



## ORACLE WORKSPACES 10g OVERVIEW

Oracle Collaboration Suite Workspaces is a new feature of Oracle Collaboration Suite 10g. Oracle Workspaces delivers contextual collaboration capabilities for managing team and project collaboration needs by providing easy organization and management of documents, people, meetings, tasks and discussions within the scope of a project. Oracle Workspaces will benefit organizations through:

- Overall reduction in efforts for organizing and managing teams around projects.
- Better organization and searching ability increases overall utilization of corporate information.
- No duplication of any content<sup>1</sup>.
- Enable tools within the context of an activity allowing workspaces; thus capturing the context of collaboration without any user effort.
- Extended access through familiar desktop tools.

Oracle Workspaces provides services to manage team activities, coordinate member participation with different access roles, and to organize and share information among team members. Within a workspace, a user is able to share documents, hold discussions, administer meetings, and manage tasks. Oracle Workspaces leverages all Collaboration Suite services (including Mail, Calendar, Content Services, Discussions, Presence, Web Conferencing, and Instant Messaging) and makes them available to users as they need them. Oracle Workspaces enables easy organization of team content without making copies. End users access their workspace content using familiar clients such as Outlook™ and Thunderbird for email, Calendar desktop and web clients, or WebDAV file browsers. Oracle Workspaces provides transparent interactions with the deployed services, while maintaining consistency, relationships, and appropriate access privileges for all team resources.

Oracle Workspaces SDK enables customers and partners to take advantage of Oracle Workspaces services within the scope of their own applications. Applications developed with the SDK share core features with the Oracle Workspaces clients, allowing users to switch tools as they see fit. This enables customers to deploy Oracle Workspaces services for their users to collaborate on business activities through their own applications or through the Oracle Workspaces client.

This document will highlight the benefits of Oracle Workspaces and SDK to:

- End Users
- Application Developers

---

<sup>1</sup> Workspaces manage content in their native services. For example, documents are managed in Content Services. This enables workspaces to manage content without duplicating it. This also allows the features of other Collaboration Suite services to be applied to the content stored within it. This allows workspaces to benefit from features like auto-versioning, default attribution and policies for documents.

The screenshot displays the Oracle Workspaces interface for a workspace named 'Widget Project'. The interface is divided into several sections:

- Navigation and Search:** A top navigation bar includes 'My Workspaces' and 'Templates'. A search bar is located in the top left, and a sidebar on the left provides navigation options like Overview, Library, Meetings, Tasks, Announcements, Discussions, Inbox, Views, and Members.
- Overview Section:**
  - Library Activity:** A table listing items like 'Outsourced Packaging Vendors' and 'Meeting 1 Agenda' with columns for Name, Parent Folder, Last Modified, and Last Modified By.
  - Discussions Activity:** A table listing items like 'Packaging Vendor Selection' and 'Meeting 1 Agenda Items' with columns for Name, Board, Last Modified, and Last Modified By.
- Related Discus (Discussion) Table:**

Select	Name	Board	Author	Last Post
<input type="checkbox"/>	Meeting 1 Agenda Items	Meeting #1	Jason Davis	3/21/05 5:28 PM by Jason Davis
- Related Tasks Table:**

Select	Title	Description	Due Date	Complete	Assignee(s)
<input type="checkbox"/>	Perform Market Analysis	Perform Market Analysis	3/23/05	0%	Jason Davis [By 'Jason Davis']
<input type="checkbox"/>	Get a better price on shipping rates		3/25/05	0%	Donald Gray [By 'Jason Davis']
- Right-hand Side Widgets:** Includes 'Announcements' (e.g., 'Big Order from ABC Co'), 'My Tasks' (e.g., '3/20/05, Jason Davis Perform Market Analysis'), and 'My Upcoming Meetings' (e.g., '3/23/05 2:00 PM, Conf Rm 101 Widget Packaging Status').

**Sample Web Based User Interface to Meeting Links, Recent Activity within a Workspace**

## End-user Features

Oracle Workspaces provides a self-service environment where users can create a workspace for the team to organize and share relevant content and work with them through the life of their project. Users will be able to:

- Organize and share their documents in a secure environment.
- Easily collaborate through: meetings, web conferences, discussions, emails, and instant messages.
- Manage meeting materials and assign tasks.
- Track schedules with calendar and activities with task lists.
- Collaborate in real-time with Web Conferencing and Instant Messaging.

Oracle Workspaces users benefit from a number of features, without extra end-user effort. These features include:

- Shared organization.
- Team calendar and scheduling.
- Access to team information through personal productivity tools.
- Navigation through links from one piece of content to another.

- Contextual organization and search.
- Automatic versioning, attribution and policies for documents.

The Oracle Workspaces client provides the following capabilities to the end-users:

- Web based user interface for role-based access and a comprehensive view into a workspace.
  - Favorite Workspaces and All Workspaces for easy organization.
  - Role based access control within each workspace - Reader, Writer and Administrator.
  - Communication, scheduling, task organization and document browsing tools within the context of a Workspace. These tools provide access to content from Library, Meetings, Tasks, Discussions, Instant Messaging and Web Conferencing.
  - Access to “What’s New” in Oracle Workspaces since last login.
  - Group announcements with capability to set an expiration date for them.
- Contextual ‘links’ to enable the following activities:
  - Discuss a document.
  - Browse a document for presentation during a meeting.
  - Assign a task to a user from a meeting for reviewing a document.
- Support for Views for members with different responsibilities to easily customize their navigation experience within their workspace.
- Email interaction with a workspace – allows members or non-members to mail relevant information to the workspace.
- Access from native clients (IMAP access to workspace messages and Discussions, Calendar access to schedules and WebDAV access to documents).
- Presence and directory integration for participant information and enablement of Instant Messaging or Chat.
- Workspace wide-notifications when new information is added or updated in a workspace.
- Template support for capturing best practices and using it for creating other workspaces.
  - Template can capture structure as well as data such as document-templates and guidelines that are instantiated in every workspace based on a template.

## Developer Features

Oracle Workspaces provides a Java SDK to enable developers to integrate Oracle Workspaces within their existing applications or build custom solutions. Oracle Workspaces SDK will expose the following capabilities through programmatic interfaces:

- Create new workspaces for a group of users or based on a template.
- Create new or update existing workspace templates.

- Manage workspace membership and privileges.
- Add/modify/remove workspace objects, including Library content, Meetings, Tasks, Discussions and Announcements.
- Retrieve information from a workspace, including list of participants, content from the Library, information from a meeting, a discussion thread or a task.
- Manage 'links' between workspace objects – for example, start a new discussion on a document, or assign a task from a meeting.
- Search for a specific workspace or search for information within a Workspace.

## Conclusion

Oracle Workspaces 10g helps customers manage their teams and projects effectively for a variety of business needs. Oracle Workspaces organize content, enable users to collaborate within the scope of a project, capture best practices in templates, and allow users to access workspace information with their familiar desktop tools. Oracle Workspaces reduces team workload by sharing efforts and knowledge, allow content management through policies, make workflows and attribution available from Oracle Content Services, and encourage information re-use by making it easy to find. Finally, developers and partners have access to Oracle Workspaces services for building their custom applications that can work side-by-side with the Workspaces client.

Collaboration Suite provides customers with a suite of enterprise-class communication and content management applications on an enterprise platform for reduced total cost of ownership while increasing user productivity. Oracle Collaboration Suite is the only collaboration platform offered today that addresses the broader problem of efficient, scalable, and reliable enterprise communications and content. With 10g, Collaboration Suite will provide a wide range of features and enhancements that will create end-user delight, enable ease of administration, and provide developers with tools to extend Collaboration Suite and also integrate with other applications.

For more information on Oracle Collaboration Suite, visit <http://otn.oracle.com/products/cs>.

*Copyright © 2005, Oracle. All rights reserved.*

*This document is provided for information purposes only and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission.*

*Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.*