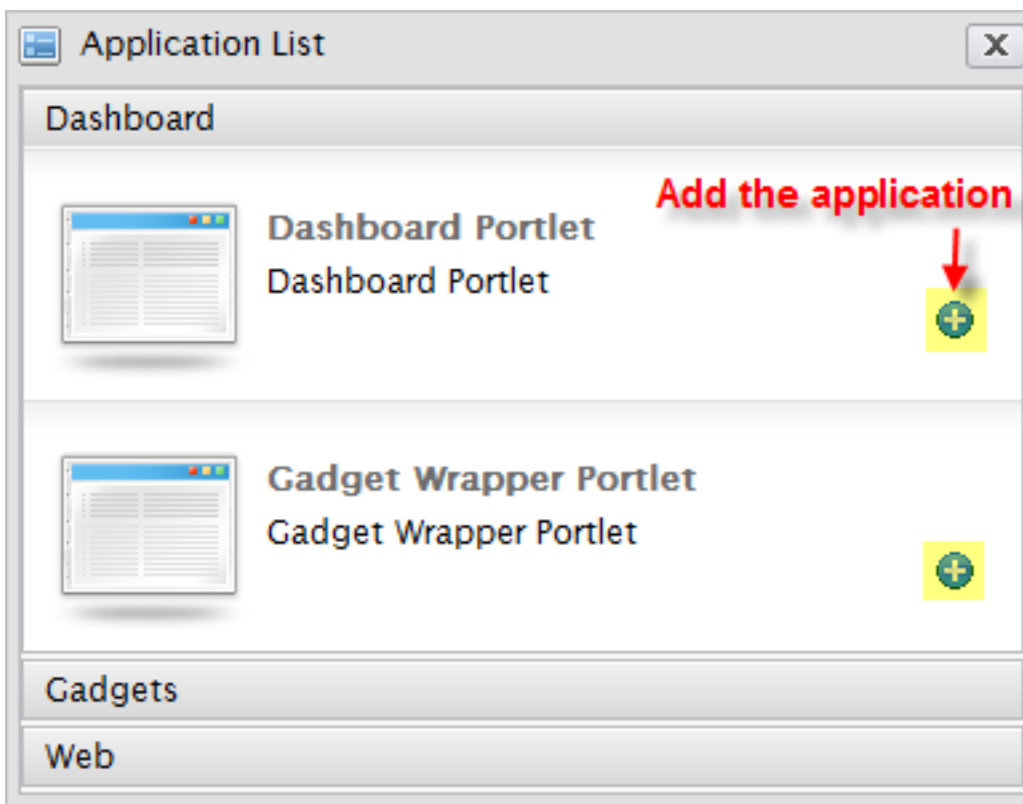
icon in the **Actions** bar.

4.7.4. Manage space applications

To manage space applications, click the **Applications** tab to open the applications list:
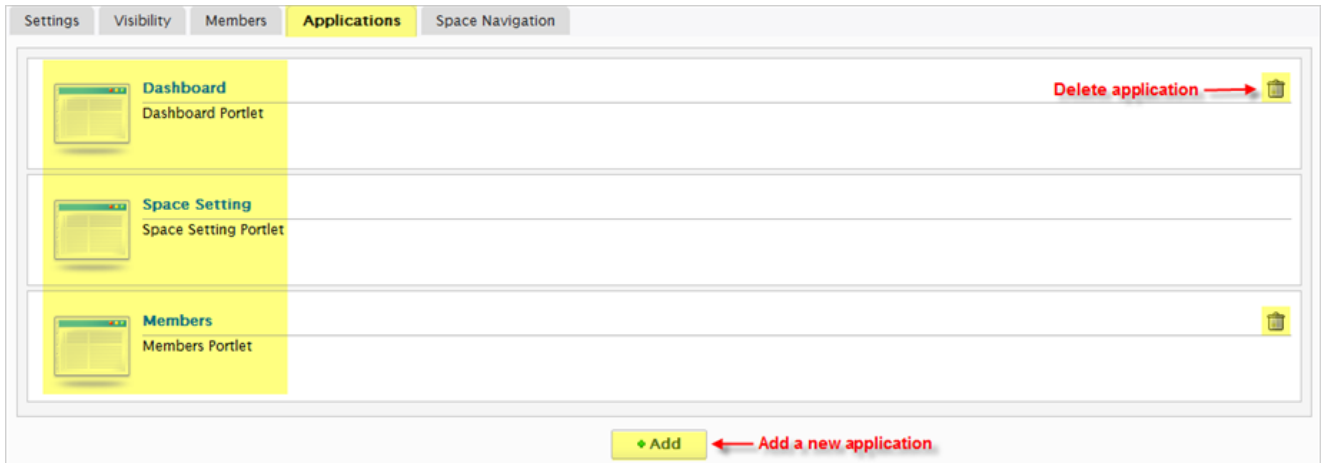
4.7.4.1. Add a new space application

1. Click [**+ Add**] to open the available applications list:

2. Select the application you want to install by clicking the corresponding icon.

If there is no available application, ask your system administrator to gain the access right.

4.7.4.2. Delete applications

To remove an application, click ⊖ corresponding to the application name.
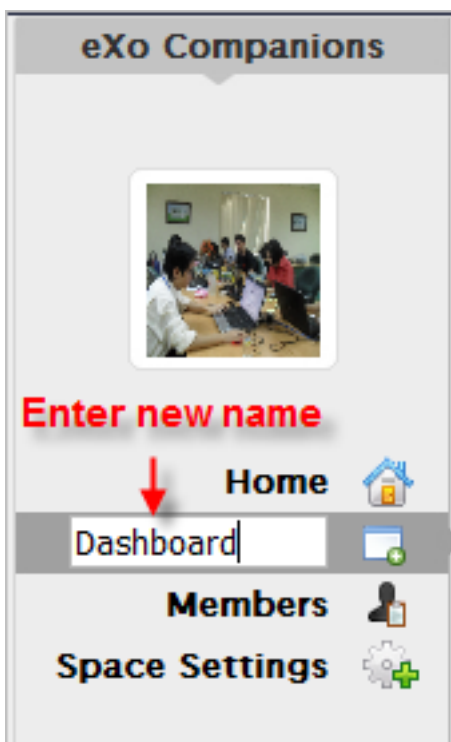
Note

You cannot delete the **Space Setting** application because it is configured as a mandatory space application.

4.7.4.3. Rename space applications

You can rename your added applications and the **Dashboard** application listed in the right pane as follows:

1. Select the relevant application.

2. Double-click the selected application name until the input text box is displayed as below:

3. Enter your new name into the input text box, for example, "Workspace" and press **Enter** to save your new name. The position of applications will be changed to the alphabetic order.
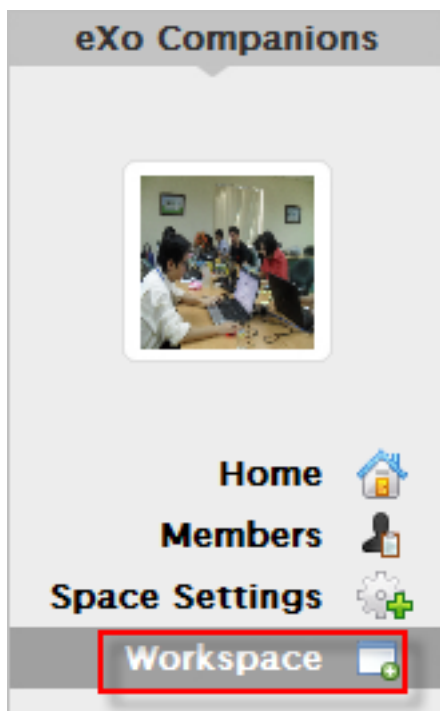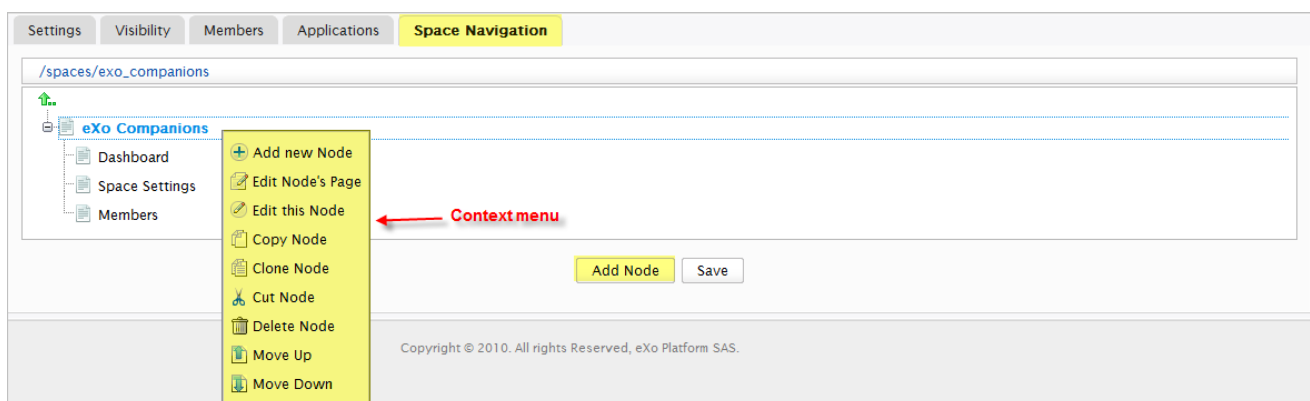
Note

You cannot rename Home, members, and Space Settings.

4.7.5. Edit space navigation

You can easily edit a space's navigation, such as adding a new node, editing a node, replacing in the navigation, moving up/down a node, and taking other actions in the context menu as follows:

1. Click the **Space Navigation** tab to open the space's navigation.

You can take the following actions:

• Right-click a node name (space name) and takes actions in the context menu, such as adding/editing a node, editing a node's page, copying/cloning a node.

• Click
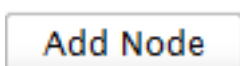
to add a new node to the space's navigation; or right-click any white area to display

, then select this button. The UI Page Node form appears that allows you to add information to your new node.

2. Click **Save** to accept all changes.

Chapter 5. Work with Dashboard

Dashboard is one portlet hosting mini-applications known as gadgets. The dashboard uses a variety of graphical effects for displaying, opening and using gadgets.

Gadgets within the Dashboard portlet may be moved, or rearranged. Users can create new gadgets and delete unnecessary ones. Also, users can open many gadgets with different settings at once.

5.1. Use Dashboard workspace

1. Click **Dashboard** on the administration bar.

2. Click **Add Gadgets** to open the Dashboard Workspace. The Dashboard Workspace lists all available gadgets.

**3.** Select a gadget in the Dashboard Workspace.
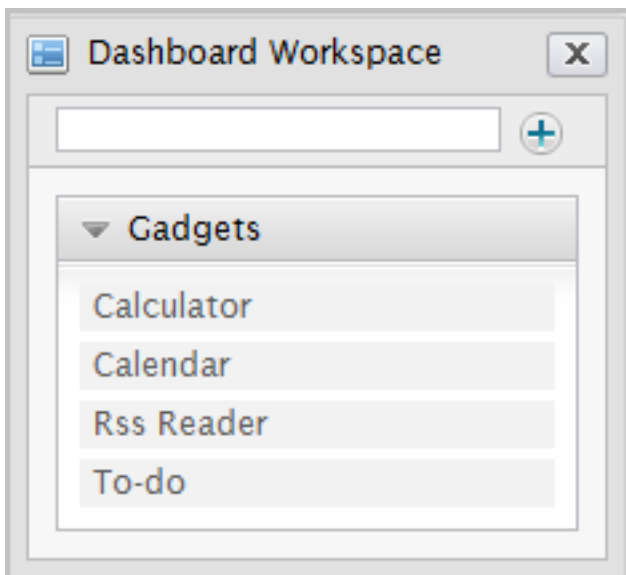
4. Drag and drop the selected gadget into the Workspace.

5.2. Change gadget preferences

The edit icon on gadgets only displays when the gadget has some gadget preferences. This icon enables users to display the edit form and change preferences of gadget.

To change preferences of a gadget, for example RSS gadget, do as follows:

1. Click the edit icon to open the edit form of RSS gadget.
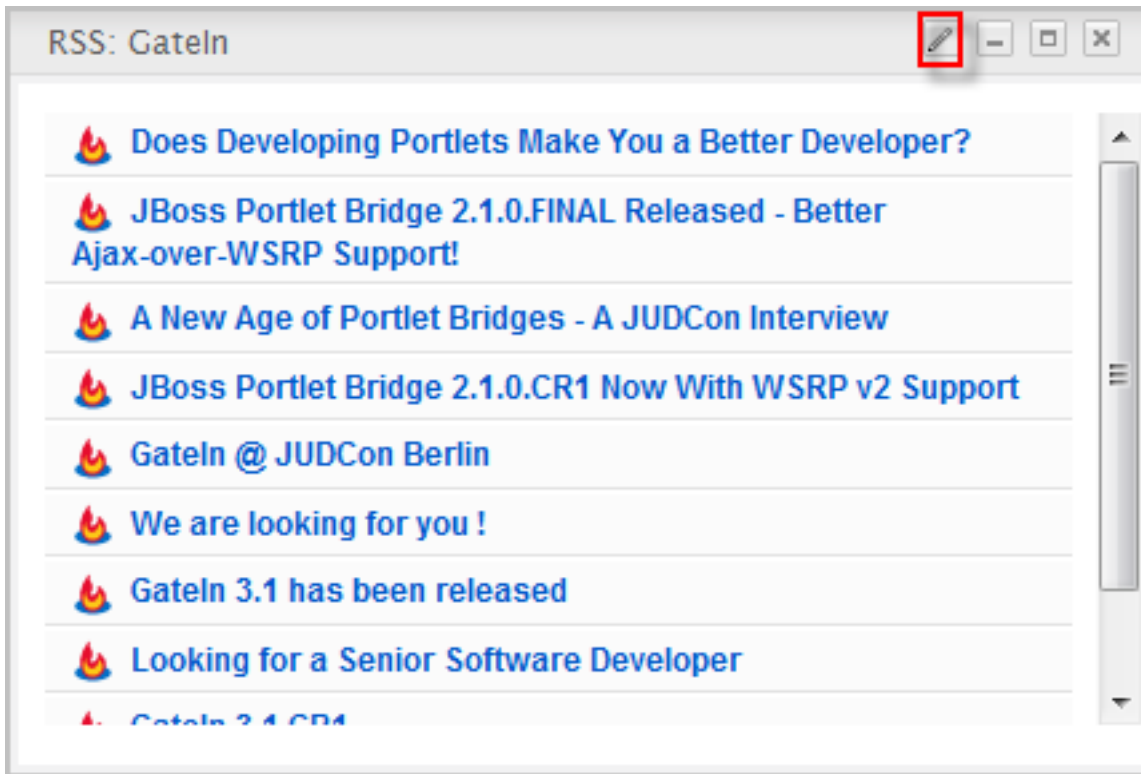
2. Enter your preferred RSS into the FEED URL field and one numeric character (from 1 to 100) in the Items field. The numeric character you entered is the number of items displayed in the RSS gadget.

3. Click **Save** to accept your changes, or **Cancel** to close the edit form without any changes.

5.3. Add more external gadgets in Dashboard

To add more gadgets from external sources, do as follows:

1. Open the URL (.xml or .rss) of your desired gadget. For example, http://bejeweledg.googlecode.com/svn/trunk/bejeweled.xml.

2. Return to your portal, and click **Dashboard** on the administration bar.

3. Click **Add Gadgets** in the **Dashboard** to open the **Dashboard** workspace.

4. Paste the URL achieved in step 1 into the text box next to .

5. Click the plus icon to add the new gadget to the page.

5.4. Add/Rename/Delete a tab on the Dashboard tab

The dashboard lets you add your gadgets to multiple tabs. To do so, simply add a new tab as follows:

1. Click the plus icon on the Dashboard tabs bar.

2. Give one name for the tab which appears and then hit the **Enter** key to take effect.

To rename your added tab, you first need to select the tab and then double-click the tab name until the textbox appears for you to rename.

To delete one tab, simply click [icon] next to each relevant tab and then click **OK** in the confirmation message.

Chapter 6. Next Step

The user guide has provided a thorough explanation of basic terms and features within eXo Social. Now, you have known how to use People, Activities and Spaces easily and effectively. To learn more and contribute to the open source development, please see the followings:

- [Learn more about eXo Platform 3.5](#).

- [Video demos, tutorial and more in the eXo Resource Center](#).

- [Access another eXo documents in the eXo Wiki](#).