

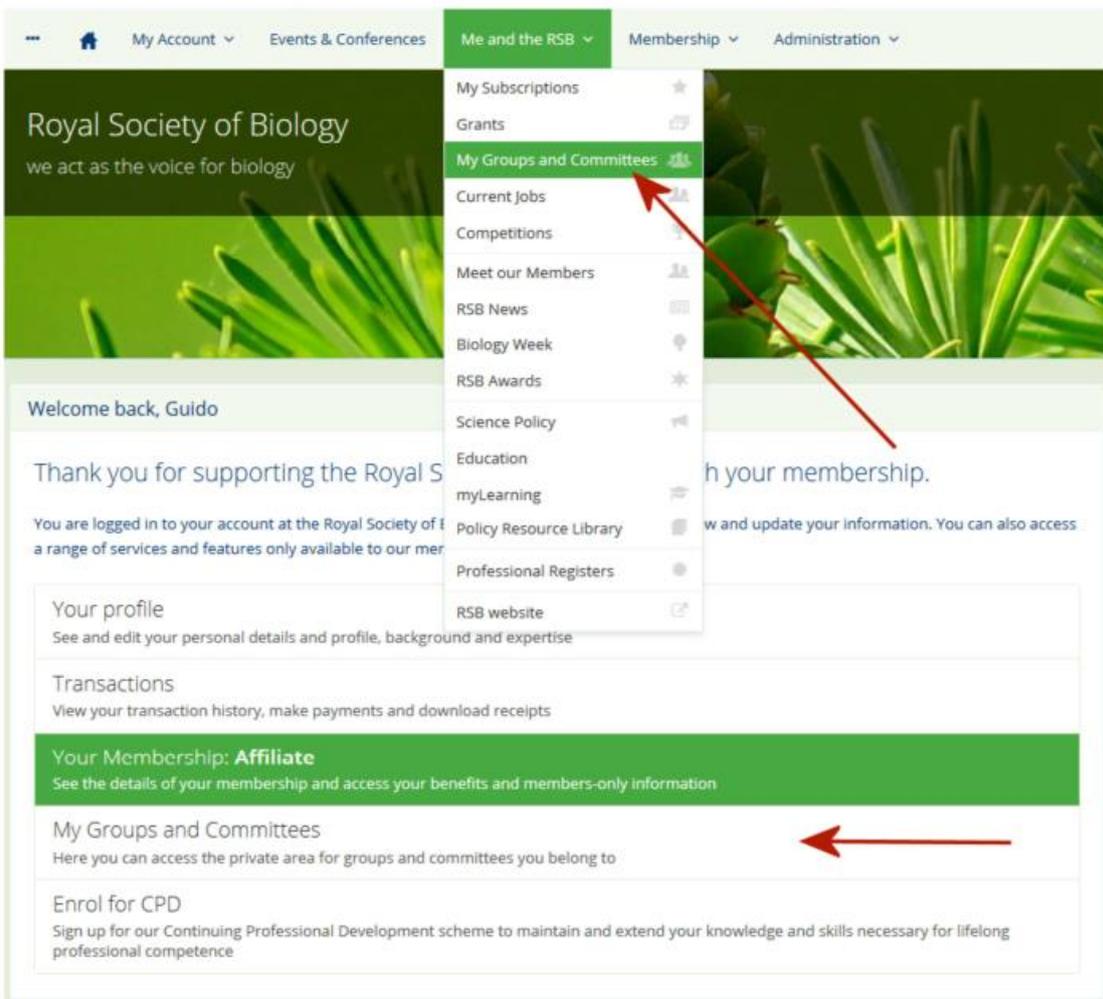
## Collaborative workspaces

### What are collaborative workspaces?

The collaborative workspaces are a new feature of mySociety that allows groups of people to share files and information with each other. People in the group can upload and download files to a cloud-based storage location, share a calendar, and message each other via a forum. Branch committee members can see members of their committee, a breakdown of branch membership and details of guests booked on to their events.

### What does it look like?

Once it is enabled, mySociety users will see a new item on their home page after logging in, called “My Groups and Committees”. Alternatively, under the “Me and the RSB” menu, there is an entry with the same name. Clicking on “My Groups and Committees” opens a list of all the workspaces the user has access to.

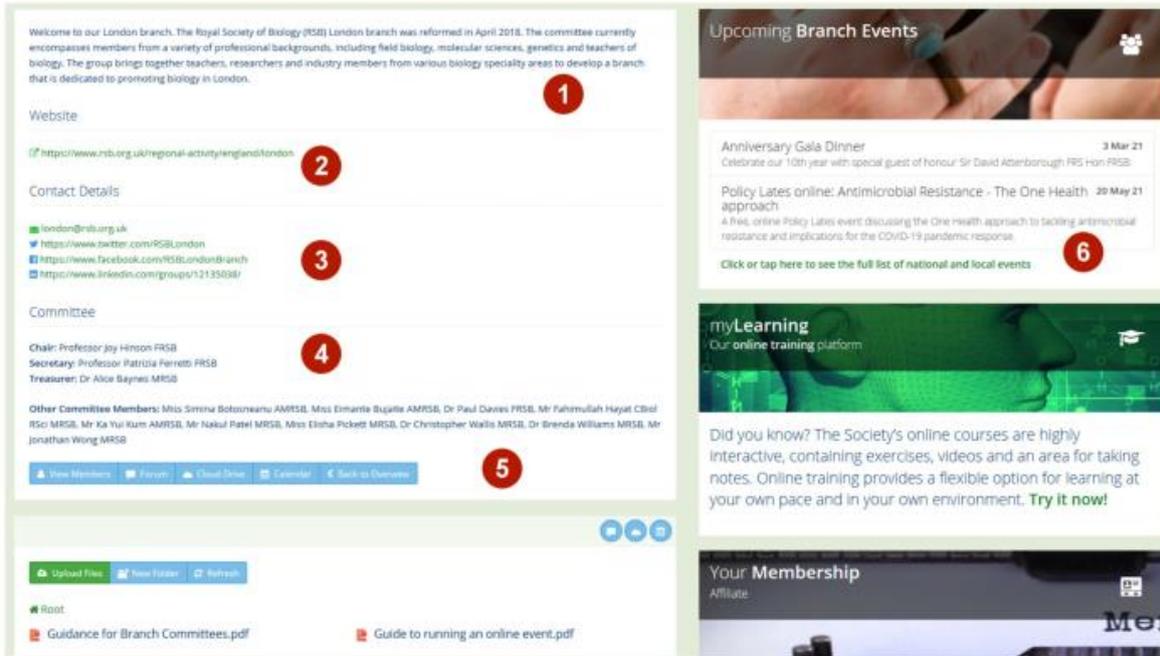


The screenshot displays the mySociety user interface. At the top, there is a navigation bar with tabs: "My Account", "Events & Conferences", "Me and the RSB", "Membership", and "Administration". The "Me and the RSB" tab is active, and its dropdown menu is open, showing options: "My Subscriptions", "Grants", "My Groups and Committees", "Current Jobs", "Competitions", "Meet our Members", "RSB News", "Biology Week", "RSB Awards", "Science Policy", "Education", "myLearning", "Policy Resource Library", "Professional Registers", and "RSB website". A red arrow points from the "My Groups and Committees" menu item to the corresponding section on the main page. The main page features a header with the Royal Society of Biology logo and tagline "we act as the voice for biology". Below the header, a welcome message reads "Welcome back, Guido" and "Thank you for supporting the Royal Society of Biology". A section titled "Your profile" allows users to "See and edit your personal details and profile, background and expertise". Another section, "Transactions", offers to "View your transaction history, make payments and download receipts". A prominent green banner highlights "Your Membership: Affiliate" with the text "See the details of your membership and access your benefits and members-only information". Below this, the "My Groups and Committees" section is visible, with a red arrow pointing to it from the right. The text under this section reads: "Here you can access the private area for groups and committees you belong to". At the bottom, there is a section for "Enrol for CPD" (Continuing Professional Development) with the text: "Sign up for our Continuing Professional Development scheme to maintain and extend your knowledge and skills necessary for lifelong professional competence".

## Landing page

The workspace consists of a main content area and a sidebar with one or more widgets. The exact configuration depends on whether or not the workspace is linked to a Committee and what optional features (message board, group calendar) have been enabled.

Branch committees can see the following options:



1. Optionally, at the top of the branch details pane, custom text for each branch can be added.
2. Branch landing page
3. Email address or link to Twitter, Facebook and LinkedIn (Instagram is being added) will also be shown here.
4. The current branch committee members are listed on this pane.
5. An extra set of navigation buttons allows the workspace to be changed to the cloud drive, message forum or calendar view (if enabled). It also provides committee members with an additional feature to view the list of branch members as well as some statistics about branch membership.
6. If there are upcoming events for the branch, these will be listed in a widget in the sidebar. Committee members can also access additional information about event bookings by clicking on the event in question.

## Viewing branch members

Branch committee members can click the “View Members” button to see more details about branch membership.

This information will load in the sidebar of the branch page. Click on the red cross in the top right-hand side to close the Branch Members pane again.

The pane contains two sections. At the top is the membership directory filtered for members of the branch in question.

You can search this list in the same way as the main membership directory and the information shown here is the same as in the membership directory.

**This is essential in terms of data protection:** only users who have opted into the membership directory are listed and they are listed with the level of detail they have chosen.

At the bottom of the pane is an overview of branch membership by grade.



The screenshot shows the 'Branch Members' interface. At the top, there is a search bar and a dropdown menu set to '10'. Below this is a table with columns for 'Name', 'Details', and 'Connect'. The table lists several members with their names and roles, such as 'Dr Anwarul Karim Sahal' (Member) and 'Dr Anwarul Karim Sahal' (Member). Below the table is a pagination control showing '1-10 of 1,588' and a set of navigation buttons. At the bottom, there is a table showing the distribution of members by grade and a corresponding pie chart.

Grade	Count	%
BioNet	95	6%
Affiliate	190	12%
Associate	296	19%
Member	620	39%
Fellow	387	24%
Total	1,588	

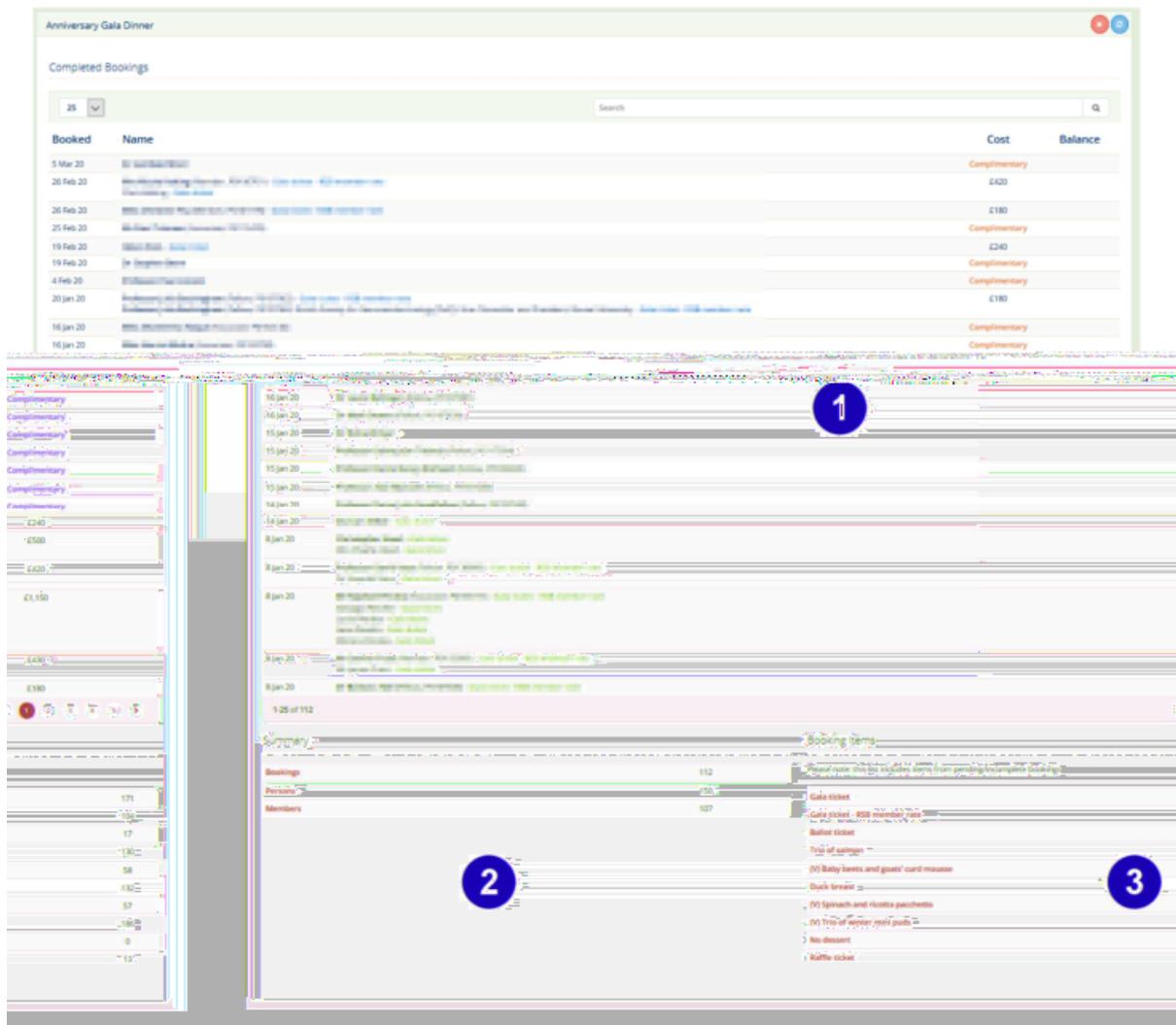
## Event bookings

When opening a branch event page (by clicking on the event in the sidebar widget), committee members can see an additional button “View Bookings”.



This opens a bookings overview page with three separate sections:

1. The list of completed bookings for that point in time, with the total cost and outstanding balance for each booking.
2. Some summary statistics about the total number of bookings and members versus non-members.
3. The totals per booking item (if applicable) for the event. Please note this includes items from non-submitted bookings as well as completed bookings.



## Sharing a file

All workspaces come with a cloud drive, which is a shared file repository where members of the group can upload and download files, create new folders and delete files.

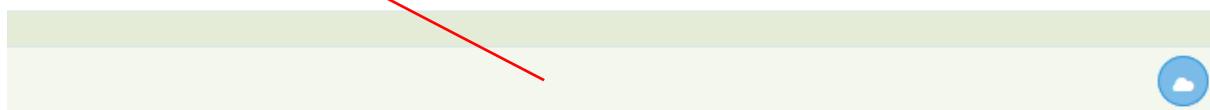
### Committee

Events and Regional Manager: Ms Karen Patel CBiol MRSB

Events Officer: Ms Harriet McAra AMRSB

Events Officer: Ms Bethany Morgan AMRSB

[View Members](#)
[Cloud Drive](#)
[Back to Overview](#)



[Upload Files](#)
[New Folder](#)
[Refresh](#)

The cloud drive shows the files and folders in the workspace. Users can open a file or folder by clicking on it. There are buttons to upload files, to create a new folder in the currently opened folder, and to refresh (= reload) the file list from the cloud storage.

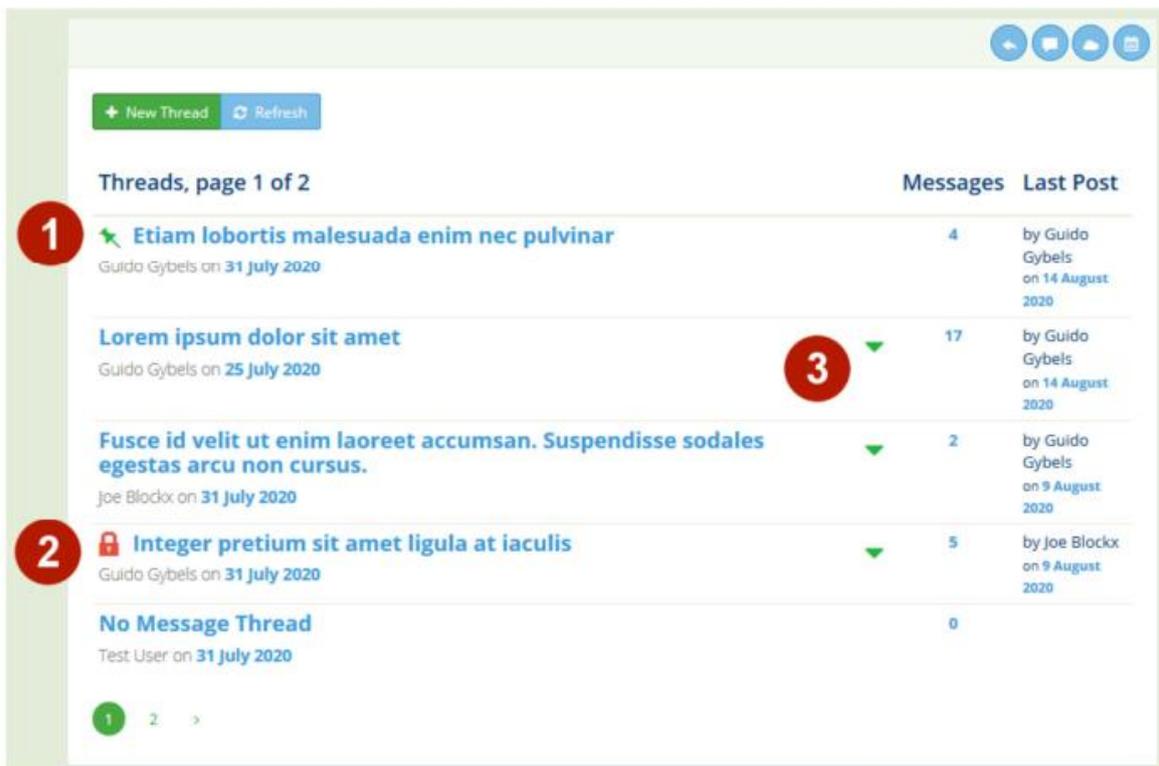
When hovering over a filename, two buttons will appear next to the filename. The first button (i) will, when clicked, show some basic information about the file: the date it was last changed, its size and its content type. The second button (x) is to delete the file.

### The message forum

If the message forum is enabled for a workspace, this will be loaded by default when accessing the workspace. A message forum is a means to have an online conversation or discussion within the group – the message forum is private to group members only.

Conversations or discussions are known as “threads”. The message forum shows threads in reverse chronological order based on their last change, i.e. threads with most recent posts first – except that “pinned” threads are always shown at the top of the list. Only the mySociety administrator or users authorised as forum managers can pin and unpin threads.

The thread list shows the number of messages (also referred to as “posts”) in the forum as well as the name of the user and the date for the last post in the thread. Click the date of the last post to jump immediately to the last page.



The screenshot shows a message forum interface with the following elements:

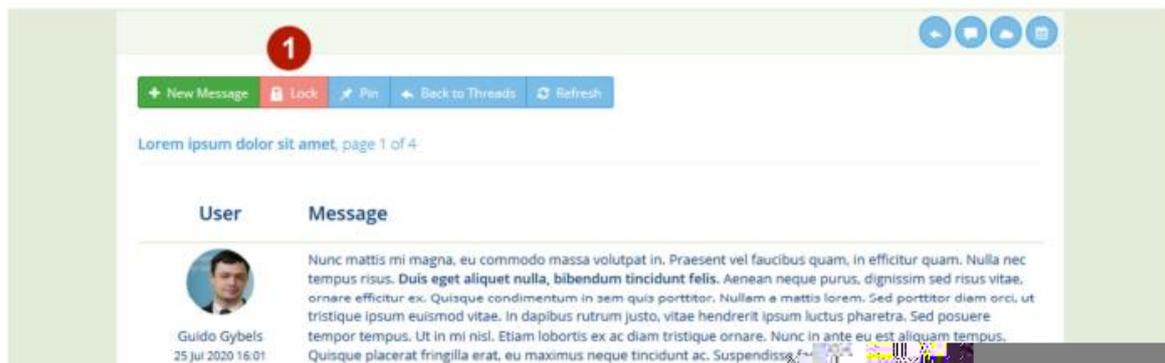
- Buttons: "New Thread" (green) and "Refresh" (blue).
- Page indicator: "Threads, page 1 of 2".
- Table of threads:

	Messages	Last Post
<b>1</b> Etiam lobortis malesuada enim nec pulvinar Guido Gybels on 31 July 2020	4	by Guido Gybels on 14 August 2020
Lorem ipsum dolor sit amet Guido Gybels on 25 July 2020	17	by Guido Gybels on 14 August 2020
<b>2</b> Fusce id velit ut enim laoreet accumsan. Suspendisse sodales egestas arcu non cursus. Joe Blockx on 31 July 2020	2	by Guido Gybels on 9 August 2020
<b>3</b> Integer pretium sit amet ligula at iaculis Guido Gybels on 31 July 2020	5	by Joe Blockx on 9 August 2020
<b>2</b> No Message Thread Test User on 31 July 2020	0	

At the bottom, there is a pagination control showing "1 2 >" with "1" highlighted in a green circle.

1. Pinned threads can be identified by the pin symbol next to them. They remain at the top of the list.
2. Users authorised as forum managers can lock threads. This prevents any new messages or replies from being posted to the thread.
3. Threads that have unread messages have a green chevron next to them. Clicking the chevron jumps to the first unread message in the thread.

Users can start a new thread by clicking the “New Thread” button. Clicking on a thread title in the list of threads opens the list of messages for that thread.



1. At the top of the message list is a button bar:

**New Message:** Post a new message at the end of the thread.

**Lock/Unlock:** Lock or unlock this thread. In locked threads, no new messages can be posted. Only the mySociety administrator or users authorised as forum managers can lock or unlock threads.

**Pin/Unpin:** Pin this thread to the top of the thread list or unpin it. Only users authorised as forum managers can pin or unpin threads.

**Back to Threads:** Go back to the list of threads.

**Refresh:** Reload the message list from the server.

2. Under each post are action buttons:

**Edit:** For a limited amount of time after posting a message, users can edit their own message. A status line below the message will indicate this message has been edited. In addition, the mySociety administrator or users authorised as forum managers can edit any messages, for example in order to remove or amend inappropriate content.

**Quote:** Post a reply to this message at the end of the thread. The original message is quoted, so people can see what is being replied to.

**Delete:** For a limited amount of time after posting a message, users can delete their own message. In addition, the mySociety administrator or users authorised as forum managers can delete any messages, for example in order to remove inappropriate content or messages violating posting rules.

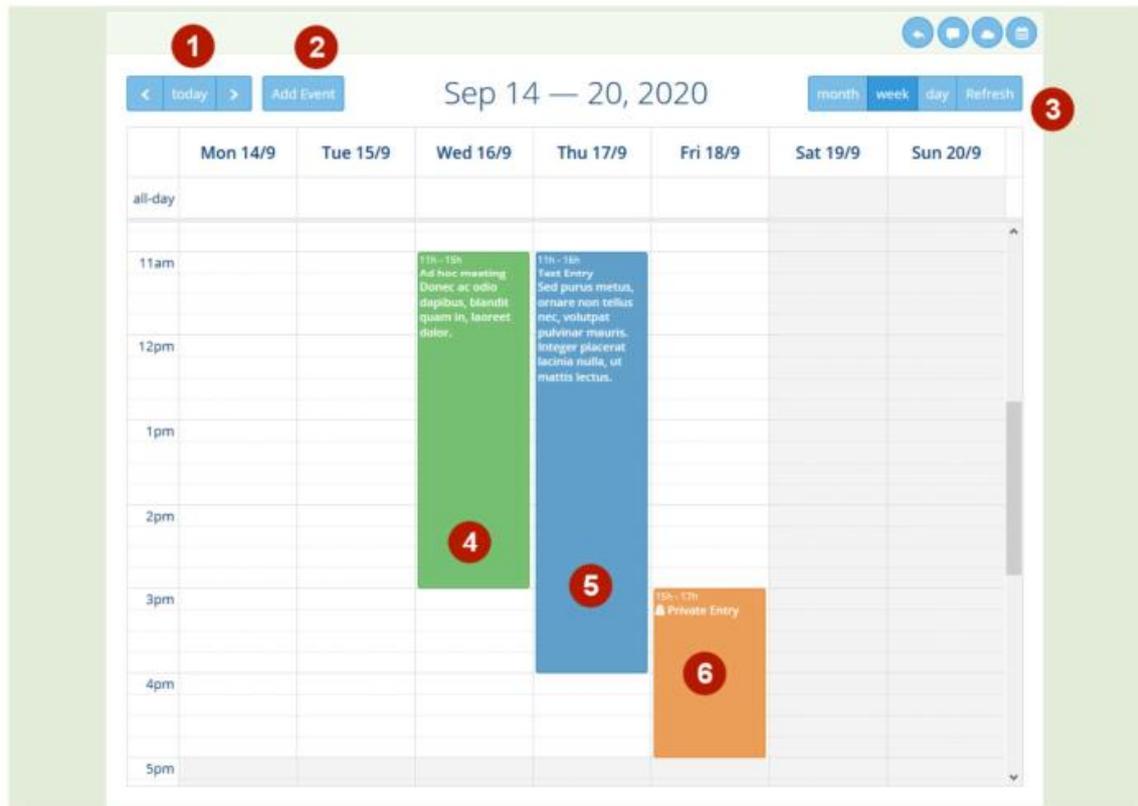
3. Long messages are automatically truncated if they exceed a certain length. Such messages show an ellipsis (...) symbol to indicate that they have been truncated. The full message can be revealed by clicking the "(show all)" link.

**Pagination** controls allow you to page through the list of messages.

There are no restrictions on how many messages can be posted under each thread or how many threads there can be, although this should be managed with some care to avoid things becoming hard to find or follow.

## The group calendar

When the optional calendar function is enabled for a workspace, a calendar is automatically loaded in the sidebar.



1. At the top left-hand side of the calendar are buttons to move through the calendar.
2. Group users can add calendar entries, including private entries only visible to them.
3. The buttons at the top right-hand side allow users to change calendar view between a month, week and day view and to reload the calendar from the server. There are three types of calendar entries and they are colour coded to make it easier to distinguish between them.
4. Any meetings entered in MARVIN by Head Office will automatically show up in the calendar view. Group users cannot edit these entries. For branch committees, upcoming branch events are also automatically added to the calendar.
5. Public group entries: these are calendar entries added by group users. Any group user can add a calendar entry, either by using the button at (2) or by clicking an empty space on the calendar.
6. Private entries: these are calendar entries added by a group user and marked as private. Only the user who added these entries can see them in their calendar. They are invisible to everyone else.

## Adding Calendar events

Any group user can add entries to the group calendar by clicking the button at (2) or by clicking on an empty slot in the calendar.

When adding an event to the calendar, use the “Full Day” switch to show the entry at the top of the calendar in the “all day” section. Otherwise provide start and end times for the event.

A description is optional.

Use the “Private” switch to mark an entry as private. Only the user who added these entries can see them in their calendar. They are invisible to everyone else. Users can also edit entries they added to the calendar by clicking on the event. This opens the edit dialogue again.

To delete an event, click on the event in the calendar to open the edit dialogue and then click the “Delete this event” button at the bottom of the dialogue.

When clicking events that are not the user’s own entries, a dialogue opens with event details. From this dialogue, users can add the event to their own calendar application by using the “Add to Calendar” dropdown and selecting their calendar application. Please note that this functionality is offered as-is: many calendar applications do not publish formal methods for adding events and functionality may change in between application releases.

