eXo Social User Guide

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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 LinkedIn. 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.

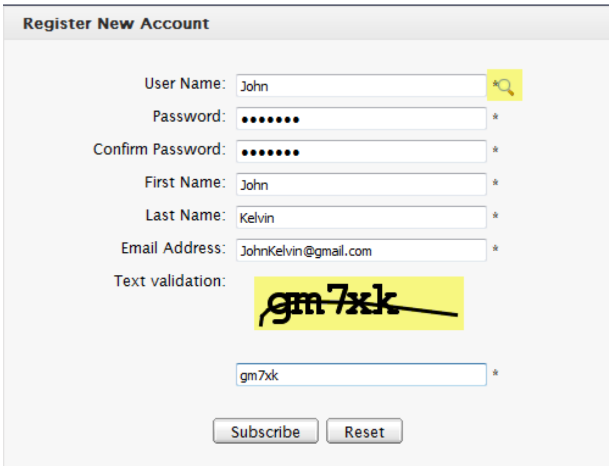
1.2.2. Account

1.2.2.1. Register your account

As a guest, you can visit eXo Social but are limited to some content and applications. To access more content 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.



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.

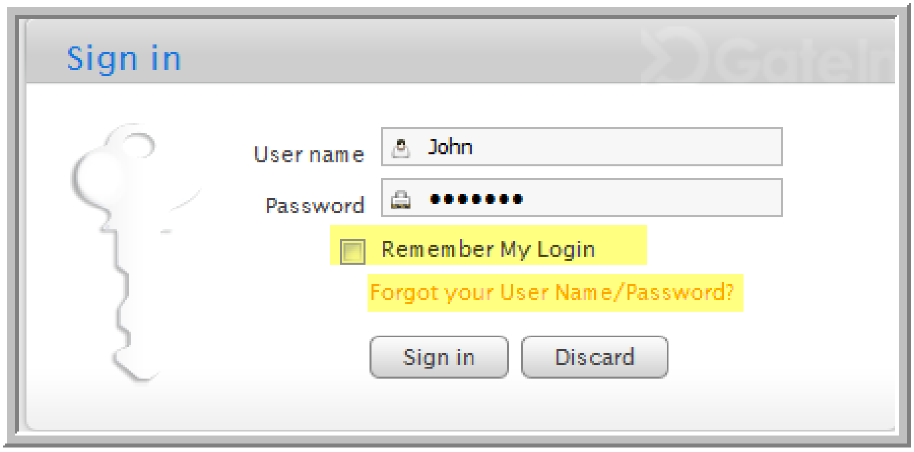
1.2.2.2. Sign in & Sign out

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

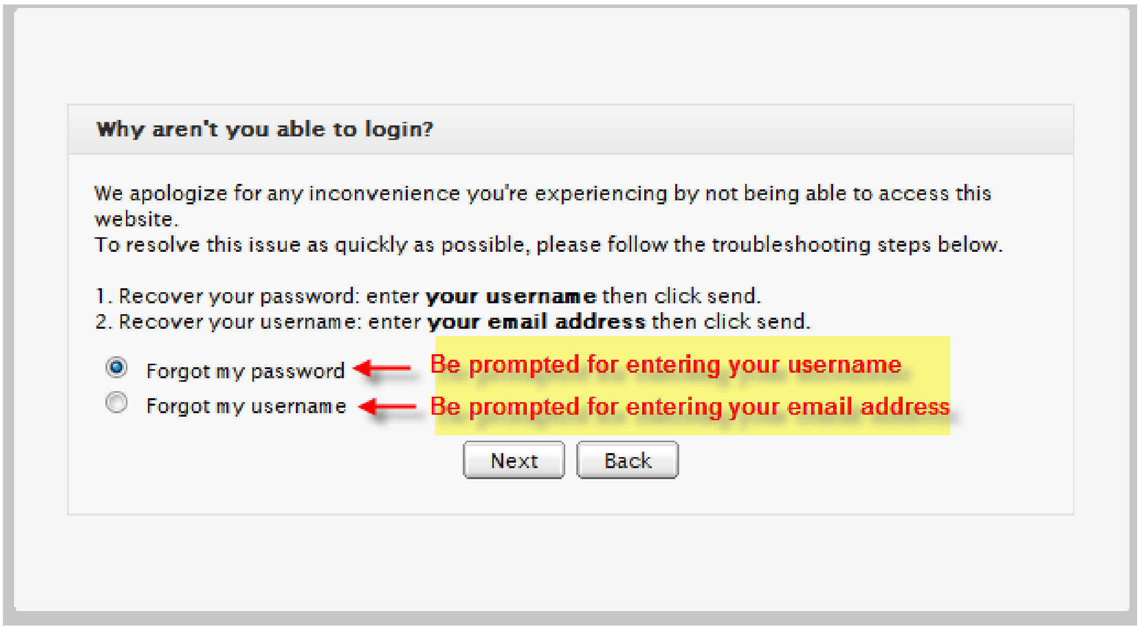
From the eXo drop-down menu, you also can change language and skin of eXo Social by clicking each relevant icon.

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.

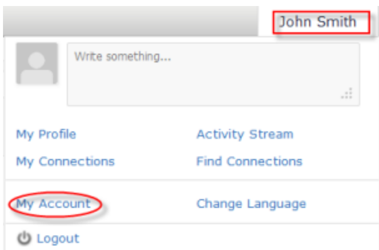
4. Click **Send** to submit your entered values.

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

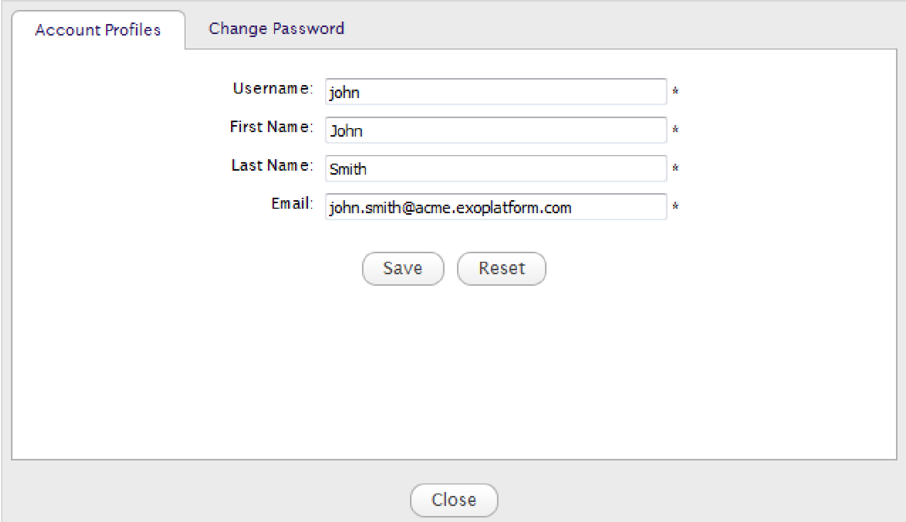
If you forget your password, you will be sent a new password temporarily. Your original password will not be valid after this email is sent. You will be directed to a page to update your password for the next time you sign in.

1.2.3. User profile

By default, your profile is just initialized with the basic account information entered in the **Registration** form. Therefore, if you only want to view or edit the basic information on account and password, simply hover your cursor over your display name on the top right corner of the page, and select **My Account.**



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



Here, you can change your account information in the **Account Profiles** tab, except for **Username**. 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 **My Profile** page by following either of 3 ways:

The first way

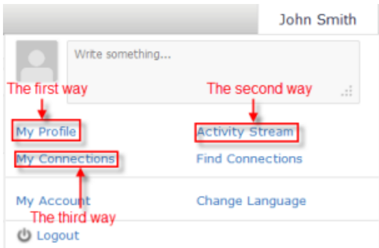
Hover your cursor over your display name at the top right corner of the page, then select **My Profile** from the drop-down menu.

The second way

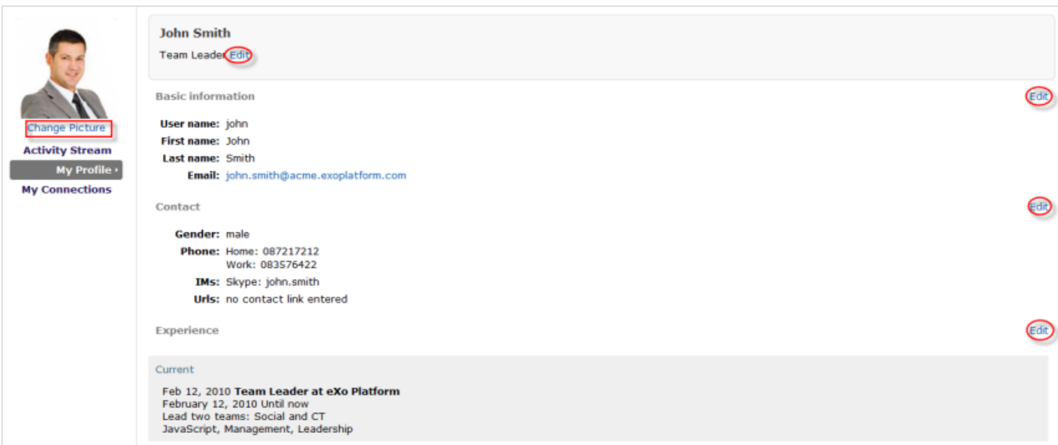
Go to the **Activity Stream** page first, then select the **My Profile** tab in the left pane.

The third way

Go to the **My Connections** page first, then select the **My Profile** tab in the left pane.



The **My Profile** page is displayed as below.



From here, you can:

- Edit your information, including basic information, contact details, and experiences.
- Upload your profile avatar.
- Update your current position.

1.2.3.1. Edit your information

Your own information is visible to all people using the network. You can change your information as follows:

1. Click **Edit** at the top of each corresponding section in the right pane of the **My Profile** page.

2. Change your desired information. In both **Contact** and **Experience** sections, click **Add** corresponding to one field you want to add more or **Remove** to delete your input information.

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

The followings are changeable information in each pane.

Basic Information

Field	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, johnsmith@exoplatform.com. (See more details about the **Email Address** format here.)

Contact

Field	Description
Gender	The gender of user. Select your gender from the select box, either male or female.
Phone	The phone numbers at work, home or at other sites which must be from 3 to 20 numeric characters.
IMs	The 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/.

Experience

Field	Description
Organization	Where you have worked. The field's length is limited from 3 to 90 characters.

Field	Description
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 start date of your work.
End Date	The end date of your work.
Still in this position	Indicate that you are currently at the described position.

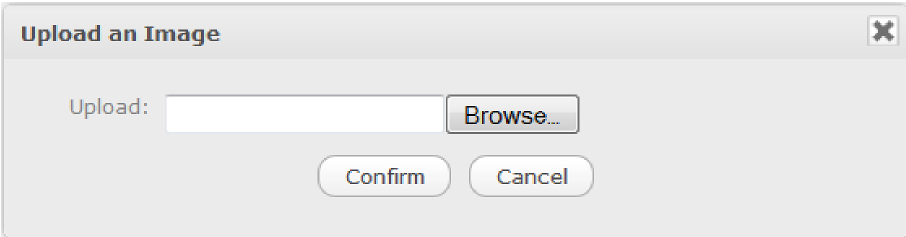
See also

- Upload your profile avatar
- Update your current position

1.2.3.2. Upload your profile avatar

You easily upload a photo to your profile or to the spaces which you have created or have the **Manage** permission.

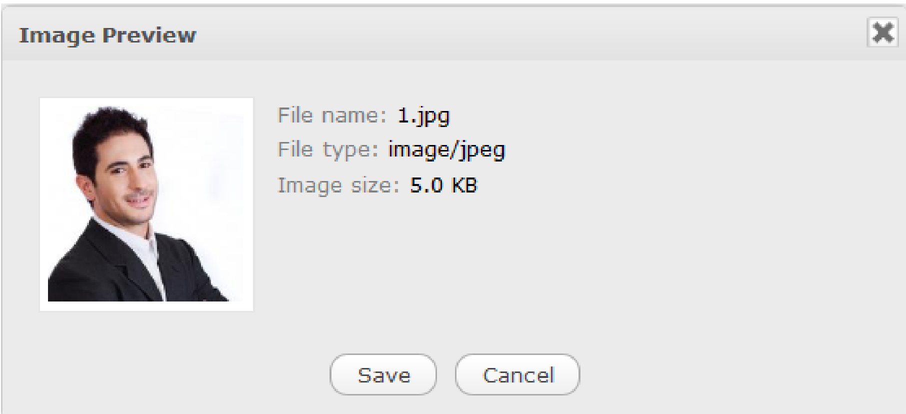
1. Click the **Change Picture** link, or directly click your current avatar in the left pane to open the **Upload an Image** form.



2. Click **Browse...** to select an image from your local device.

3. Select your desired image, then click the **Open** button or double-click the image to upload it. The uploaded image must be smaller than 2 MB.

4. Click **Confirm** to open the **Image Preview** form to see some related information, such as file name, file type, and image size.



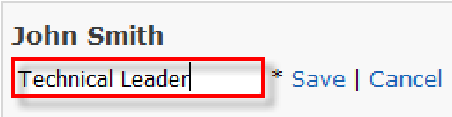
5. Click **Save** to accept your changes.

> **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.



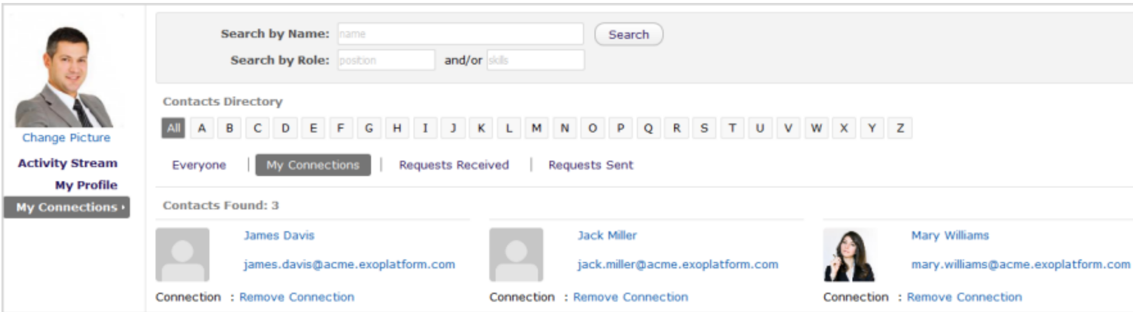
2. Enter your new position which is limited from 3 to 30 characters and click **Save**. Your current position will be immediately updated.

> **Note**
>
> The information entered in the **Position** field will be retrieved when you do the Search function.

Work with Connections

To build your connections, you first need to hover your cursor over the display name on the **Administration** bar and select **My Connections** from the drop-down menu.

The **Connections** page appears.



This page consists of the following tabs:

- **Everyone**: lists users who have registered in the eXo Platform system.
- **My Connections**: lists users who have established connections with you. You can remove these connections by clicking **Remove Connection.**
- **Requests Received**: lists users who have sent you connection request. You can click **Confirm** to accept being as his/her contact or **Ignore** to refuse.
- **Requests Sent**: lists users to whom you have sent connection requests. You can also click **Cancel Request** to revoke your request.

Depending each accessed tab, you can perform different actions:

- Search for contacts.
- View profiles of contacts.
- Send connection requests.
- Revoke a connection request.
- Accept/Deny a connection request.
- Disconnect from your contacts.

2.1. Search for contacts

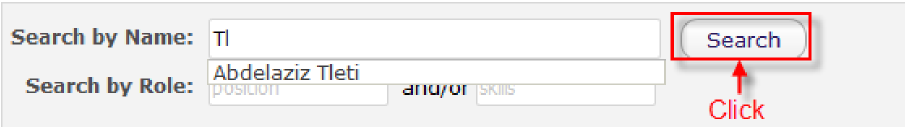
This function allows you to find your desired contact quickly by searching by name, and/or searching by role (by position, and/or work skills), and searching by alphabets.

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

- To search across all users in eXo Platform, select the **Everyone** tab. Alternatively, you can hover your cursor over your display name and select **Find Connections** from the drop-down menu.
- To reduce the returned search results, select the appropriate tab before using the search box. For example, to search for contacts with whom you have established connections, you need to select the **My Connections** tab.

2. Select the search criteria:

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



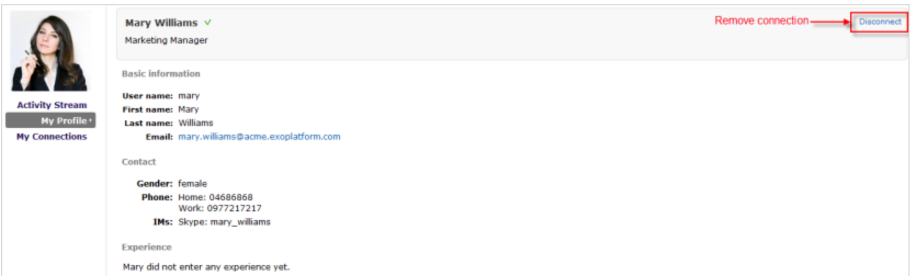
- **Search by role**: Enter the position, and/or skills of the contacts you want to search for.
- **Search by alphabets**. See details in the Search by alphabets [28] section. (If you search by this criteria, skip **Step 3**).

3. Hit the **Enter** key, or click **Search** to find your desired contacts. The results will be listed in the **People Found** pane.

> **Note**
>
> - When searching by alphabets, only contacts whose last names start with the search letter are listed in the **Connections Found** pane.
> - The search results are also ordered by the last name.

2.2. View profiles of other contacts

To view the profile of a contact, simply click the contact name. You will be directed to his/her profile.



From his/her profile, you can see all his/her activities and connections.

- To see his/her activities, click **Activity Stream** on the left pane.
- To see his/her connections, click **My Connections** on the left pane.
- To return his/her profile page, click **My Profile** on the left pane.

> **Note**
>
> Regardless of being an administrator, you do not have right to edit profiles of other contacts.

2.3. Send connection requests

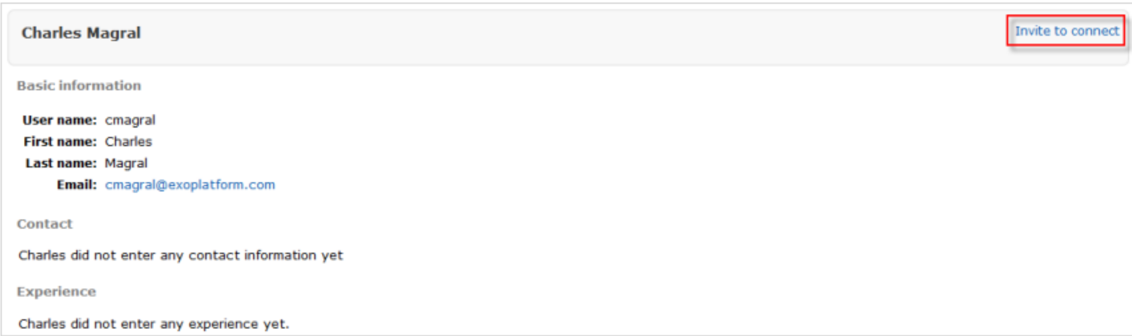
After specifying your desired contact, you can send a connection request via one of two ways.

The first way

Click **Connect** to send your connection request.

The second way

Access the profile page of the contact to whom you want to send a connection request, then click **Invite to connect** at the right corner of the profile page.



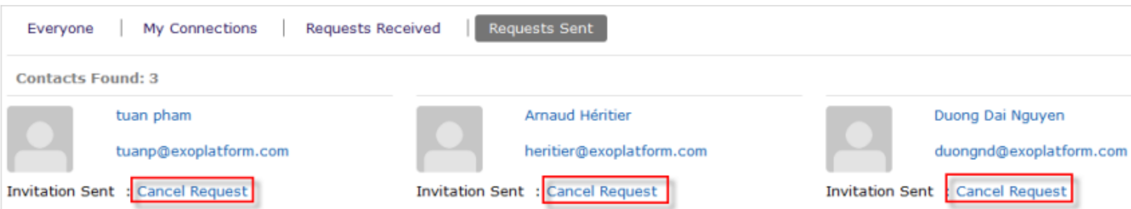
> **Note**
>
> If you follow the first way, the **Connect** text will become **Cancel Request**. Meanwhile, if you follow the second way, the **Invite to connect** text will be turned into **Revoke**.

2.4. Revoke a connection request

After sending connection requests to other users, you still can remove the requests by selecting the **Requests Sent** tab and do one of two following ways.

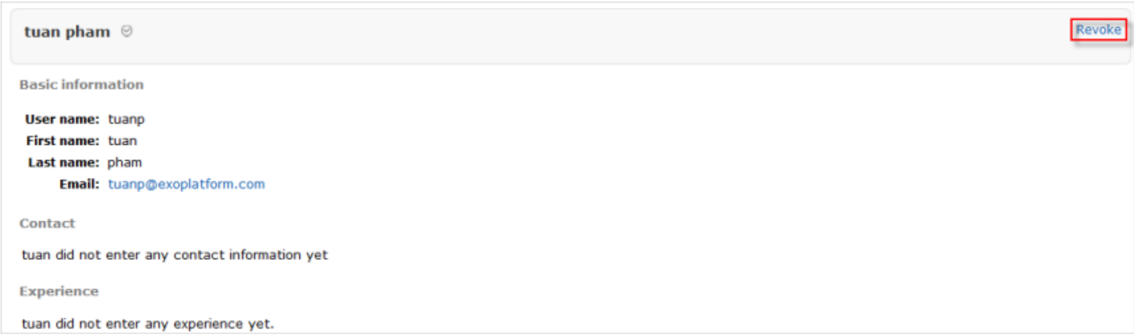
The first way

Click **Cancel Request** to revoke the connection request.



The second way

Access the profile page of the contact to whom you sent a connection request, then click **Revoke** at the right corner of the profile page.



2.5. Accept/Deny a connection request

You can perform these actions via one of the following way:

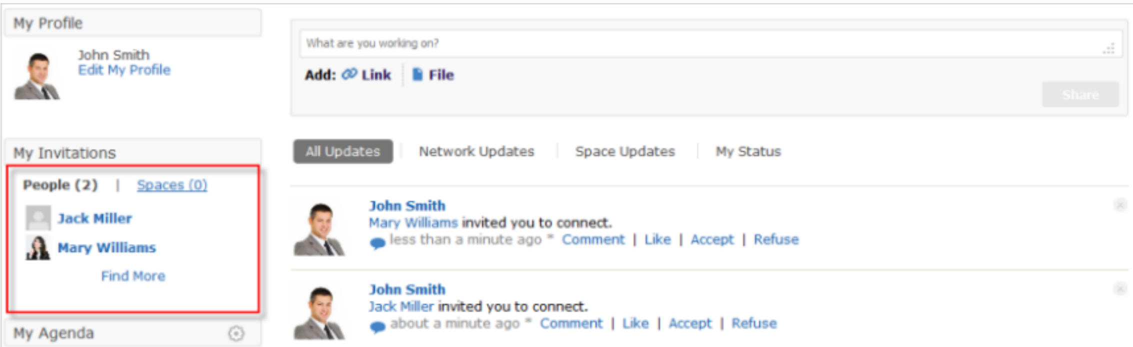
The first way

Select the **Requests Received** tab to see the list of all connection requests sent to you

- Click **Confirm** to accept the request.
- Click **Ignore** to deny the request.

The second way

1. Access the Intranet homepage to see the list of all connection requests sent to you in **My Invitations** on the left pane.

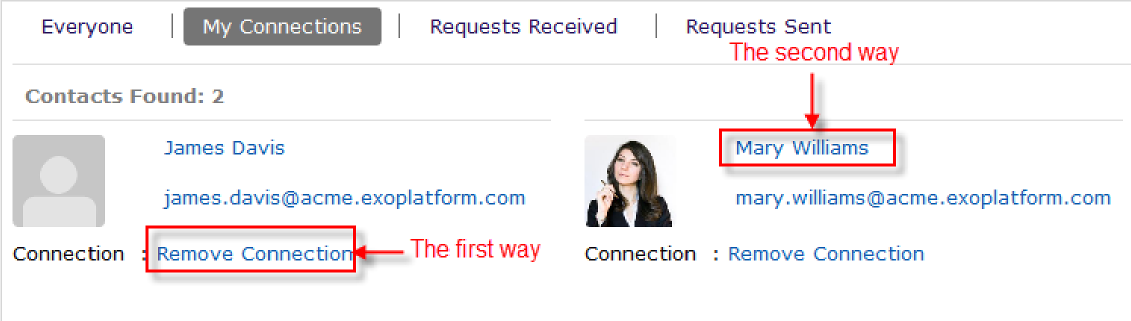


2. Click the contact name in the list to go his/her profile page.

- Select **Connect** to accept the request.
- Click **Deny** to deny the request.

2.6. Disconnect from your contacts

In the **My Connections** or **Everyone** tab, you can remove the connections between you and the users who are as your contacts via one of two following ways.

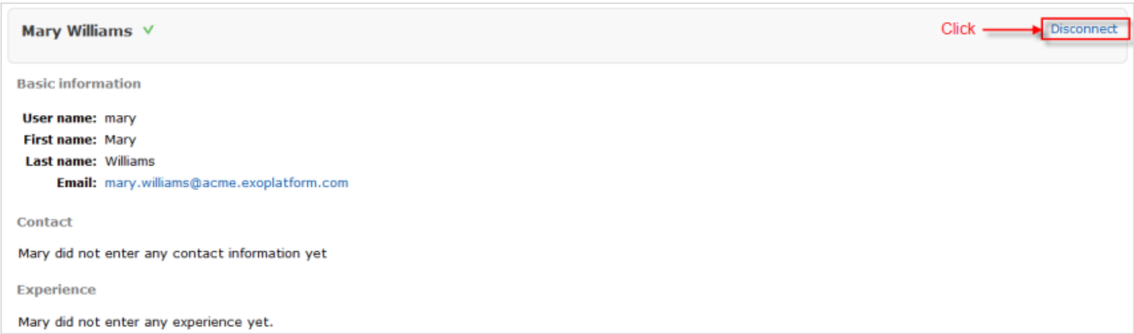


The first way

Click **Remove Connection** to remove your established connection.

The second way

Accessing the profile page of the contact who is your connection, then click the **Disconnect** link at the right corner of the profile page.



Work with Activities

All activities of a user are displayed in the user's and Space's Activity Stream.

To enter the **Activity Stream** page, hover your cursor over your display name (for example, John Smith) on the **Administration** bar and select **Activity Stream**.

The **Activity Stream** page consists of the following tabs:

- **All Updates**: lists all updates of yours, of your connections, and of your spaces.
- **Network Updates**: lists all updates of users who have established their connections with you.
- **Space Updates**: lists all updates of spaces where you are a member or a manager.
- **My Status**: lists all your own activities, such as your profile updates, link updates or another activities pushed by yourself.

You can see activities of any registered people by clicking their display name to go their profile page, then select **Activity Stream** on the left pane. 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 activity streams.

In addition, you can keep track of activities of a space application. For example, whenever there is a new post in the **Forum** application, it will be updated in the activity stream.

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

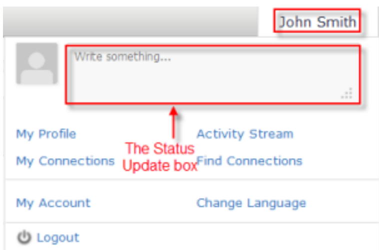
3.1. Update status

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.

There are 2 ways to post your status.

The first way

1. Hover your cursor over your display name on the right corner of the page.

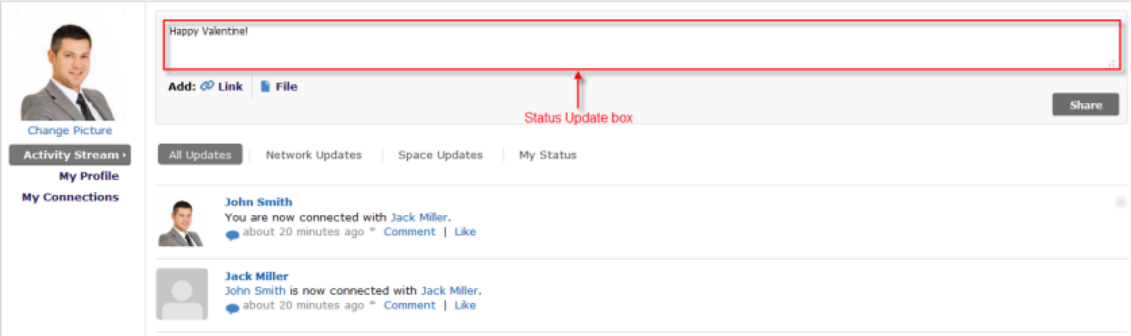


2. Input your status into the **Status Update** textbox from the drop-down menu, then hit the **Enter** key to accept updating your status.

The second way

1. Go into the **Activity Stream** page as here.

2. Enter your current status in the **Status Update** box.



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

Your new status will be updated in two tabs: **All Updates** and **My Status.**

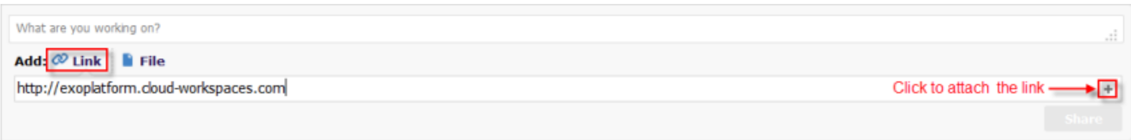
Note

You can use some HTML tags when updating your status. See more details in the Create rich activities with allowed HTML tags section.

3.2. Share a link

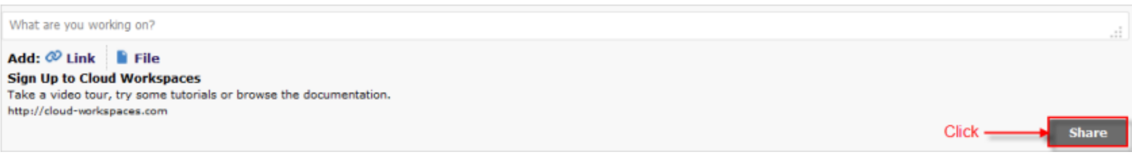
1. Click 

.



2. Enter the link and click .

If the link address is correct, it will be attached, then shown with the overall content of the link.



- If you do not want the thumbnail to be displayed, select the **No thumbnail** checkbox.
- If there is more than one thumbnail, you can click blue arrows to go through all available thumbnails.
- If you want to edit the link content, double-click the content and edit.

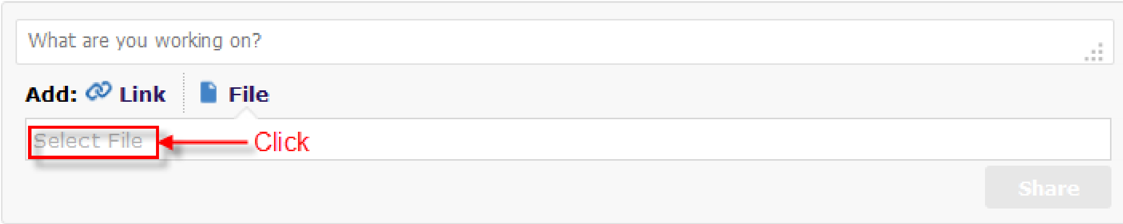
3. Click **Share** to share your entered link with your connections, or click 

again to remove your entered link.

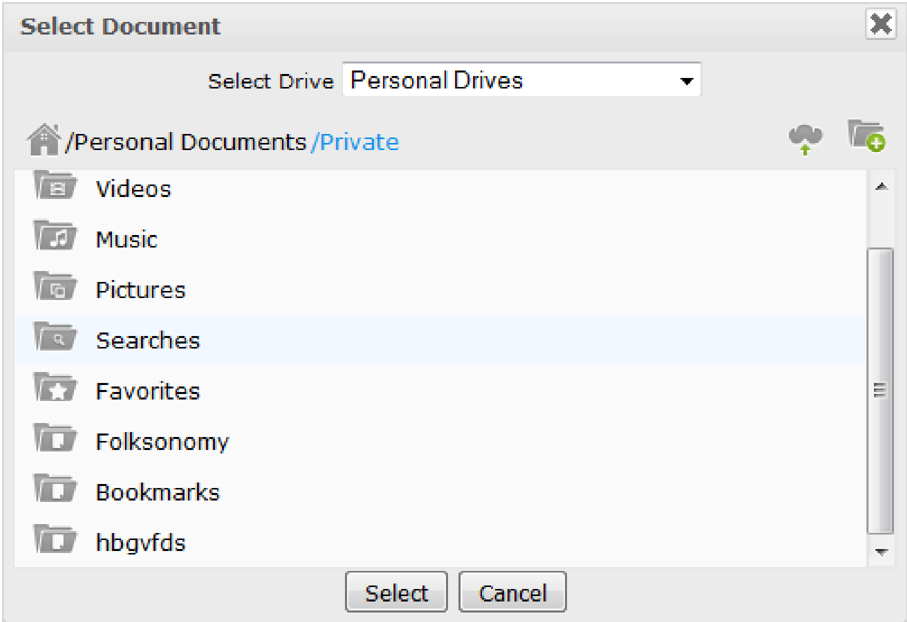
3.3. Share a file

1. Click 

to open the **Select File** box.



2. Click **Select File** to open the **Select Document** form.



3. Select the relevant drive category from the **Select Drive** drop-down menu.

4. Select the folder and the server file, then click **Select** to finish uploading your selected file.

> **Note**
>
> You can also click to select a file from your local device; Or click to create a new folder.

You will see your uploaded file in the **Select File** box as below.

5. Click **Share** to share your uploaded file with your connections.

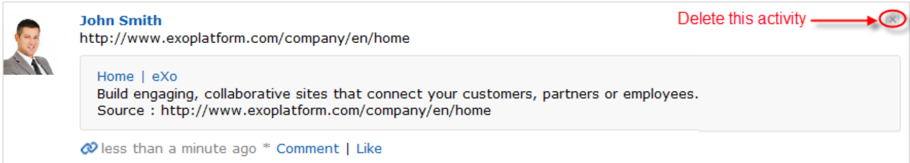
- To remove your uploaded file, simply click next to your selected file, or click **File** again.

3.4. Delete activities/comments

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

1. Select **All Updates** or **My Status** to view all your own activities.

2. Select the activity you want to delete, then click .



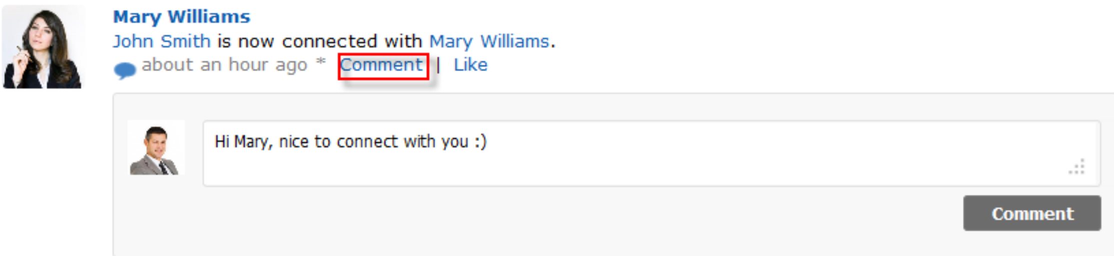
3. Click **OK** in the confirmation message to accept your deletion.

3.5. 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 update as follows:

1. Select an activity on which you want to comment.

2. Click **Comment** in the bottom line of the profile to open the **Comment** form.



3. Enter your comment into the **Comment** form and press the **Comment** button. Your comment will be displayed right below the profile.

Note

You can use some HTML tags when commenting on activities. See more details in the Create rich activities with allowed HTML tags section.

3.6. Like/Unlike activities

The function allows you to show your interest by selecting **Like** and/or **Unlike** activities.

Like activities

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

2. Click **Like** beside the activity.

Unlike activities

You only can **Unlike** an activity after you liked it.

1. Select an activity that you clicked **Like**.

2. Click **Unlike** beside the activity.

3.7. Create rich activities with allowed HTML tags

When updating the status or writing a comment, you can use the following HTML tags:

Tags	Description
****	Render as bold text. For example: Bold text
<i>	Render as italic text. For example: <i>Italic text</i>
<a>	Refer to an external link by using the *href* attribute. For example: Cloud Workspace
<span>	Group inline-elements in a document.
****	Render as emphasized text. For example: Emphasized text
<strong>	Render as strong (highlighted) text.
<p>	Define a paragraph.
** **	Define an ordered list. An ordered list can be numerical or alphabetical.
** **	Define an unordered or bulleted list.
** **	Define a list item. The - tag is used in both ordered ( ) and unordered ( ) lists. For example: - Bullet 1 - Bullet 2
** **	Insert a single line break.
<img>	

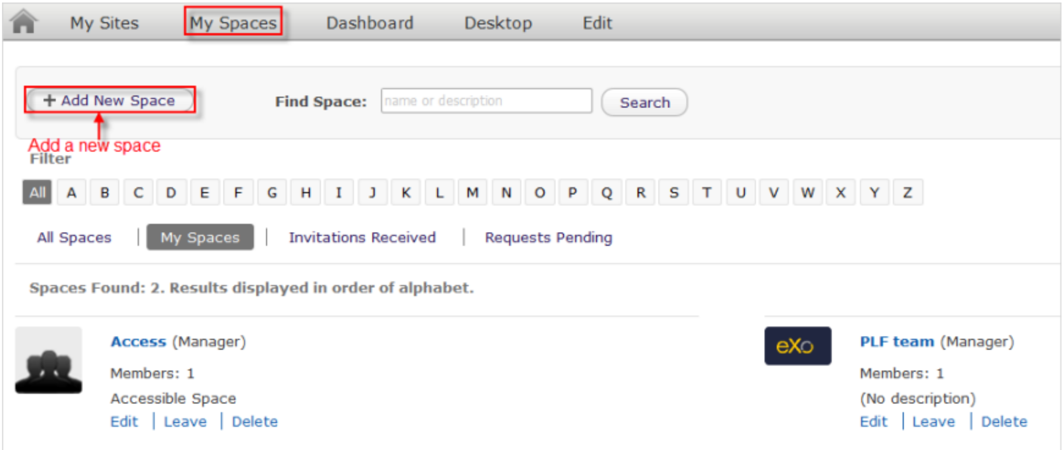
Tags	Description
	Define an image in an HTML page. The <img> tag has an required attribute named *src* which specifies the URL of the image. For example: .
<blockquote>	Define a long quotation.
<q>	Define a short quotation.

Work with Spaces

The concept "team work" becomes very familiar in business environment. 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 Platform 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 **My Spaces** on the **Administration** bar.

The **My Spaces** page appears as below.



The **Space navigation** includes the following tabs:

- **All Spaces**: all spaces, including your spaces, visible spaces, and hidden spaces where you are invited to become members.
- **My Spaces**: spaces where you have the role as a member or a manager.
- **Invitations Received**: spaces where you are invited to become members by space managers.
- **Requests Pending**: spaces where you have requested for becoming their members.

Note

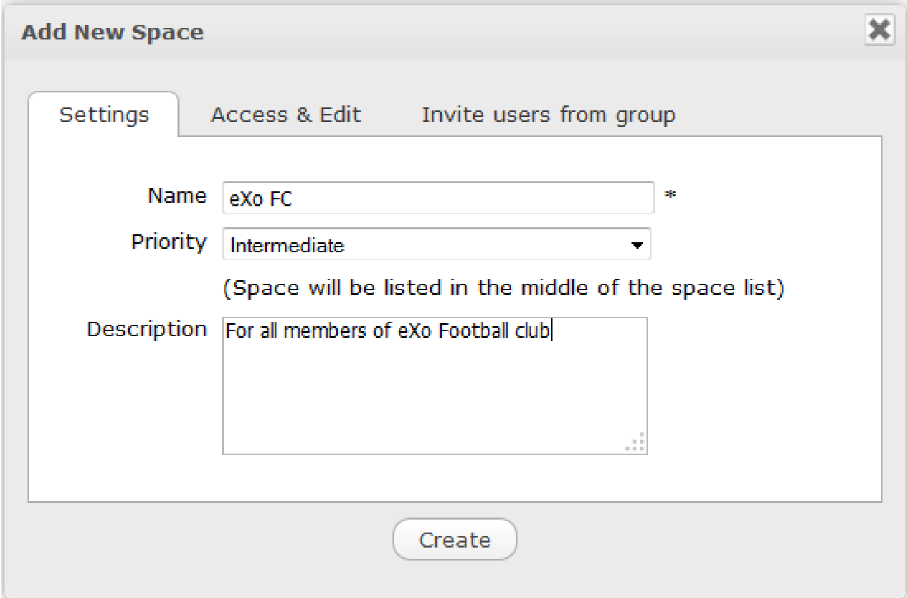
Administrator, who has the highest permission, can see all spaces regardless of the member role.

4.1. Create a space

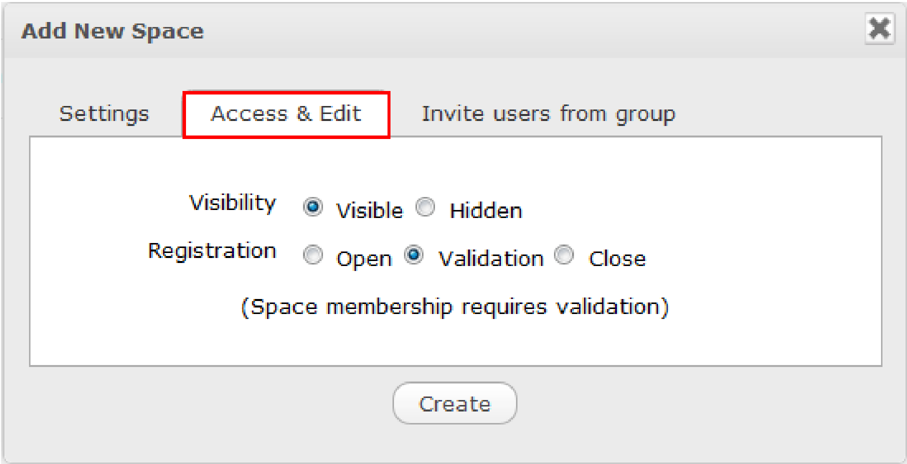
After redirecting to the **Space** application, you can add a new space so that you and your collaborators can work together or discuss specific topics as follows:

1. Click at the left corner 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 **Access & Edit** tab.



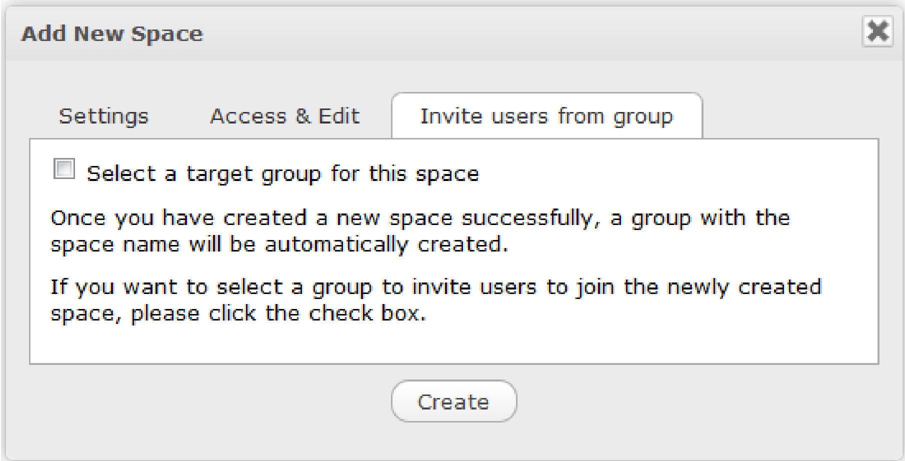
- **Visibility**: By default, the **Visibility** value is set to be **Visible**.
  - Visible: The space is always visible in the public spaces list.
  - Hidden: The space is not visible in the public spaces list.
- **Registration**: By default, the **Registration** value is set as **Validation**.
  - 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.

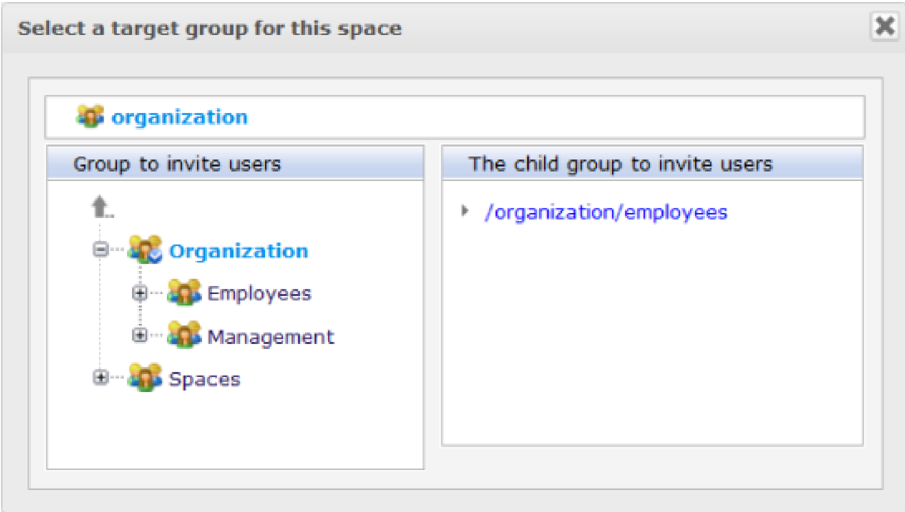
- **The first instance**: You have been already the manager of a group. It means that you have created at least a space.

The **Invite users from group** tab will be displayed as below.

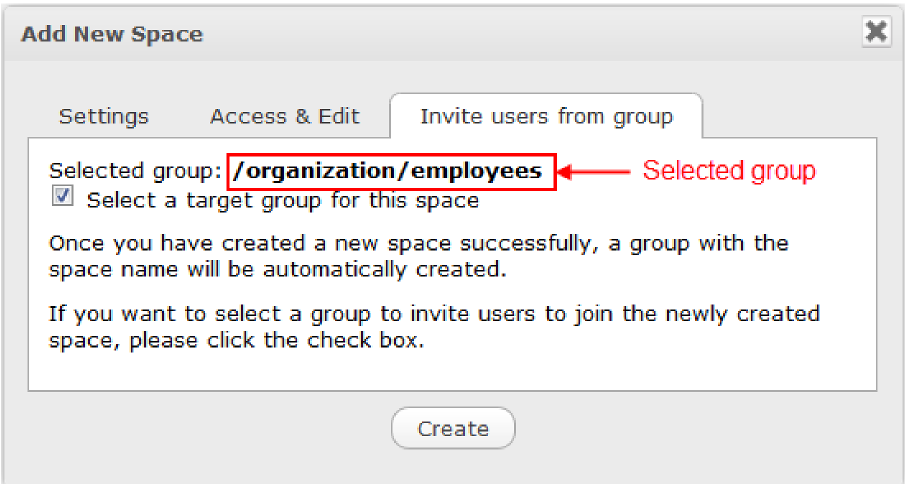


i. Tick the **Select a target group for this space** checkbox to open the selection form.

ii. Select the group in the left pane, then its child group in the right pane.



You will see your selected group as below.

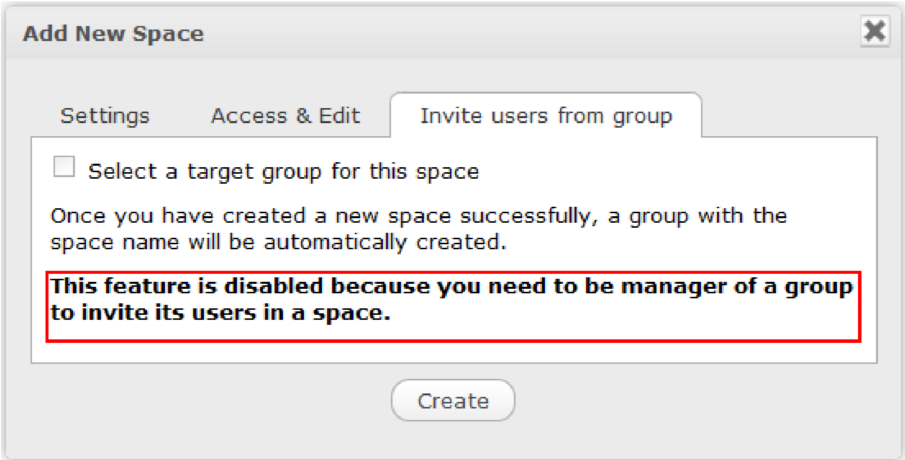


Note

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

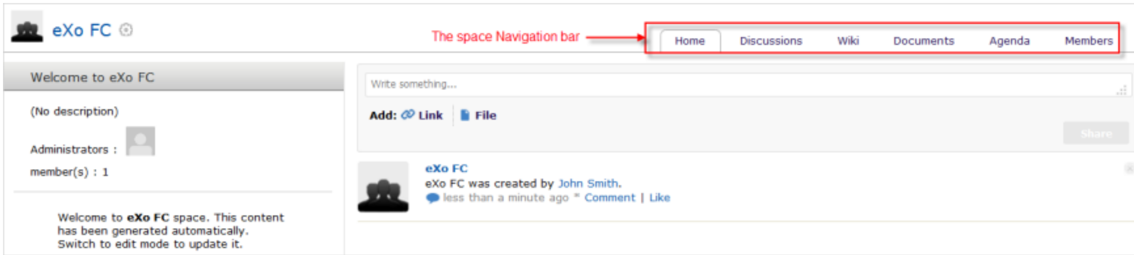
After you have selected one existing group, all users in that group will be invited to join your newly created space.

- **The second instance**: You have not been a manager of any group yet. It means that this is the first time you create a space, so you cannot select a target group.



5. Click **Create** to finish adding your new space.

The new space appears.



- Click each application on the space **Navigation** bar to use its functions.
- When a new space is created, a forum with the same name as this space is also created in the **Forum** application. In case this forum is removed from the **Forum** application, all members of the space cannot see the space's forum anymore when clicking **Discussions** on the space **Navigation** bar.

> **Note**
>
> When more than two space characters are input between words in the space name, 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 also omitted.
>
> After being created, your space will be automatically added to the **My Spaces** button on the **Administration** bar. Therefore, you can access your space by clicking **My Spaces --> [Space Name]** from the drop-down menu.

4.2. Join/Leave a space

Join a space

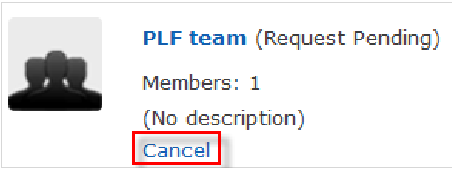
Click **My Spaces** on the **Administration** bar, then click the **All Spaces** tab to display all your spaces and ones whose **Visibility** is set to "Visible".

There are two cases to join a space:

- **The first instance**: For spaces without validation required, click **Request to join** corresponding to your desired space. You will automatically become their members.
- **The second instance**: For spaces with validation required, after clicking **Request to join**, you have to wait for the validation from the space's owner who can accept or deny your request.

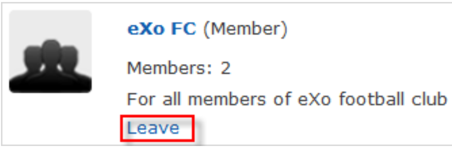
Revoke your request

- To revoke your request for joining a space that has not been validated by its owner, simply click **Cancel**.

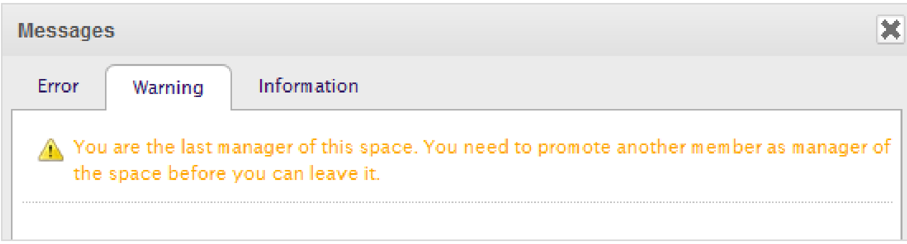


Leave a space

- To leave a space, simply click **Leave**.



If you are the only leader of that space, the message which informs that you cannot leave a space will appear as below.



> **Note**
>
> After you have left a space, the space will not exist in the **My Spaces** tab, but in the **All Spaces** tab (for the "visible" space only).

4.3. View details of a space

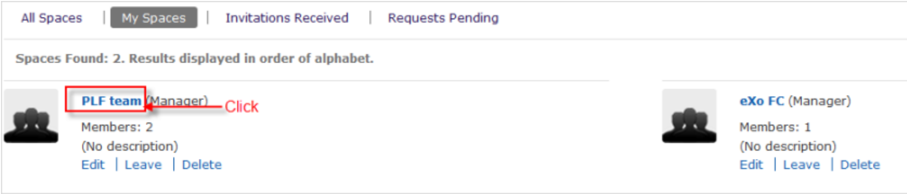
To view one detailed page of a space, you must become its member first. Then, do either of the two following ways to view the space.

The first way

- Hover your cursor over **My 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, click the name of your desired space.



The detailed page of the space displays information about the space. The functions you can perform depending 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 new members to take part in your space.

Besides the actions above, as a space manager or creator, you can:

- Edit the space settings, including description, priority level, and avatar.
- Change the visibility of your space.
- Promote/Demote roles of space members.
- Remove members from your space.

4.4. Delete a space

Only the space managers can delete their spaces by clicking **Delete** under the space name. All information and navigations related to that space are also deleted.

4.5. Search for spaces

The **Search** function in the **Spaces** application helps you easily find spaces from one of the tabs in the Space navigation.

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

Search by name/description

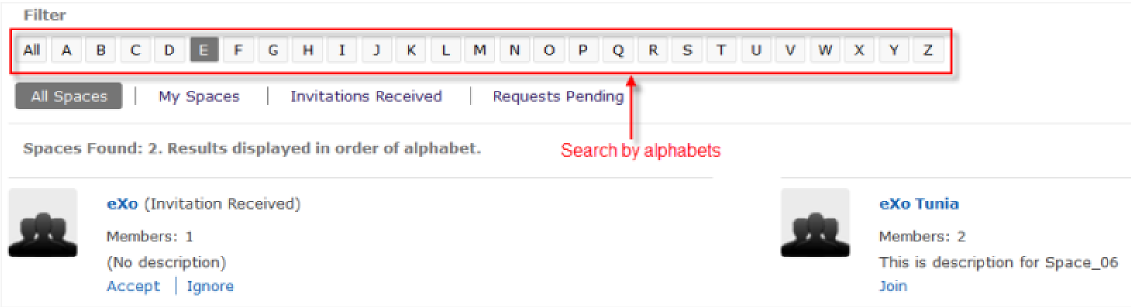
1. Enter the key word into the **Find Space** field.

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

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

Search by alphabets

Simply click a specific letter.



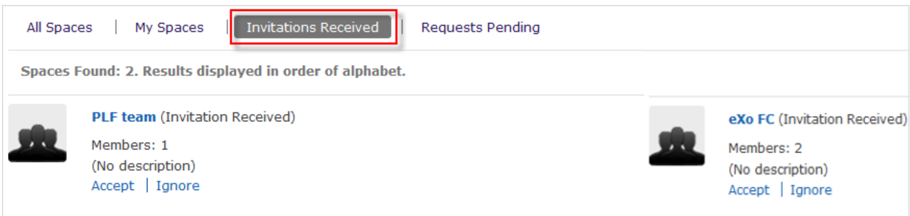
Only spaces whose names start with the search letter are listed in the **Spaces Found** pane.

4.6. Accept/Ignore invitations

This function allows you to accept and/or deny invitations that you received from others. You can see all spaces which are being waited for your acceptance in the **Invitations Received** tab, or in the **My invitations** tab in the left pane of the Intranet homepage.

1. Access the Intranet homepage, then click **Space** in the **My Invitations** tab on the left of the Intranet homepage. A list of spaces which you are invited to join appears.

2. Click the space name to open the **Invitations Received** tab.



- Click **Accept** to accept joining the space.
- Click **Ignore** to deny joining the space.

Note

You can also go to the **Invitations Received** tab by clicking **My Space --> Invitations Received**.

4.7. Edit a space

This function allows you to change the initial settings of a space if you are the creator or have the **Manage** permission on it. With this function, you can do the following actions:

- Change space information

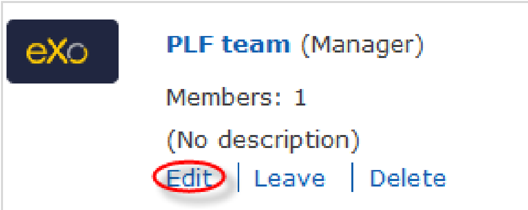
- Change visibility
- Manage members
- Manage space applications
- Edit space navigation

To perform the actions above, first access the **Space Settings** by following one of 2 ways:

The first way

1. Click **My Spaces** on the **Administration** bar to direct to the **My Spaces** page.

2. Click **Edit** corresponding to the space which you have the **Edit** permission.



3. Click next to the space name.

The second way

1. Hover your cursor over **My Spaces** on the **Administration** bar, then select one space from the drop-down menu.

2. Click next to the space name.

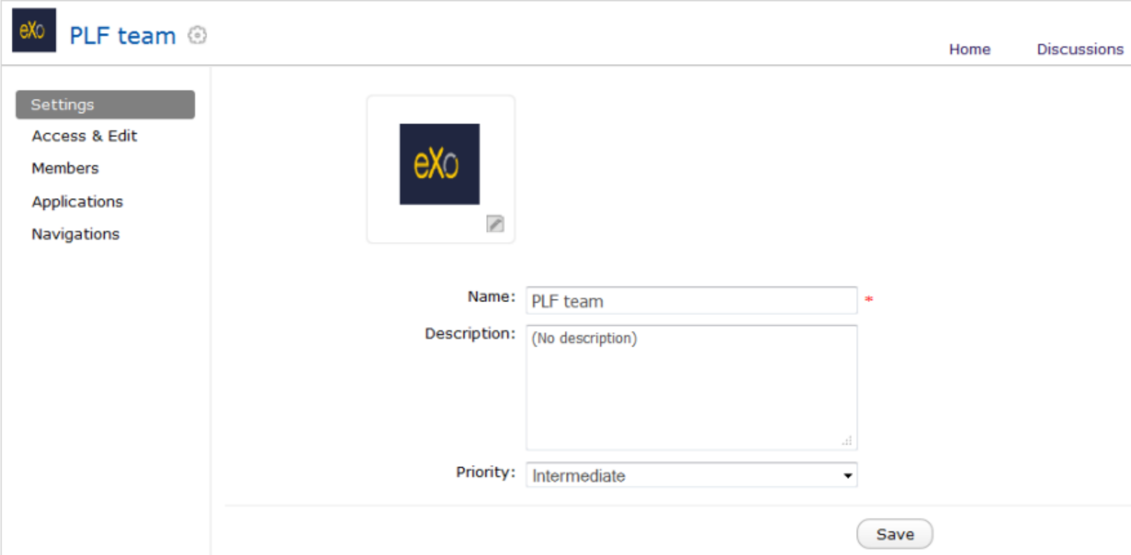
Note

You only see for spaces which you have the Edit permission.

4.7.1. Change space information

This function allows you to edit the basic information of a space.

1. Select the **Settings** tab in the **Space Settings** page.



2. Change information in the **Description** and **Priority** fields, and the space avatar.

- To change the space avatar, click , or directly click the current space avatar to open the **Upload an Image** form. For more details, see the Upload your profile avatar section.

> **Note**
>
> You cannot change the space name.

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

4.7.2. Change visibility

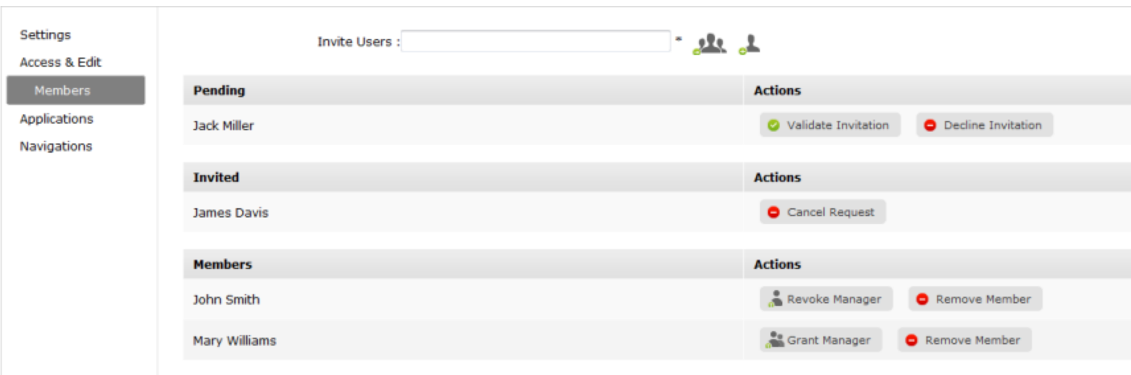
1. Select the **Access & Edit** tab in the left pane of the **Space Settings** page.

2. Change values of **Visibility** and **Registration** if you want. For more details, see here.

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

4.7.3. Manage members

Select the **Members** tab in the left pane of the **Space Settings** page to open the **Manage members** form.



Here, you can do many actions on members as stated below.

4.7.3.1. Invite new members

You can invite other users to join your spaces as follows:

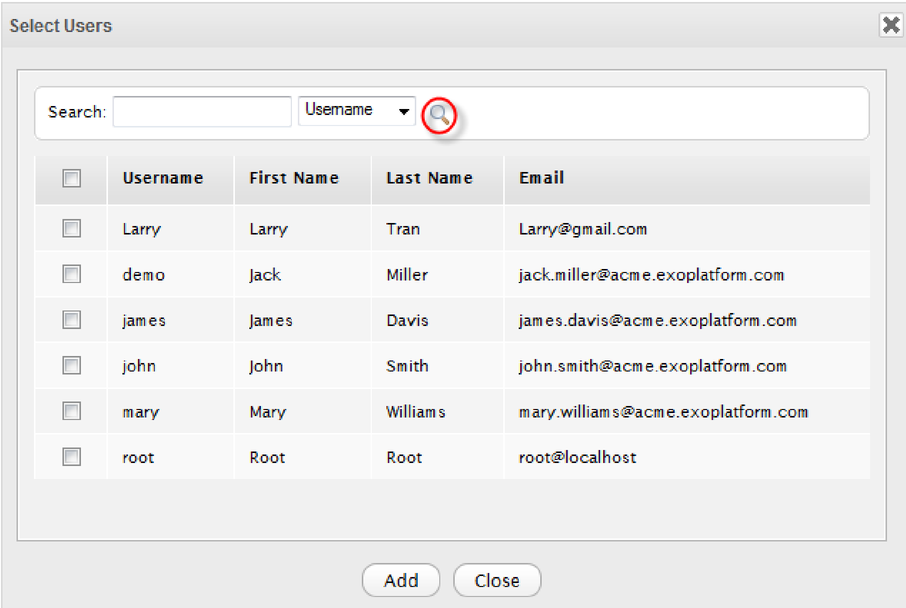
The first way

- If you know the username of a person, simply enter his/her username in the textbox, then click .

To invite multiple people, use commas to separate your multiple entered usernames.

The second way

1. Click to open the **Select Users** form.



2. Select your desired users by ticking their corresponding checkboxes, and click **Add**.

You can also search for your desired members in eXo Platform, 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 to perform searching.

3. Click to invite your selected users.

After that, you will see the list of invited users.

4.7.3.2. Revoke your invitations

If your invited users have not accepted your requests yet, you can revoke your invitations by clicking Cancel Request. The users will be removed from the **Invited** list.

4.7.3.3. Validate/Decline request

As a manager or creator of a space, you can validate other users' requests for joining your space.

- To accept a user's request for joining your space, click Validate Invitation in the **Action** column.
- To decline a user's request for joining your space, click Decline Invitation in the **Action** column.

4.7.3.4. Promote/Demote a member

- To promote a member to the manager position, click Grant Manager in the **Manager** column. The user will be automatically promoted as a manager in the current space.
- To demote a member, click Revoke Manager.

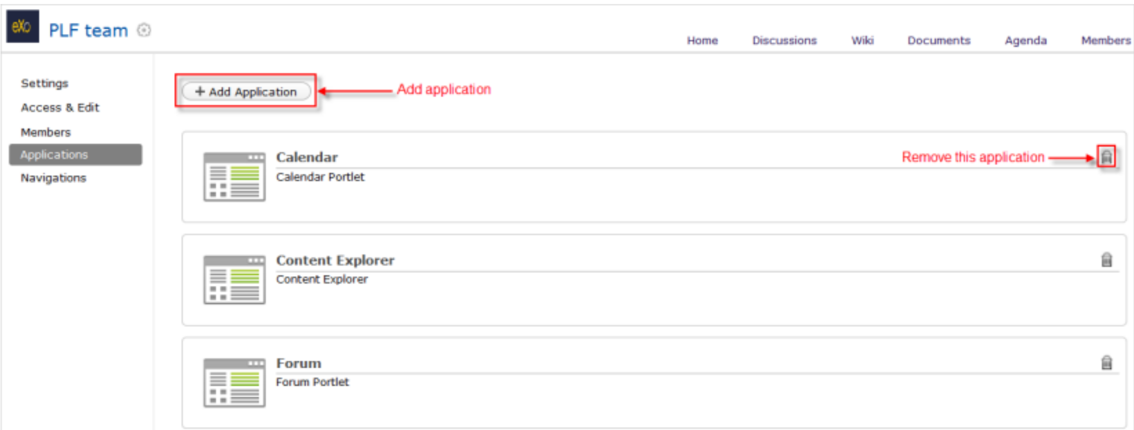
> **Note**
>
> Be careful not to remove the rights for yourself; otherwise, you will not be able to edit your space's settings anymore, except that you are an administrator.

4.7.3.5. Remove a member

Click Remove Member corresponding to the member you want to delete in the **Members** list.

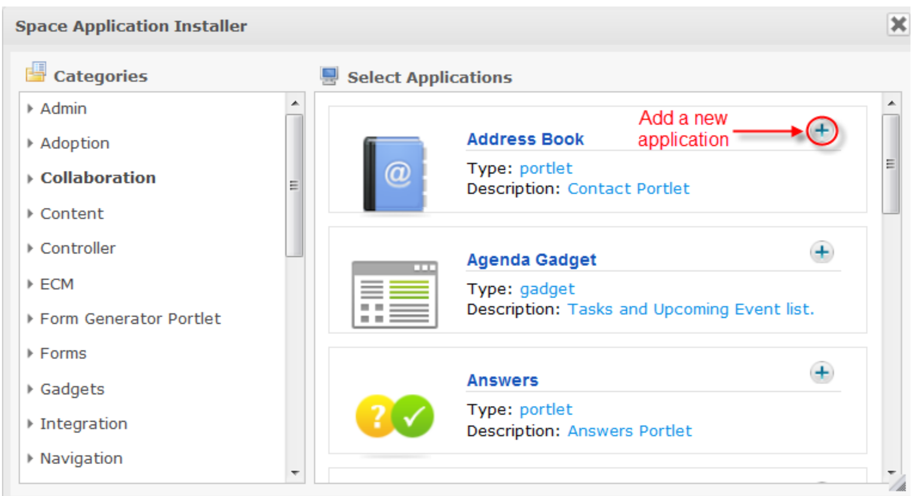
4.7.4. Manage space applications

Select the **Applications** tab to go the **Applications** page which allows you to manage space applications.



4.7.4.1. Add a new space application

1. Click **Add Application** to open the **Space Application Installer** form.



2. Select the application you want to add by clicking +.

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

4.7.4.2. Delete applications

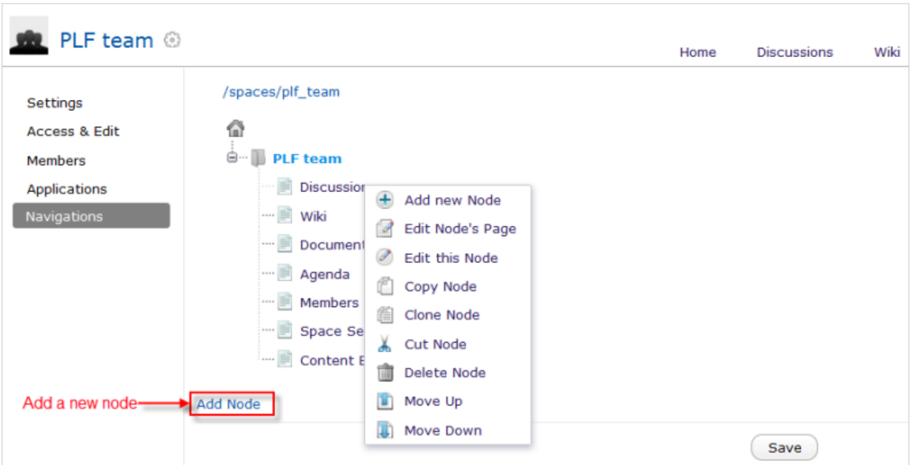
To remove an application, click corresponding to the application name.

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

4.7.5. Edit space navigation

You can easily edit a space 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 **Navigations** tab to open the space navigation.



You can take the following actions:

- Right-click a node name (space name) and take actions in the context menu, such as adding/editing/deleting a node, editing a node's page, copying/cloning a node, and more.
- Click **Add node**; Or right-click any white area to display Add new Node, then select this button. The **Add/ Edit Page Node** form appears and allows you to add information to your new node.

For more details, see the Manage Navigation Nodes section.

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

Work with Dashboard

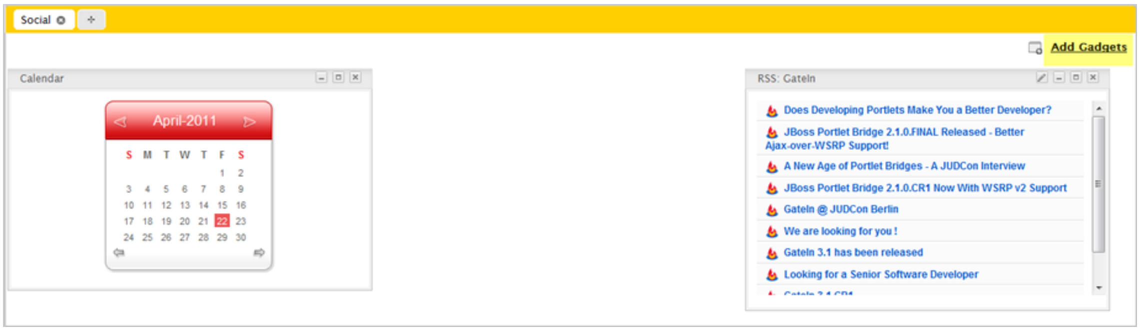
Dashboard is one portlet hosting mini-applications known as gadgets. The dashboard uses a variety of graphical effects for displaying, opening and using gadgets.

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.

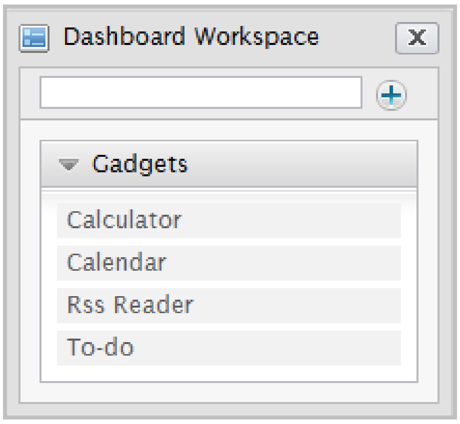
5.1. Use Dashboard workspace

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.



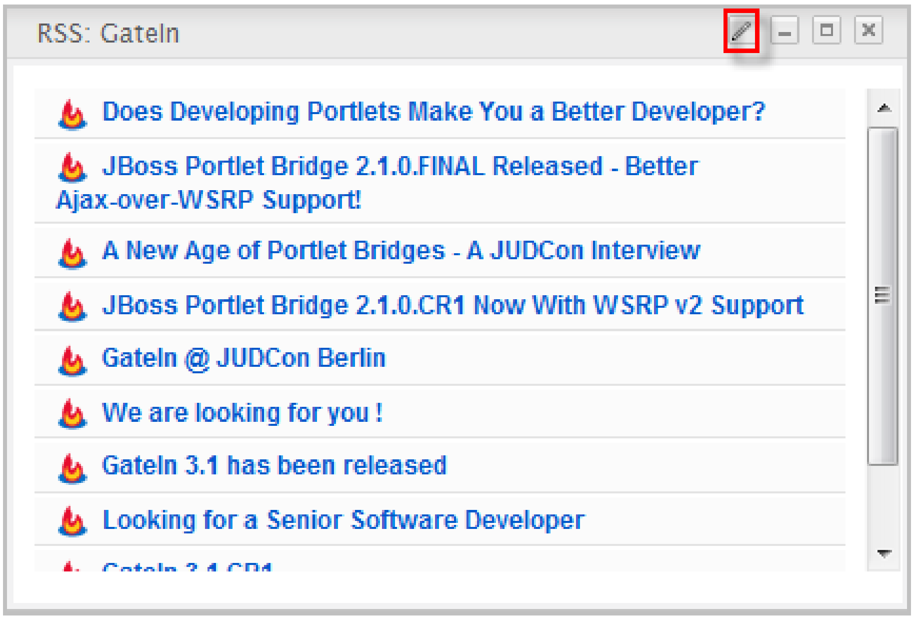
4. Drag and drop the selected gadget into the Workspace.

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 next to each relevant tab and then click **OK** in the confirmation message.

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.