

RowdySpace

Basic Help Guide

Ver. 2.1

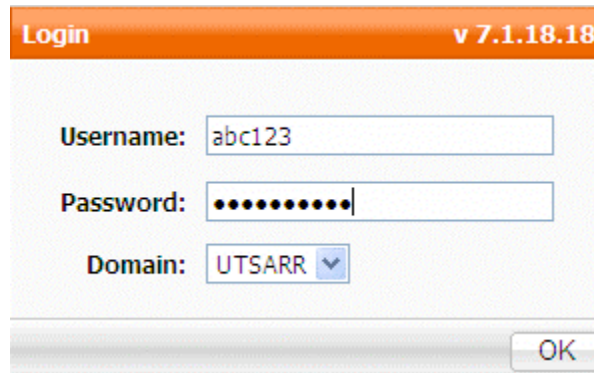
The screenshot shows a web-based login interface. The main application window has an orange header bar with the text "UTSA" on the left and a logo consisting of the word "rowdy" above "space" with an arrow pointing from "rowdy" to "space". Below the header is a light gray sidebar. A smaller, titled "Login" dialog box is overlaid on the main window. This dialog box has an orange header bar with the text "v 7.1.18.18" on the right. Inside the dialog, there are three input fields: "Username:" followed by a text box, "Password:" followed by a text box, and "Domain:" followed by a dropdown menu currently showing "UTSARR". At the bottom right of the dialog is an "OK" button.

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Step 1: Log in to RowdySpace

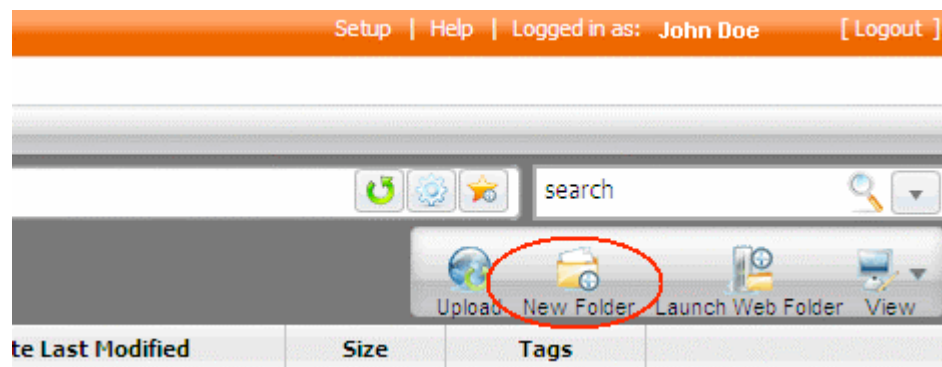
1. Open a browser and navigate to: <https://rowdyspace.utsa.edu>
2. Enter your network ID and password.
3. Click **OK**.



The screenshot shows a login dialog box titled "Login" with the version number "v 7.1.18.18" in the top right corner. It contains three input fields: "Username:" with the text "abc123", "Password:" with ten black dots, and "Domain:" with a dropdown menu showing "UTSARR". An "OK" button is located at the bottom right of the dialog.

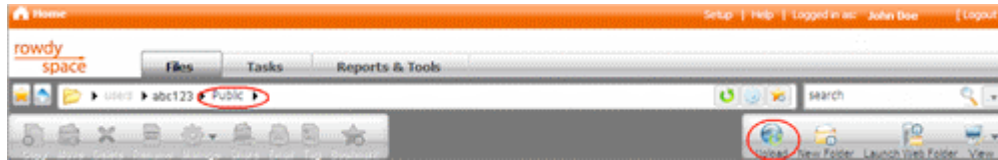
Step 2: Create a new folder

1. Click **New Folder**.
2. Type in a name for your folder.
3. Click **Finish**.



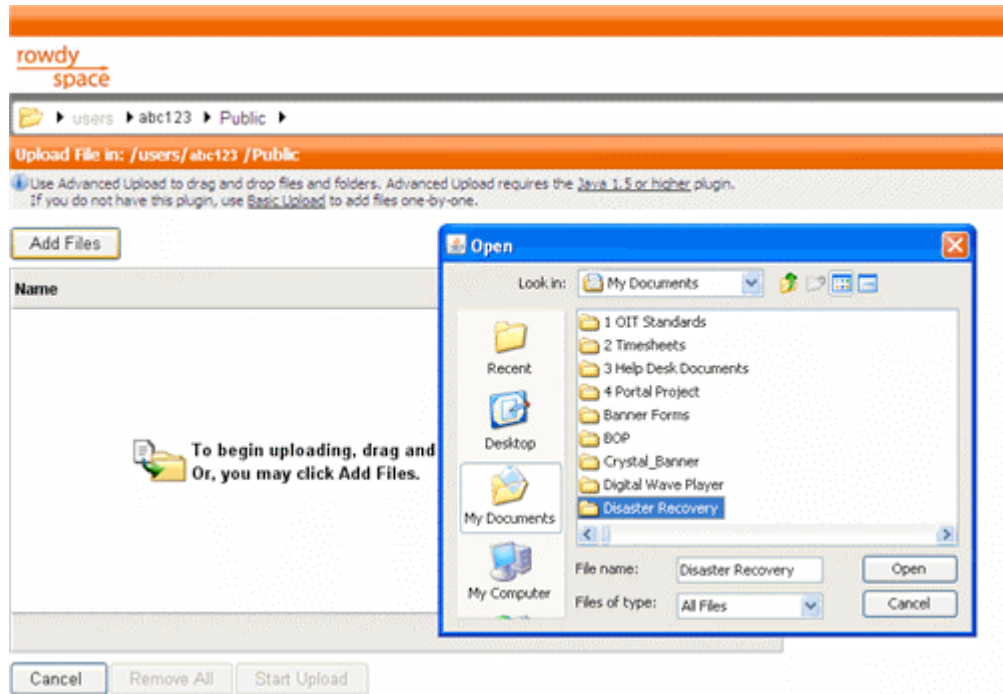
Step 3: Upload a file (Basic Upload)

1. Click **Upload**.
2. Click **Browse** to locate your file.
3. Select the file, click **Open**.
4. To add multiple files, click **Add File**. Repeat steps 2 and 3.
5. Click **Start Upload**.



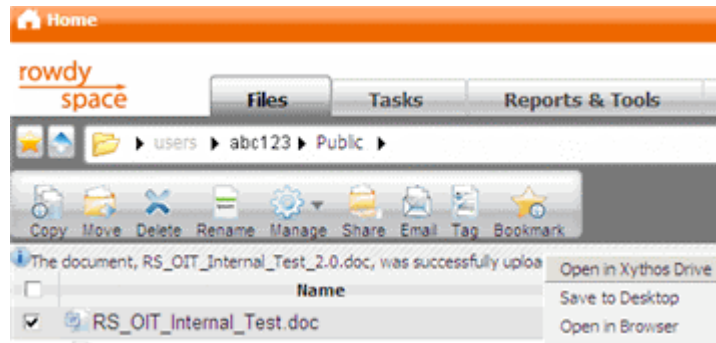
Step 4: Upload a file (Advanced Upload)

1. Click **Upload**.
2. Click the **Advanced Upload** link.
3. You may be asked to accept a download of the Java Upload Applet. Click **Run** to install.
4. Drag and drop files and/or entire folders into upload box.
5. Click **Start Upload**.



Step 5: Open an uploaded file

1. Locate an uploaded file.
2. Double-click file or right-click and select one of the **Open** options to open the file. You may also **Save to Desktop**.



Step 6: Set permissions to folder or file (See Step 2 to create a new folder)

1. Right-click the folder/file and select **Manage / Permissions**. (You can also get to permissions by clicking the folder/file once and then clicking **Manage** on the tool bar, then **Permissions**.) (Figure 5a)
2. While in the Basic Permissions or Advanced Permissions tab, click **Add User/Group** to identify to whom you will give access rights.
3. Type in a minimum of the first three letters of a co-worker's first name or a group name (from your group contact list). If the name does not display, continue to type in more of the name. You may also click **Search for Users** to find users.
4. Select a name from the drop-down list. (Figure 5b)
5. Click **Next**.
6. Select the appropriate permissions (Viewer, Contributor, Full Access) for this user. If you are in Advanced Permissions, the options will be Read, Write, Delete and Administer.
7. Click **Finish**.
8. Click **Exit**, the **Home** link, or your Network ID (in the navigation pathway area).

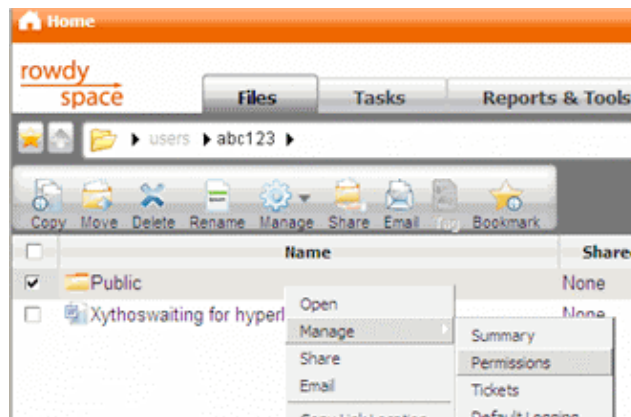


Figure 5a

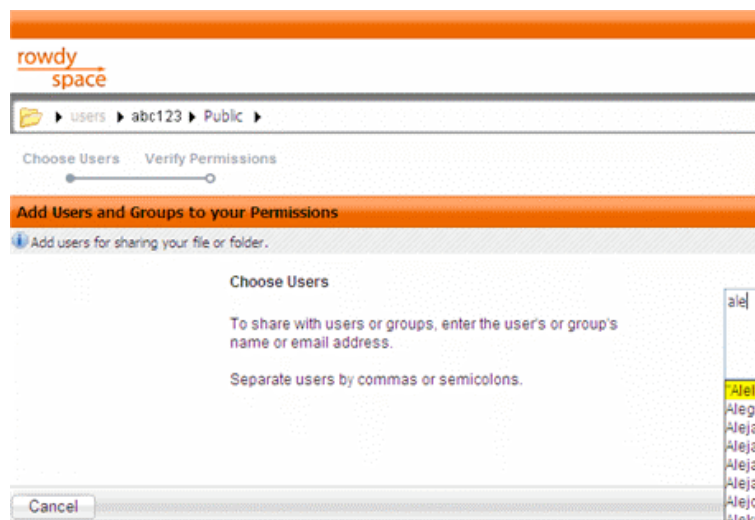


Figure 5b

Step 7: Change your e-mail settings

1. Click the **Setup** link on the Home page.
2. Select the Email Settings link in the left column.
3. Choose a method for sending e-mail through RowdySpace: **Xythos Web-based Email Solutions** (internal messaging system through RowdySpace) or **My Default Email Client** (select your preferred e-mail client from the drop-down menu). (Figure 7a)
4. Click **Apply**.
5. To return to your files, click **Home** at the top left.

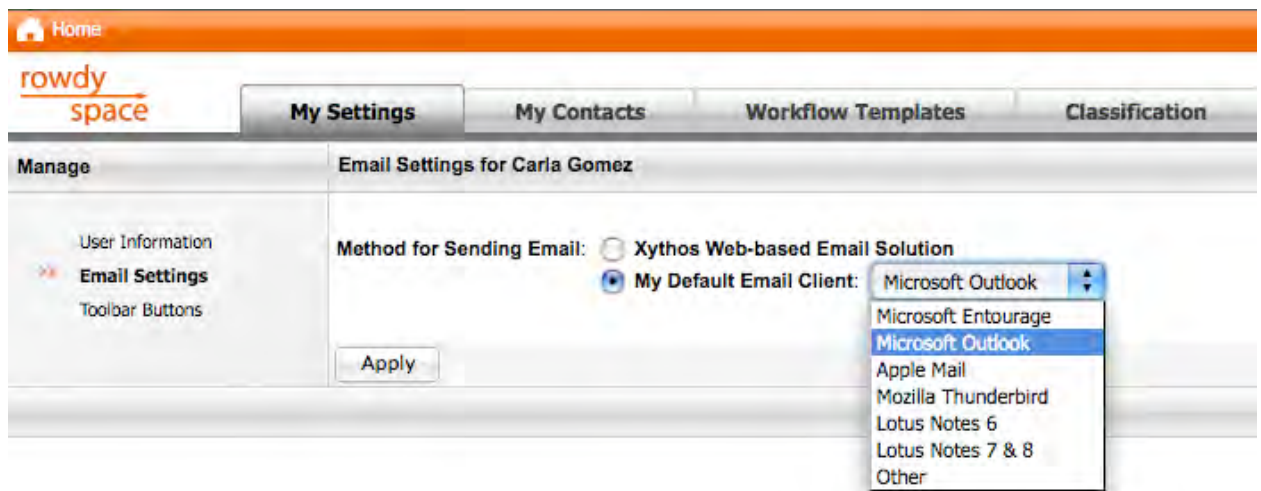


Figure 7a

Step 8: Send e-mail using your preferred e-mail client like Outlook, Entourage, etc.

(To change your Email Settings, see [Step 7](#))

1. Locate file you wish to e-mail.
2. Right-click the file and select **Email**. (You can also click the file once and then select the **Email** icon in the tool bar.)
3. Select the kind of user to whom you will be sending the file link: Only Users, Only Visitors or Both Users and Visitors (Users are all UTSA faculty and staff; visitors are those without a RowdySpace account.) (**Figure 8a**)
4. If you have given users or groups a minimum of Read access, they will be listed. You may choose to send these users the e-mail or you may add RowdySpace users by clicking the **Add User/Group** button.
5. If you selected to send the e-mail to visitors, you will be given ticket options. Click the drop-down arrow to modify your ticket name, lifetime and to set a ticket password. (**Figure 8b**)
6. Click **Send**. A new e-mail window will appear. Include other e-mail addresses if you need to and send the e-mail as usual.

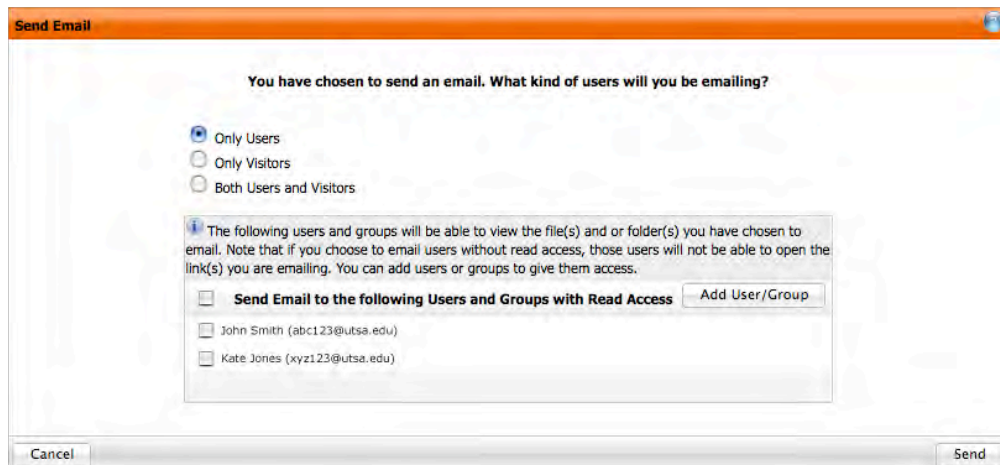


Figure 8a

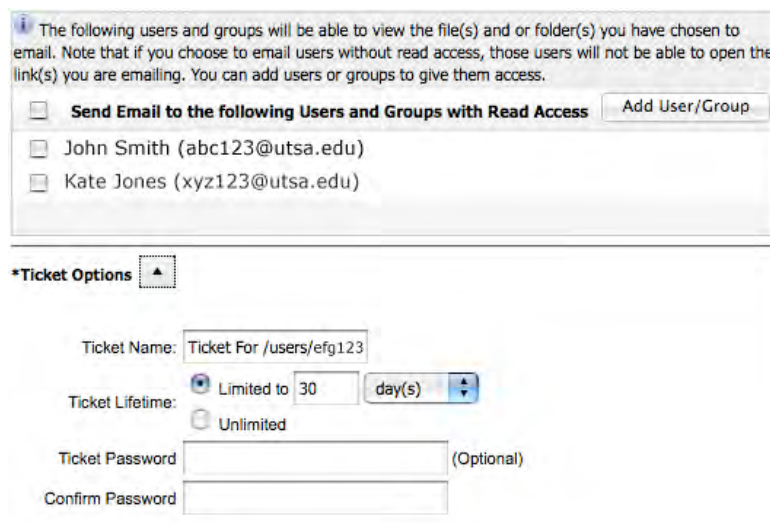


Figure 8b

Step 9: Send e-mail (using the RowdySpace internal messaging system)

(To change your Email Settings, see [Step 7](#))

7. Locate file you wish to share.
8. Right-click the file and select **Email**. (You can also click file once and then select the **Email** icon in the tool bar.) (Figure 9a)
9. Add users by username, group names or e-mail addresses in the **To** field. (you may include e-mail addresses that do not end in @utsa.edu).
10. Verify the message you are sending and/or add a personalized message. (Figure 9b on page 38)
11. If you included e-mail addresses that do not end in @utsa.edu, define the ticket Permissions, set the permissions Lifetime and set a ticket Password (strongly recommended, but optional).
12. Click **Send**.

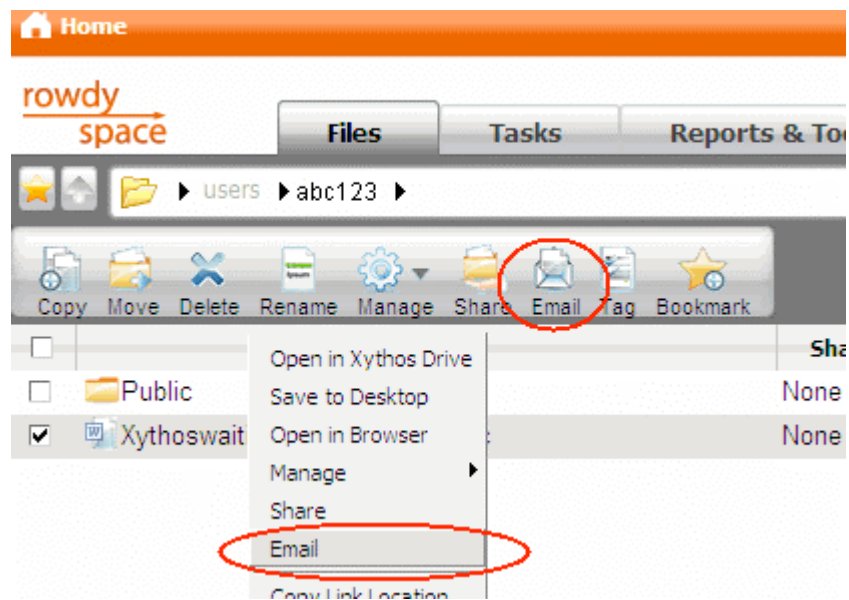


Figure 9a

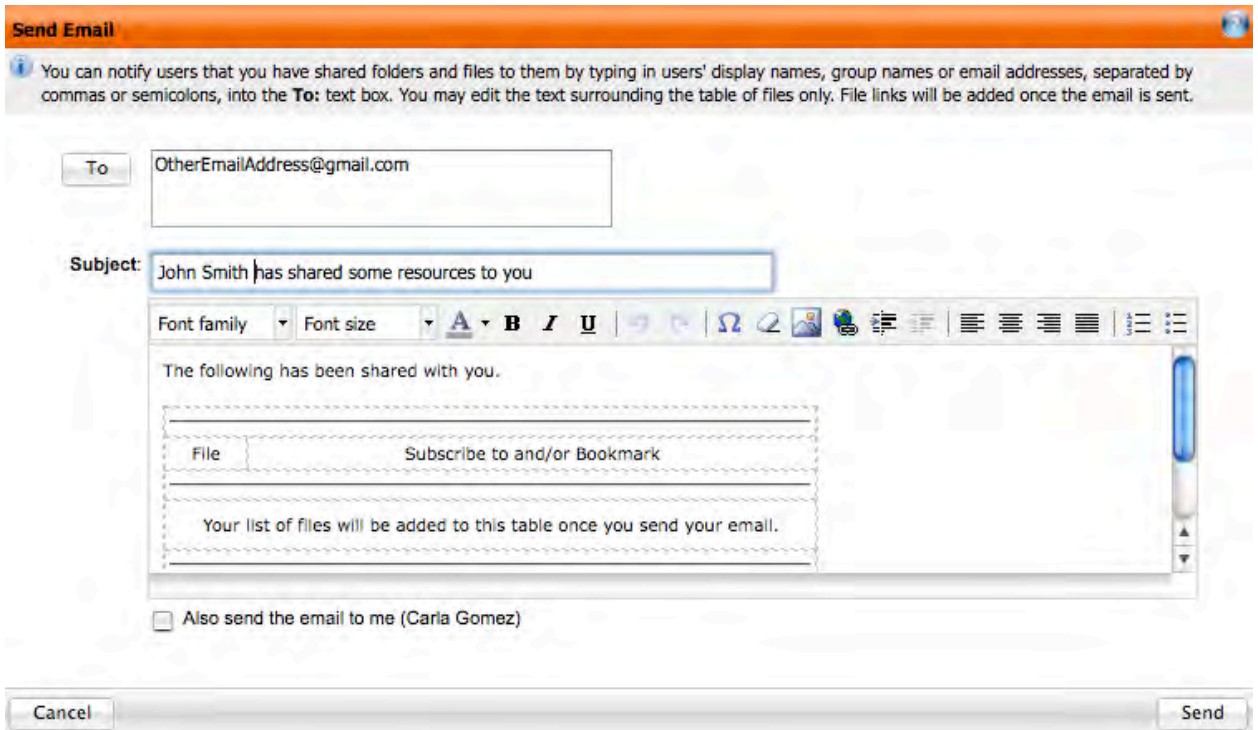


Figure 9b

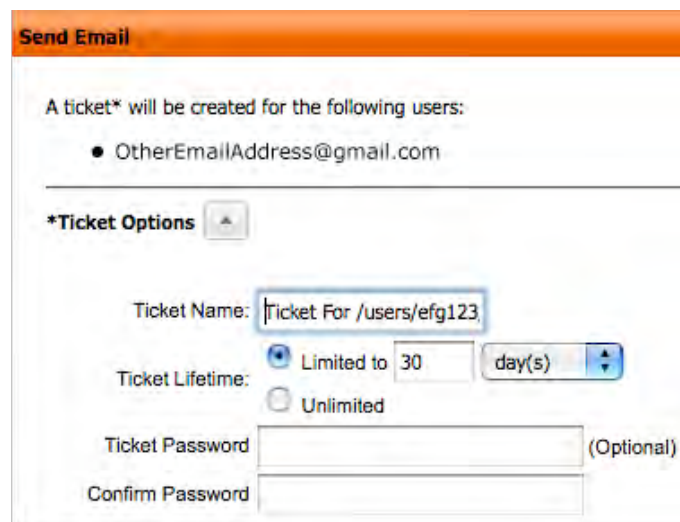
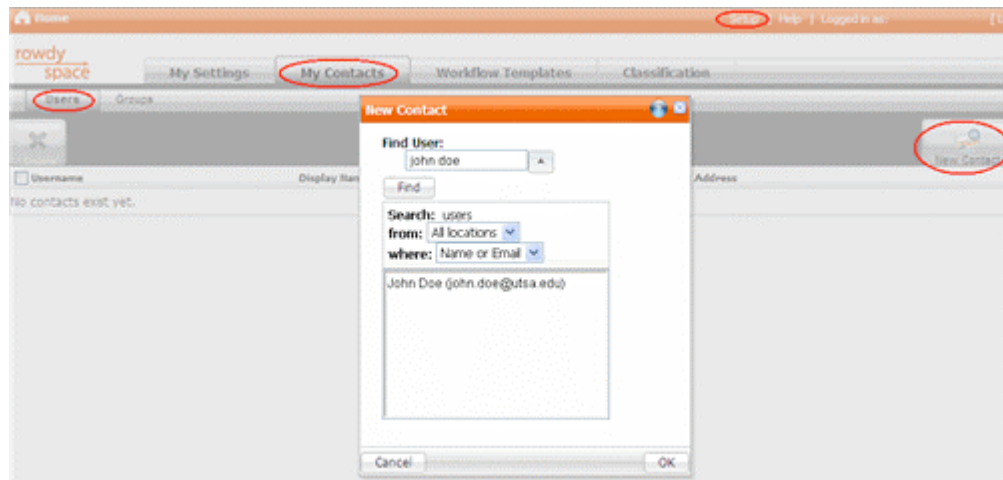


Figure 9c

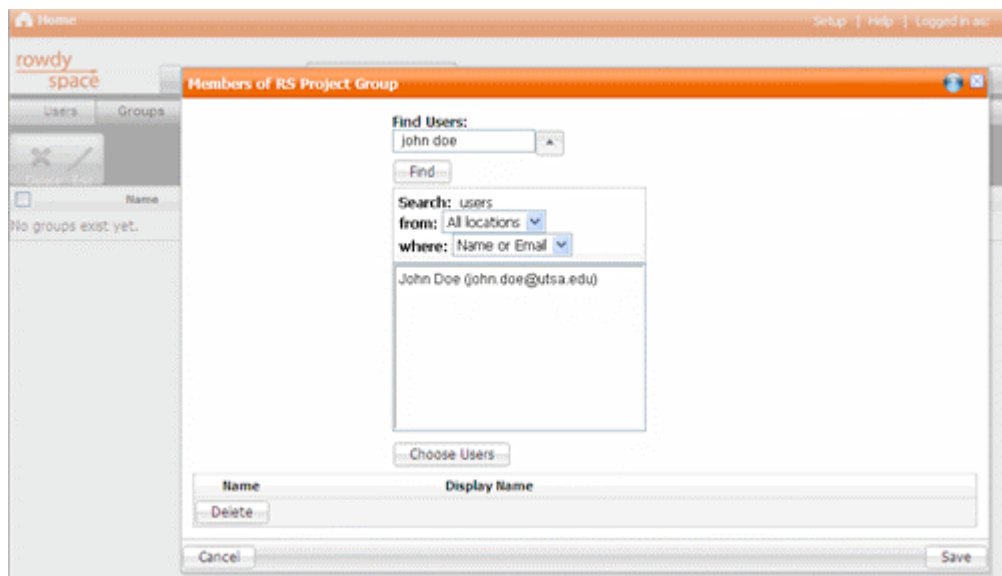
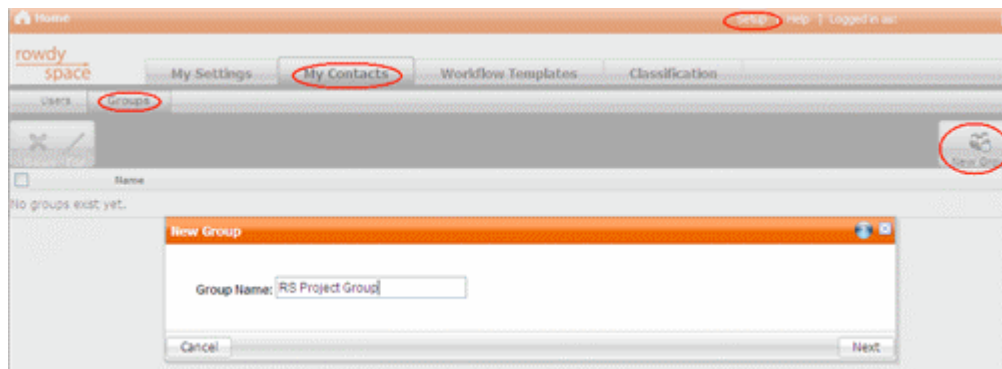
Step 10: Add a new contact

1. Click the **Setup** link on the Home page. Click the **My Contacts** tab.
2. Click the **Users** tab. This will list your existing contacts.
3. Click the **New Contact** button.
4. Using the **Find** utility, you may locate a user by Name or Email from within UTSA (faculty/staff only). Click the arrow next to the Find User box to expand the Search options.
5. Enter name or e-mail address in the Find User box. Click **Find**. If the name does not appear in the list, continue to type in more of the name.
6. Users matching your search criteria will be listed. Highlight the user you would like to add as a contact. Click **OK**.



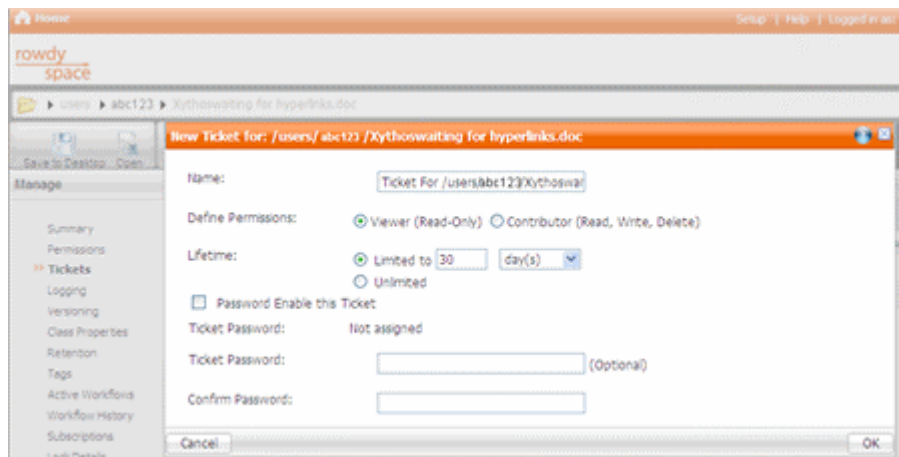
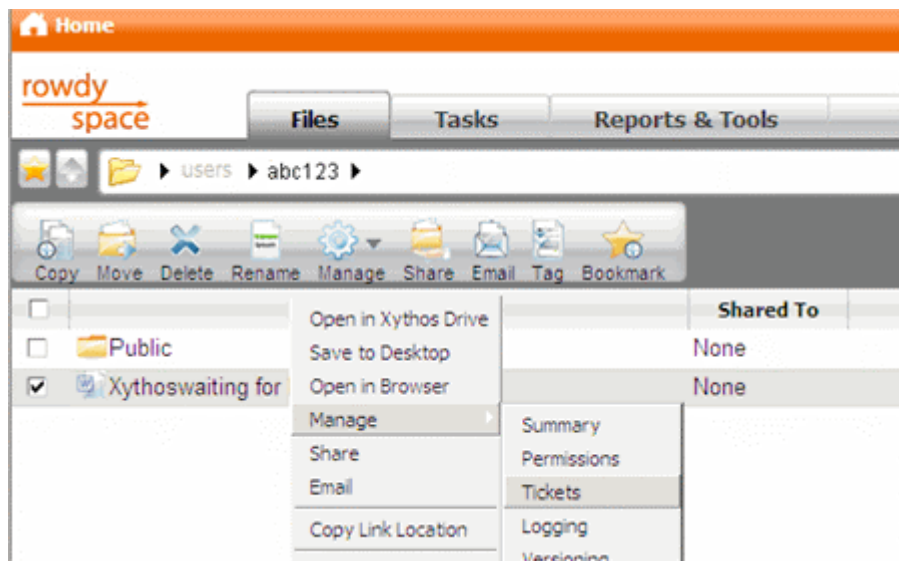
Step 11: Add a new group contact

1. Click the **Setup** link on the Home page. Click the **My Contacts** tab.
2. Click the **Groups** tab.
3. Click the **New Group** button.
4. Enter a Group Name. Click **Next**.
5. Use the **Find** feature to locate users.
6. Select the users you wish to add, and click the **Choose Users** button. **Repeat** this process for each user you wish to add.
7. Click **Save**.



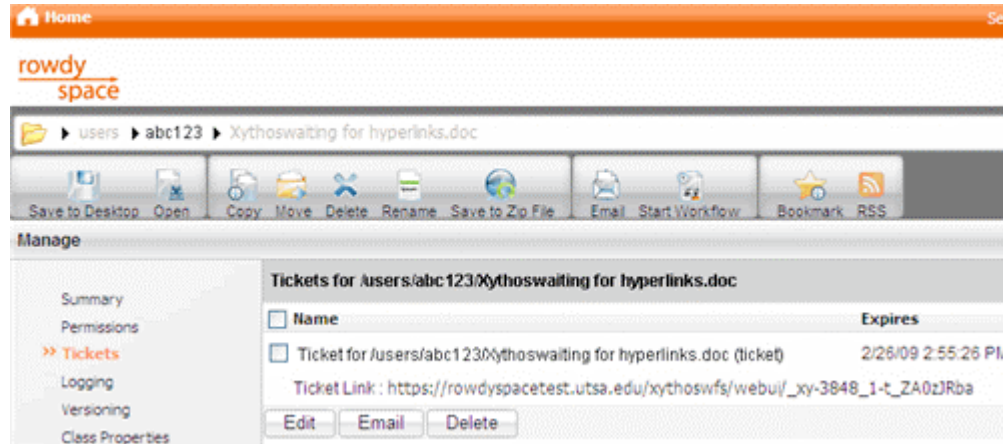
Step 12: Create a ticket for a folder/file

1. Right-click the selected folder/file. Click **Manage / Tickets**. Or, click the Manage button and select Tickets. (When sending e-mail to any address not ending in “@utsa.edu,” ticket options will be available.)
2. Click **New Ticket**.
3. Define the Permissions, set the permissions Lifetime, set a Password (strongly recommended, but optional).
4. Click **OK** to create the ticket.
5. The ticket is now listed in your Tickets screen. **Copy and paste** the URL for the ticket into an e-mail message, or place a **checkmark** in the box corresponding to the ticket. Click **Email**.



Step 13: E-mail ticket

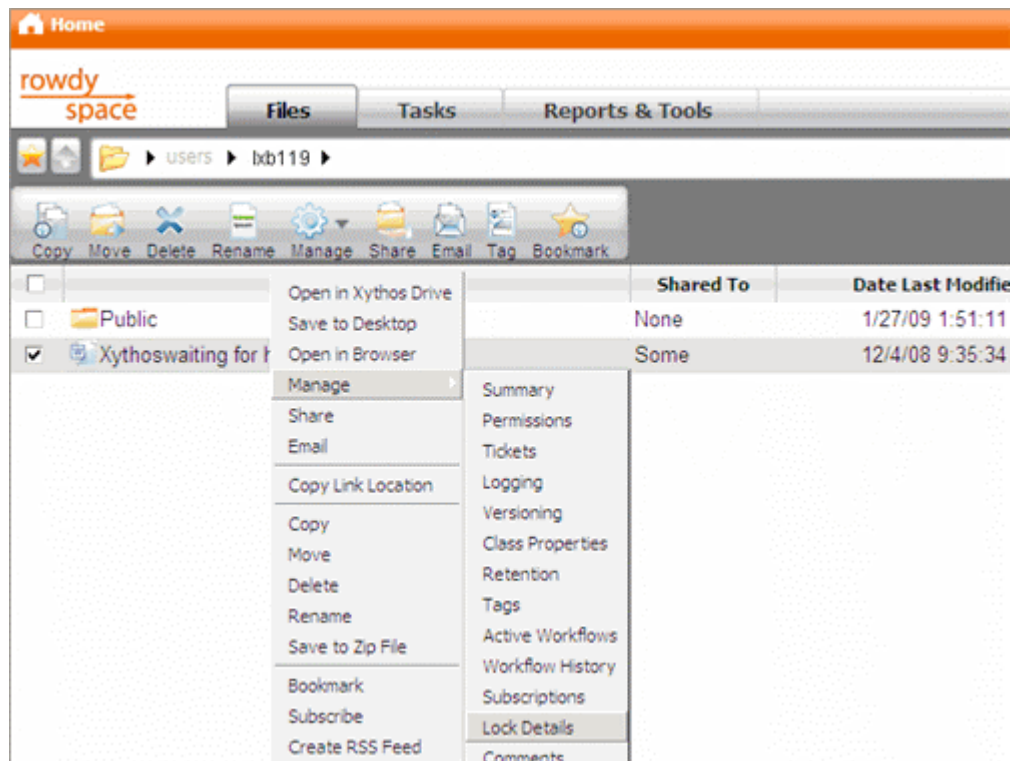
1. Right-click the folder/file. Select **Manage / Tickets**.
2. On the Tickets page, check the box next to the ticket you wish to send. Click **Email**.
3. For instructions on sending e-mail, see [Step 8](#) or [Step 9](#).



Step 14: Lock/unlock a folder/file

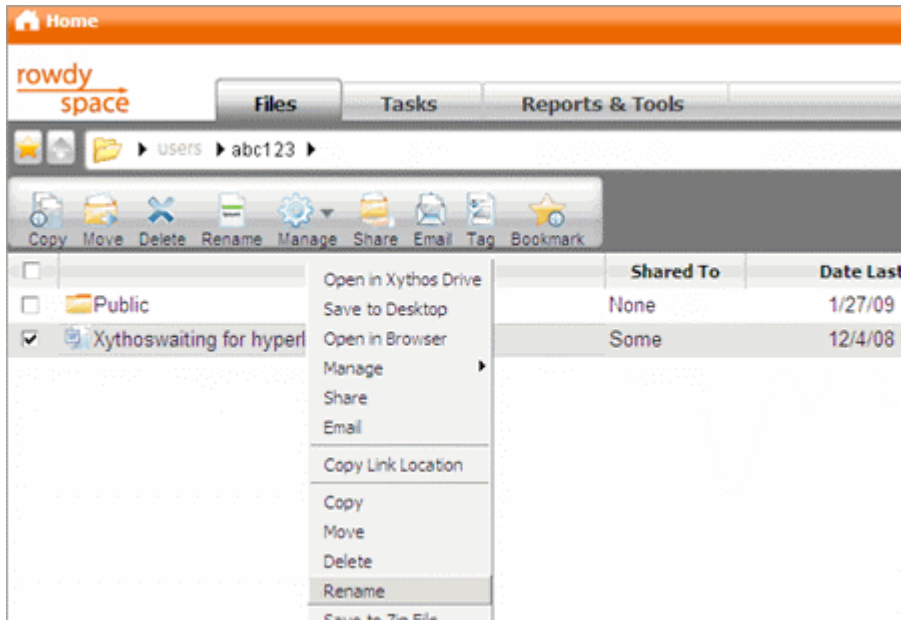
If more than one person is potentially editing a file, use the lock feature to prevent the other user(s) from overwriting your edits. When you have completed your edits and uploaded your version back into the RowdySpace account, unlock the file so others may be able to make edits.

1. Right-click the folder/file.
2. Select **Manage / Lock Details**.
3. On the Lock Details screen, set the folder/file as Locked or Unlocked.
4. Click **Apply**.



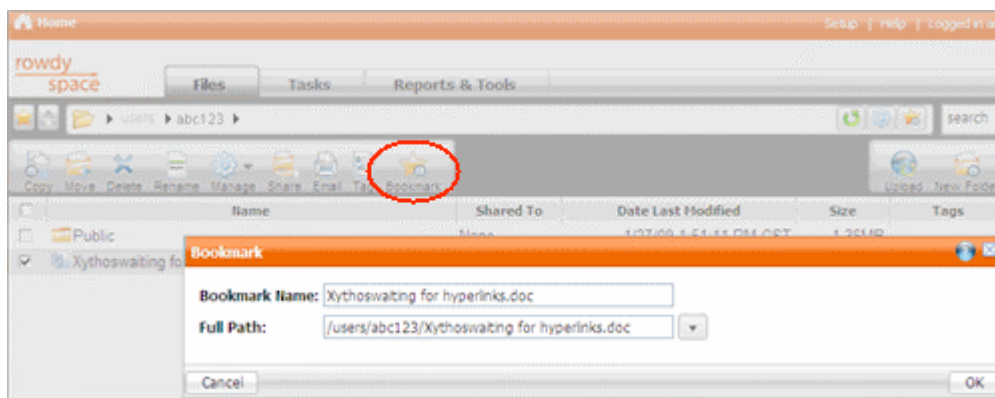
Step 15: Rename a folder/file

1. Right-click the folder/file and select **Rename**. Or, place a check mark next to the folder/file and select the Rename icon.
2. Enter the new file name.
3. Click **OK**.



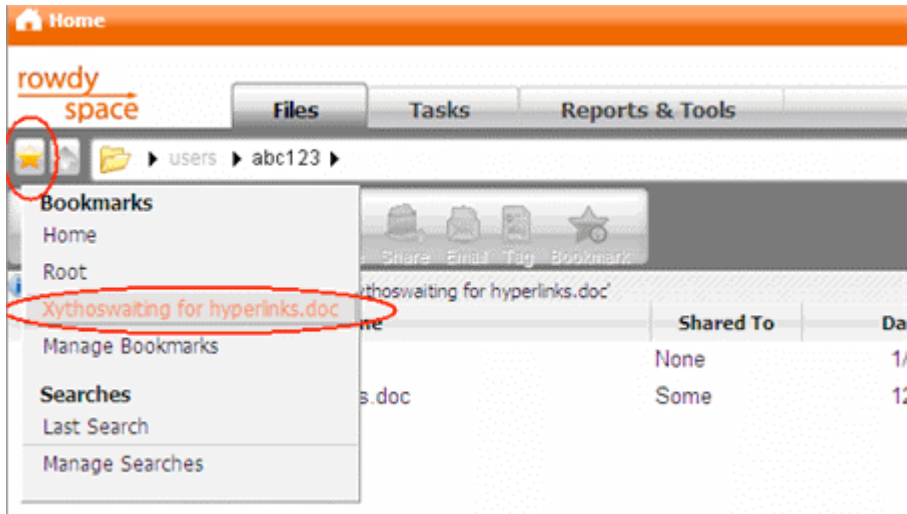
Step 16: Create bookmark for folder/file

1. Select the folder/file, then click the **Bookmark** button. If that button is not displayed in your toolbar, you can add it by selecting **Setup/My Settings/Toolbar Buttons** – or you can right-click the folder/file and select Bookmark from the displayed menu.
2. Provide a name for the Bookmark.
3. Click **OK**.



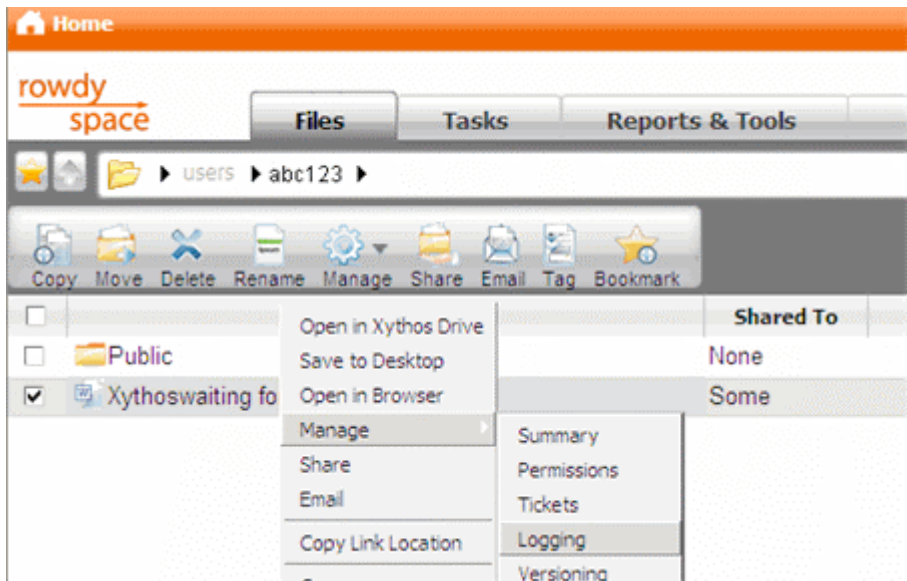
Step 17: Access Bookmarks page

1. Click the **Star** icon.
2. Select a bookmark.



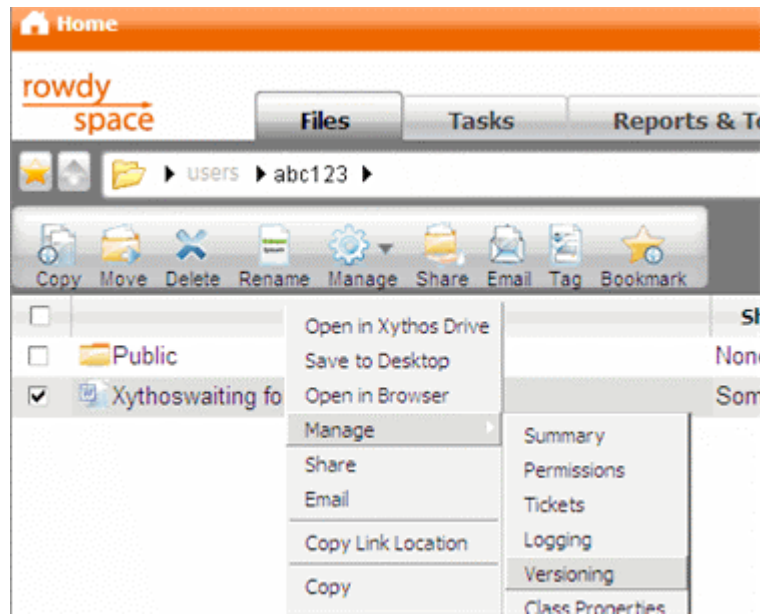
Step 18: Enable Logging for a folder/file

1. Right-click the selected folder/file. Click **Manage / Logging**. Or, click the Manage button and select **Logging** from the drop-down menu. (**Default Logging** will be displayed for folders.)
2. Click **Enable Logging**.
3. Click **Exit**.



Step 19: Enable Versioning for a folder/file

1. Right-click the folder/file. Click **Manage / Versioning**. Or, click the Manage button and select **Versioning**.
2. Select **Enable Versioning**. You can turn off versioning by selecting **Disable Versioning**.
3. Click **Exit**.



Step 20: Create Workflow for folder/file (screen shots also on page 20)

1. Right-click the folder/file and choose **Start Workflow**. (Figure 20a)
2. Enter instructions for the Participant or use the default message.
3. Choose **Serial** if the order in which the Approvers or Reviewers accomplish their task is important, or choose **Parallel** if the order is not important.
4. Add Approvers or Reviewers by clicking **Add Participants**. Participants may be approvers or reviewers and their participation can be Mandatory or Optional. Set the task's length in days or click on the calendar icon to select a date. Repeat this process to add more participants. (Figure 20b)
5. Click **Next**.
6. *Step 2 of 2*. If you would like to save this workflow as a template so that it can be used again, check the "Save this workflow and its parameters as a new template" and provide a name for the template. (Figure 20c)
7. The choices for "Send e-mail notification of workflow progress to:" are **Me (Workflow Initiator)** or **Nobody**.
8. Click **Finish**.
9. To see your workflows for a folder/file, select **Manage / Active Workflows**. (Figure 20d)

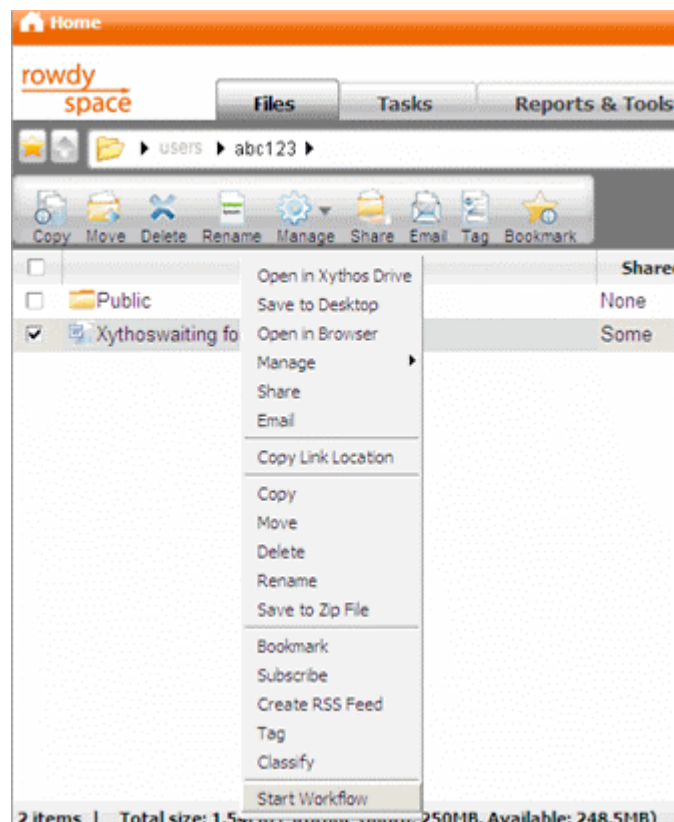


Figure 20a

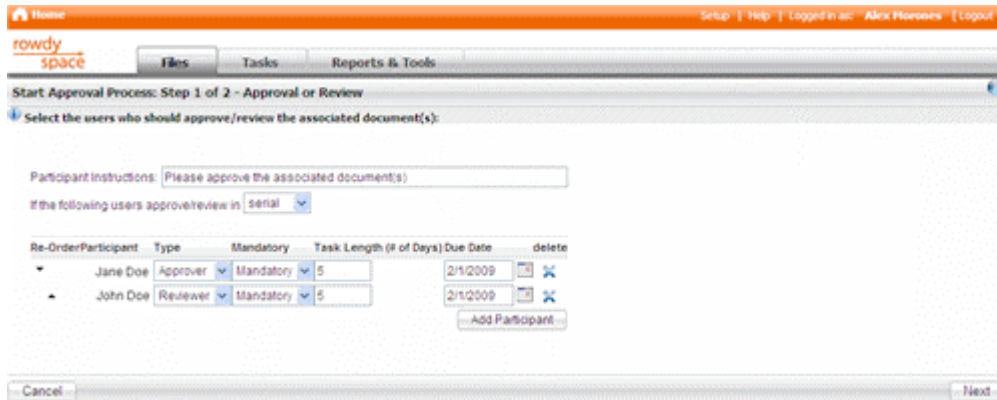


Figure 20b

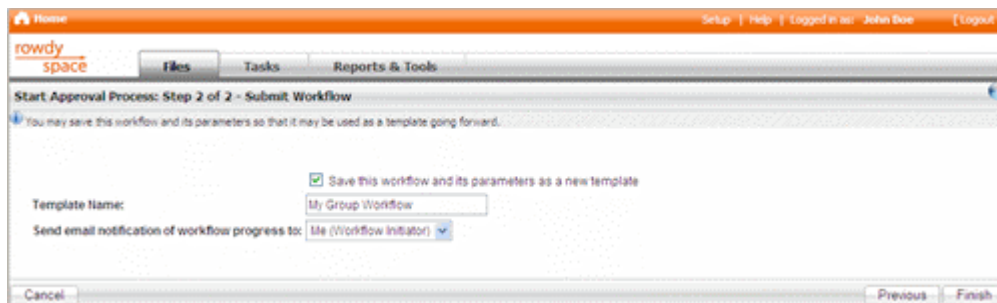


Figure 20c

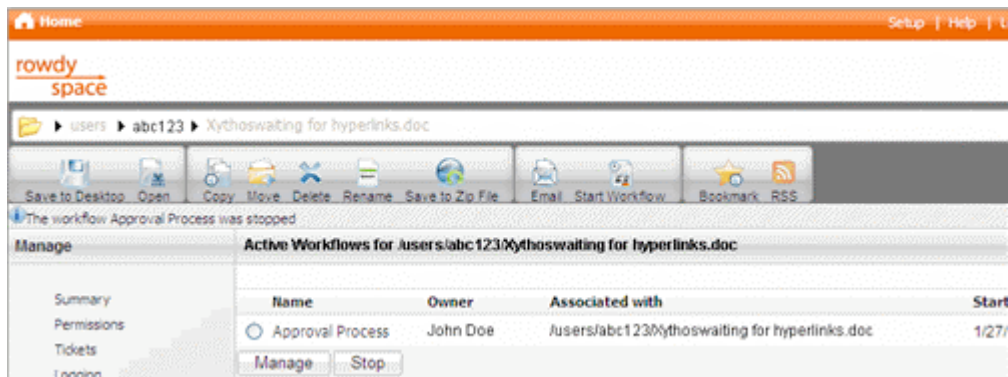
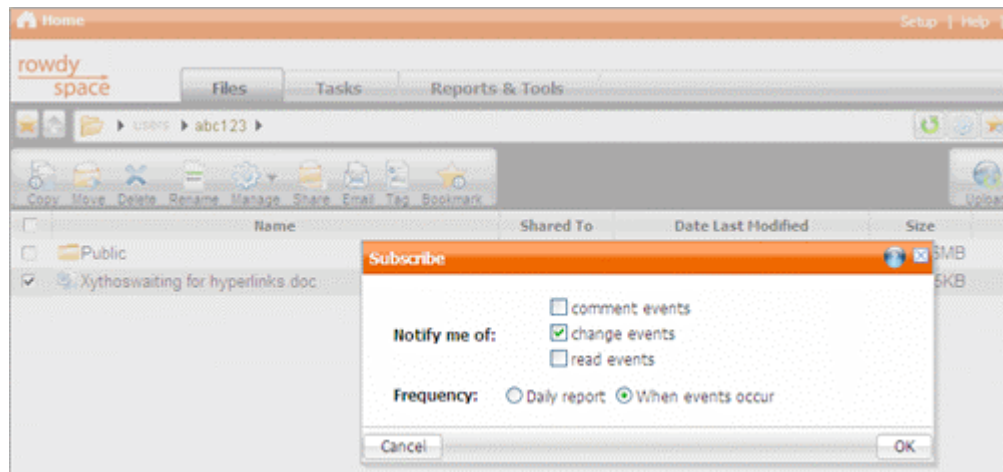


Figure 20d

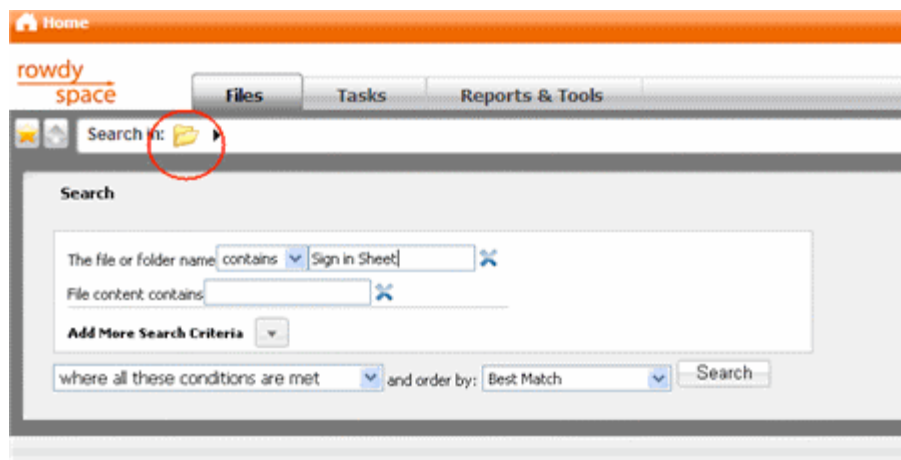
Step 21: Create a subscription to folder/file

1. Right-click the folder/file and select **Subscribe**. Or, click the Manage button, then Subscriptions.
2. Click **New Subscription**.
3. Select the **Notify me of:** option(s).
4. Choose the Frequency of the report – when you wish to be notified of changes. The Daily report will list all activity for all of your subscriptions.
5. Click **OK**.



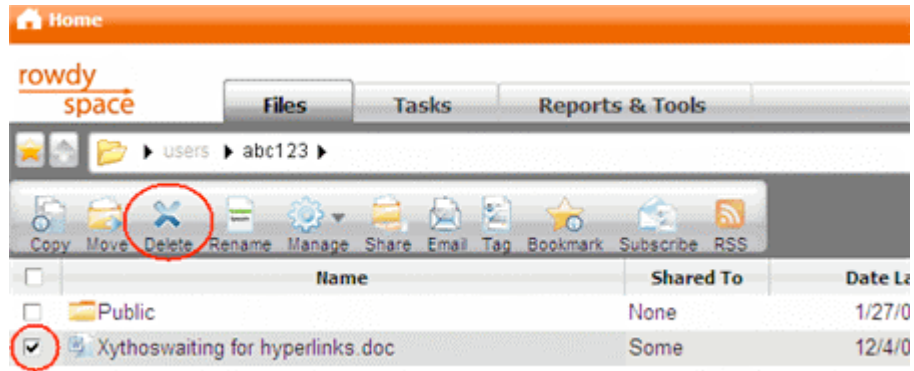
Step 22: Search for a folder/file

1. Click the **Open Search Options** drop down arrow next to the Search field box.
2. Click the folder icon next to "Search in:" within the path box to search outside your directory folder.
3. Enter folder/file name. Click **Search**.



Step 23: Delete a folder/file

1. Navigate to folder/file you wish to delete.
2. Select the folder/file.
3. Click **Delete**.

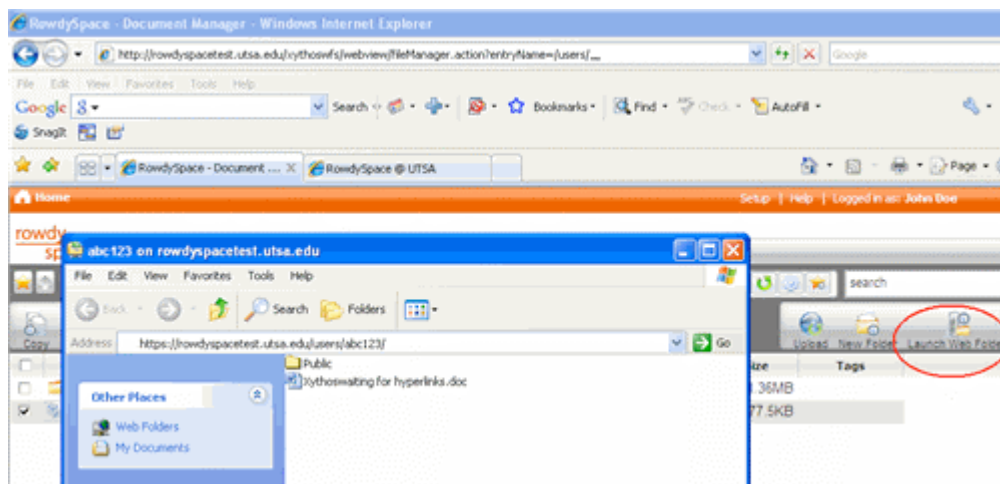


Step 24: Enable and Use Web Folder

Note: The Web folder button will be displayed only for Internet Explorer users (except on Windows Vista).

For Internet Explorer users:

1. Navigate to the location for which you want to create a Web folder.
2. Click **Launch Web Folder**
3. The virtual Web folder should be displayed. If it is not, use Windows Explorer to locate the folder in Network Places.
4. Open files from the Web folder. Although it looks like you are in an external folder, you are actually opening the files that are in RowdySpace. When you save your changes, they will be reflected in RowdySpace.



For Mac users

1. In Finder, select **Go**, then **Connect to Server**.
2. Under Connect to Server, add this folder address: `https://rowdyspace.utsa.edu/users/abc123`
3. Click **Connect**.
4. Under WebDAV File System Authentication, type in "utsarr\ abc123" and your Network password. **Note: Be sure to use the backward slash – not the forward slash – when typing in the "Name" field.**
5. Click **OK**. Your Network ID will appear in the Finder list. Clicking on this will give you access to folders in your RowdySpace account.

Step 25: What Is A Wiki?

A wiki is a **centralized area** where group members can share ideas, exchange and edit documents, and initiate discussions for projects or other tasks.

A RowdySpace wiki is a **collaboration Web site** that enables selected users to add, remove, edit and change content.

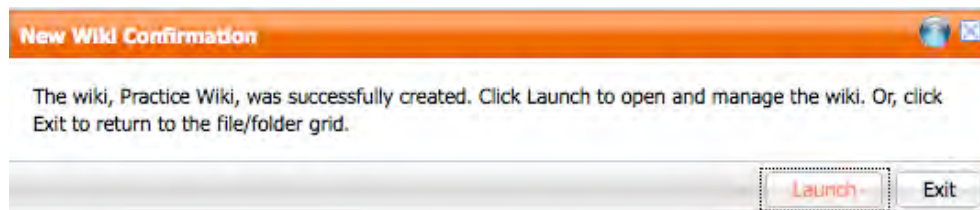
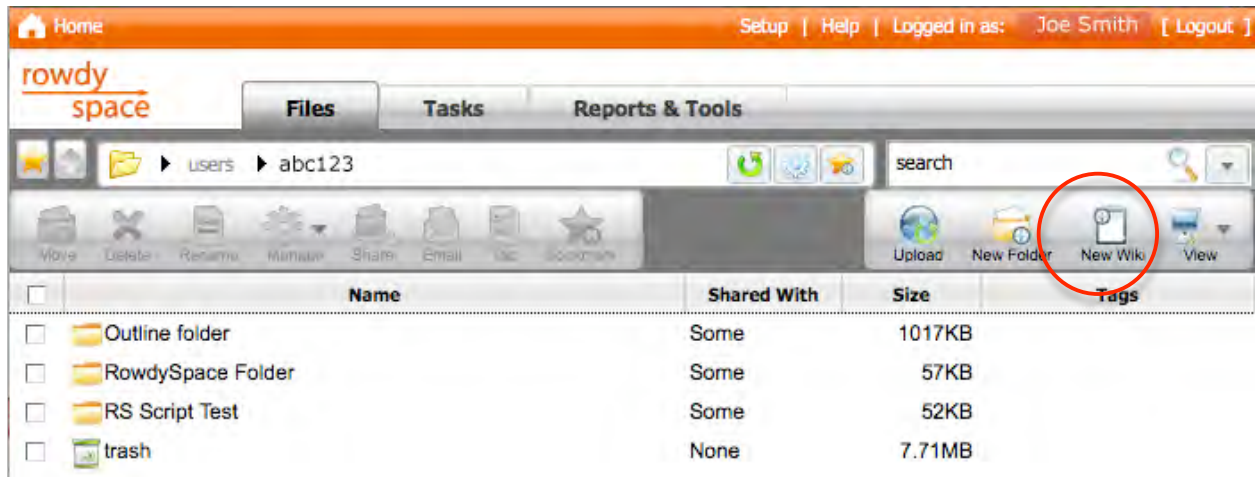
A RowdySpace wiki is different from an open-source wiki because access is only given to selected users.

Wikis also allow for **linking** among any number of pages, within your RowdySpace account (as you do when sending e-mail links for documents) or to **Web pages** outside of RowdySpace.

When you create a wiki using RowdySpace, a folder with the name of your wiki is automatically created in your account.

How to Create a Wiki

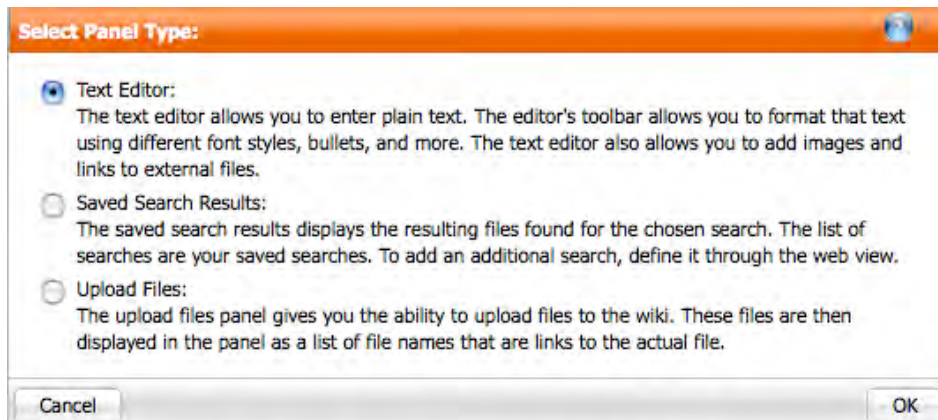
1. Navigate to where you want to place the wiki.
2. Click the **New Wiki** button.
3. Type in a **name** for your wiki.
4. Click **OK**.
5. Click **Launch** to open the wiki. The wiki Web page will open in either a **new tab** or **new window**, depending on your browser settings.



Select Panel Type / Add Content

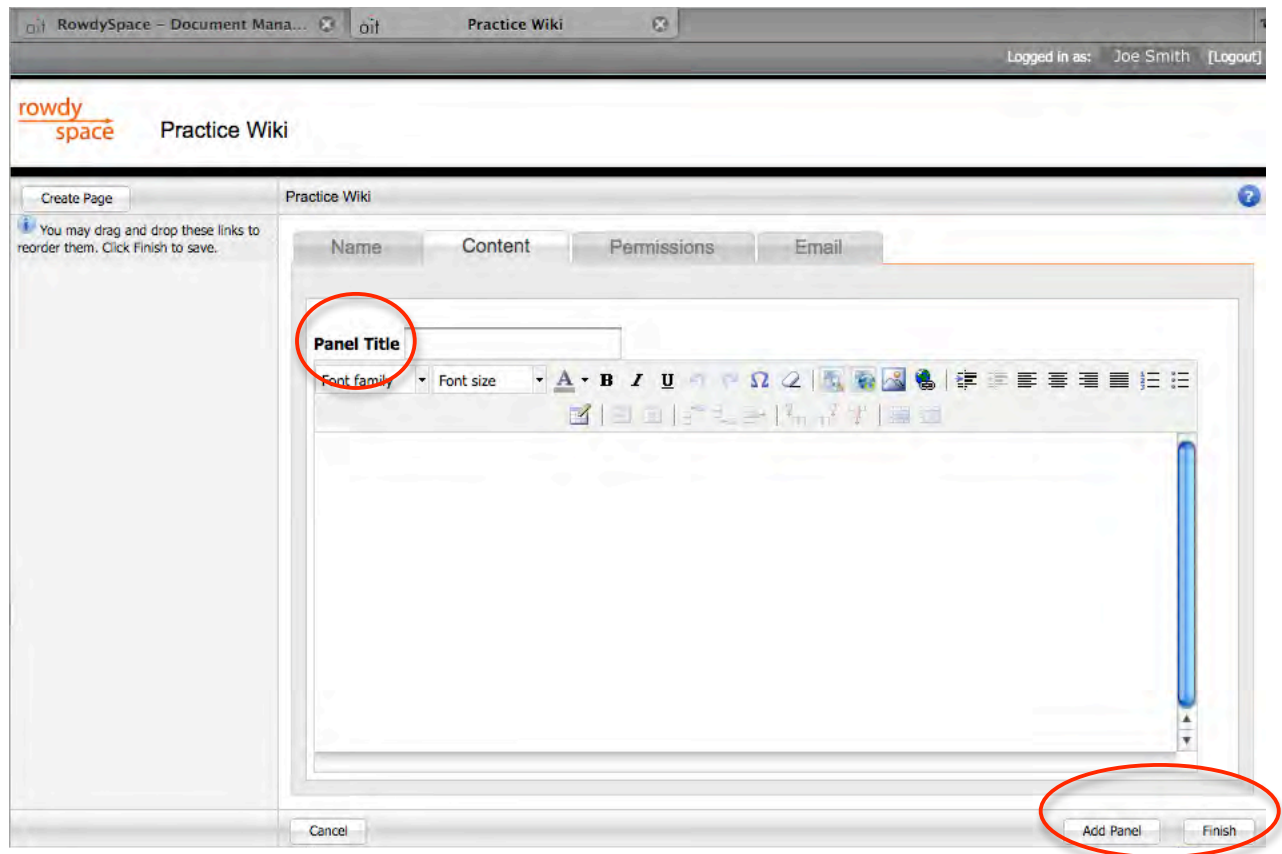
When you launch your wiki, you will be given the option to add content through a panel. There are **three types** of panels:

Text Editor	The Text Editor allows you to: <ul style="list-style-type: none">enter plain text.format the text using different font styles, bullets, etc.add images and links to external pages and links to RowdySpace documents.
Saved Search Results	The Saved Search Results displays the files found by your chosen saved search. To add an additional search, define it through the Web view.
Upload Files	The Upload Files panel allows you to upload files to the wiki. Files are displayed in the panel as a list.



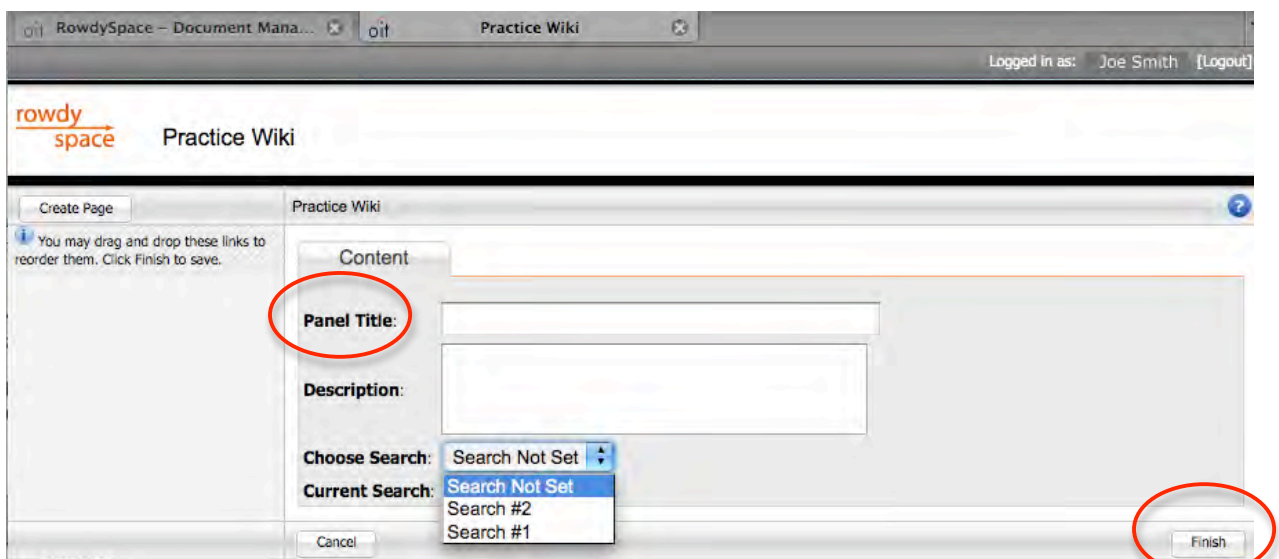
Add Text Editor Panel

1. Select the **Text Editor** button from the “Select Panel Type” window, then click **OK**. (If you are at the wiki home page, click **Edit Page, Add Panel** then select the **Text Editor** button.)
2. Type in a **title** and add content for the panel.
3. **Modify** the appearance of the panel using the formatting palette or by adding graphics or links.
4. Click **Add Panel** to add another panel or click **Finish** to return to the wiki page.



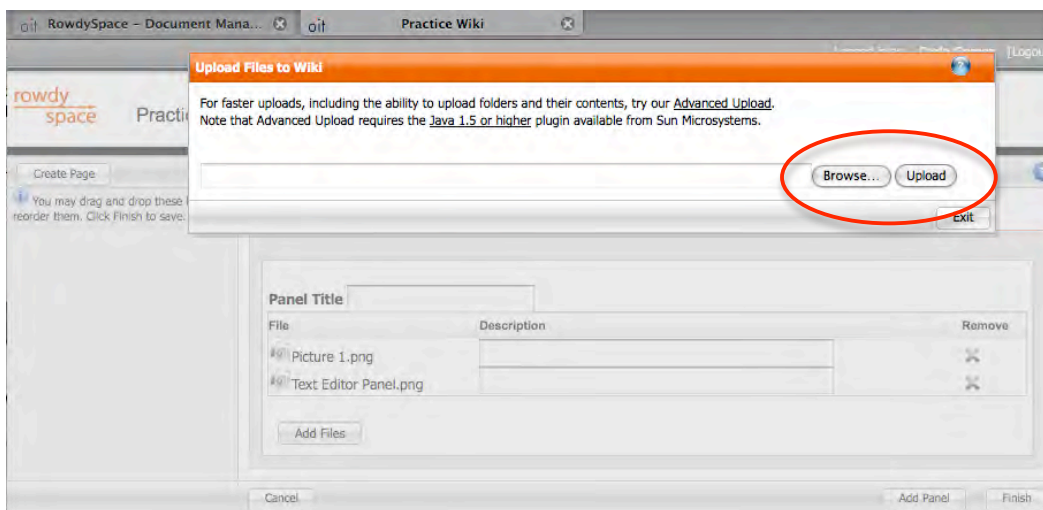
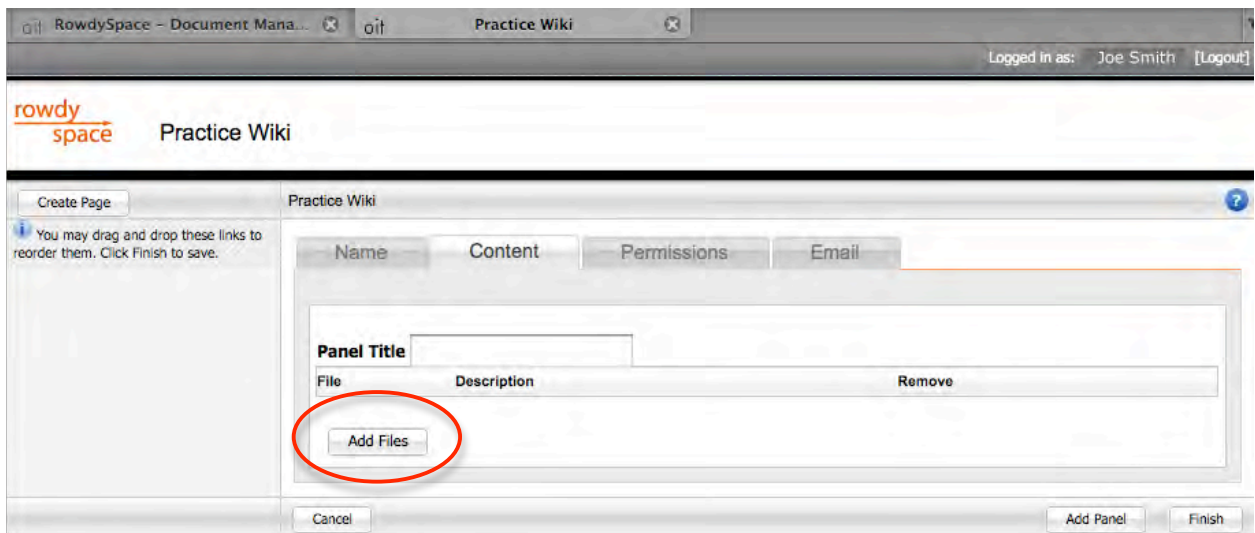
Add Saved Search Results Panel

1. Select the **Saved Search Results** button from the “Select Panel Type” window, then click **OK**. (If you are at the wiki home page, click **Edit Page, Add Panel** then select the **Saved Search Results** button.)
2. Type in a **title** and a description for the panel (optional).
3. Choose a **saved search** from the drop-down menu. *(You can save your search using the Search feature through your RowdySpace account. This saved search will then be available in the drop-down menu for the search panel.)*
4. Click **Finish** to return to the wiki page. Files in the saved search will be listed and be available through this panel and the wiki page.



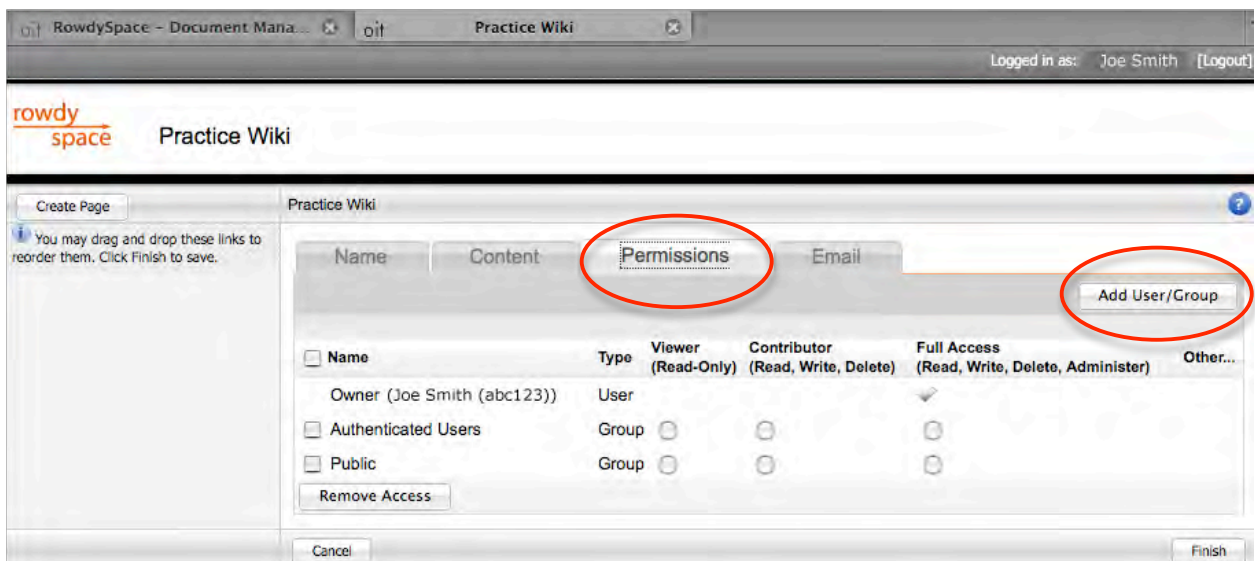
Add Upload Files Panel

1. Select the **Upload Files** button from the “Select Panel Type” window, then click **OK**. (If you are at the wiki home page, click **Edit Page, Add Panel** then select the **Upload Files** radio button.)
2. Type in a **title** for the panel (optional).
3. Click **Add Files**.
4. Click **Browse** to search for the file you wish to upload (Basic upload only).
5. Select the file and click **OK**.
6. Click **Upload**.
7. Repeat Steps 4-6 to upload more files.
8. Click **Exit** when you are finished uploading files.
9. You may add a **description** to your uploaded files.
10. Click **Add Panel** to add another panel or click **Finish** to return to the wiki page.



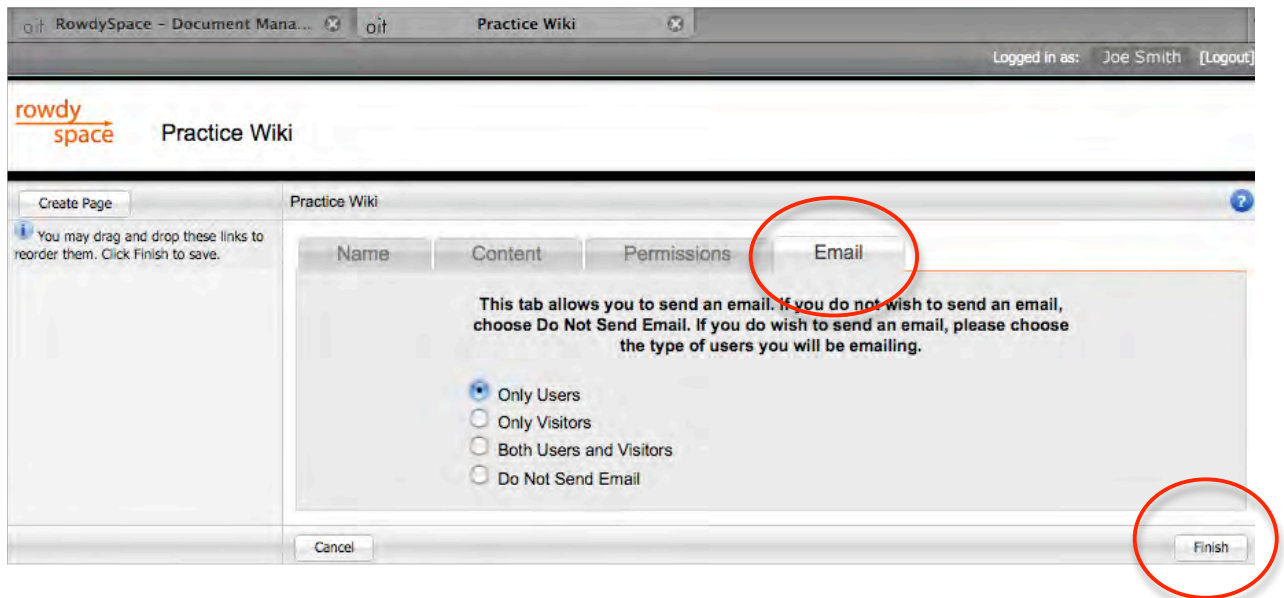
Set Permissions (Permissions Tab)

1. Click the **Permissions** tab. (If you are at a wiki page, click **Edit Page** then the Permissions tab.)
2. Select the **Add User/Group** button to assign specific permissions for access to your wiki.
3. Type in a minimum of the first three letters of a co-worker's first name or a group name (from your group contact list). If the name does not display, continue to type in more of the name. You may also click **Search for Users** to find users.
4. Select a name from the drop-down list.
5. Click **Next**.
6. Select the appropriate permissions (Viewer, Contributor, Full Access) for this user.
7. Click **Finish**.
8. Click **Finish** when your configuration is complete.



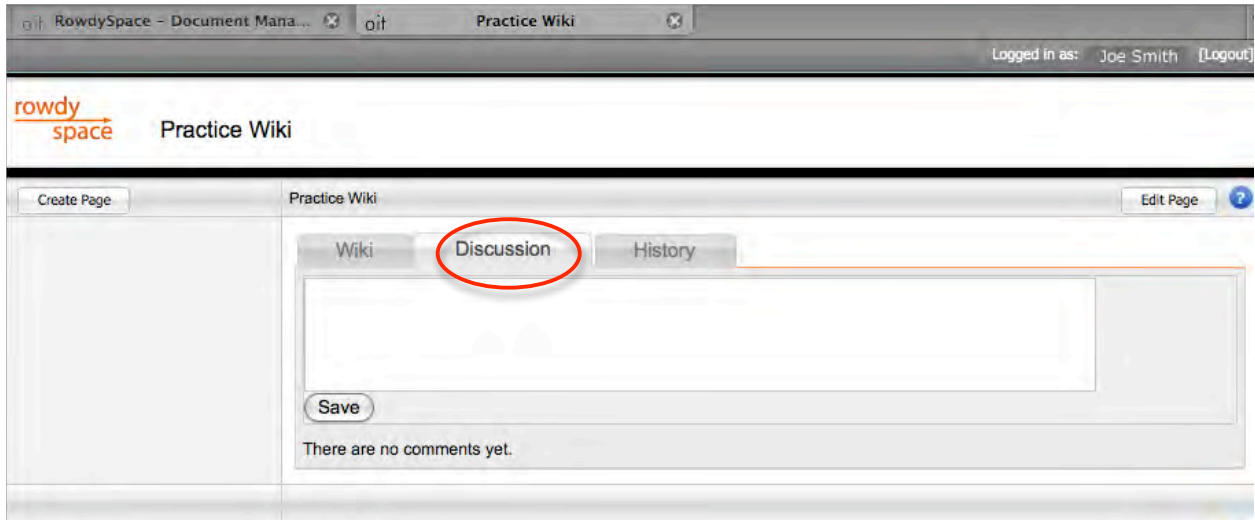
Email Your Wiki (Email Tab)

1. Click the **Email tab**. (If you are at a wiki page, click **Edit Page** then the Email tab.)
2. Select the **e-mail client** you are using from the drop-down list (Outlook, Entourage, etc.) and click **OK**. (If your e-mail settings are set to use the internal messaging system, you may need to follow a different procedure.)
3. Select the **type of users** to whom you will be e-mailing your wiki. Click **Finish**.
4. A **new e-mail window** from your e-mail client will appear. You may change the Subject line and body of the e-mail, but leave the wiki link in the e-mail.
5. **Send** your e-mail.



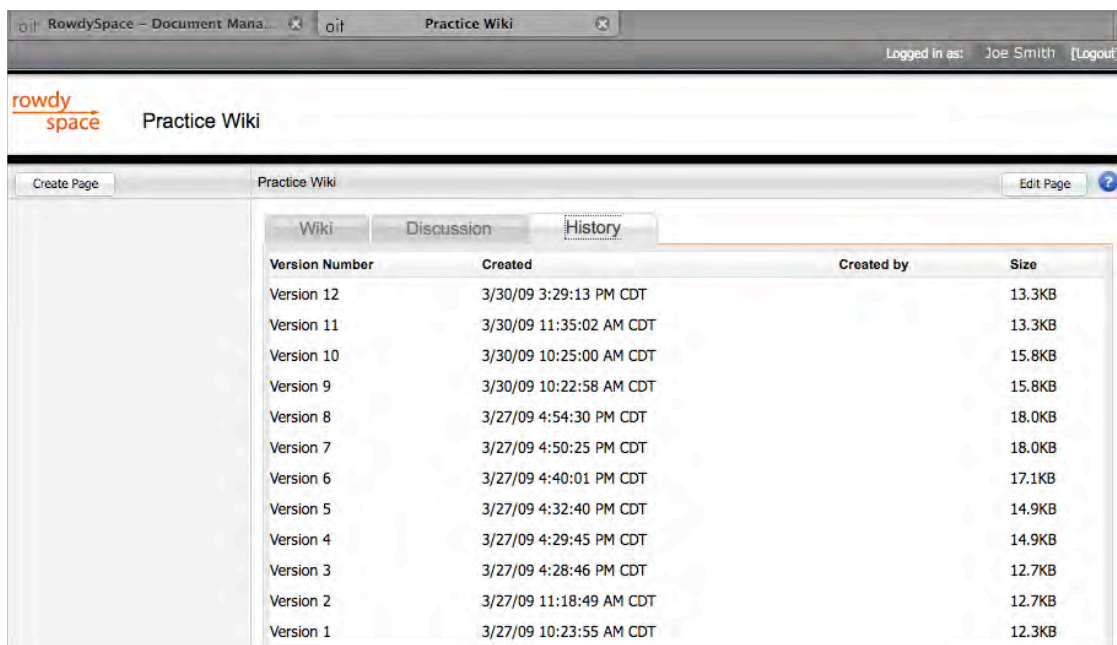
Add/View Discussions

1. Within the wiki application, **navigate** to your desired wiki page.
2. Click the **Discussion** tab.
3. Type in a comment and click **Save**.



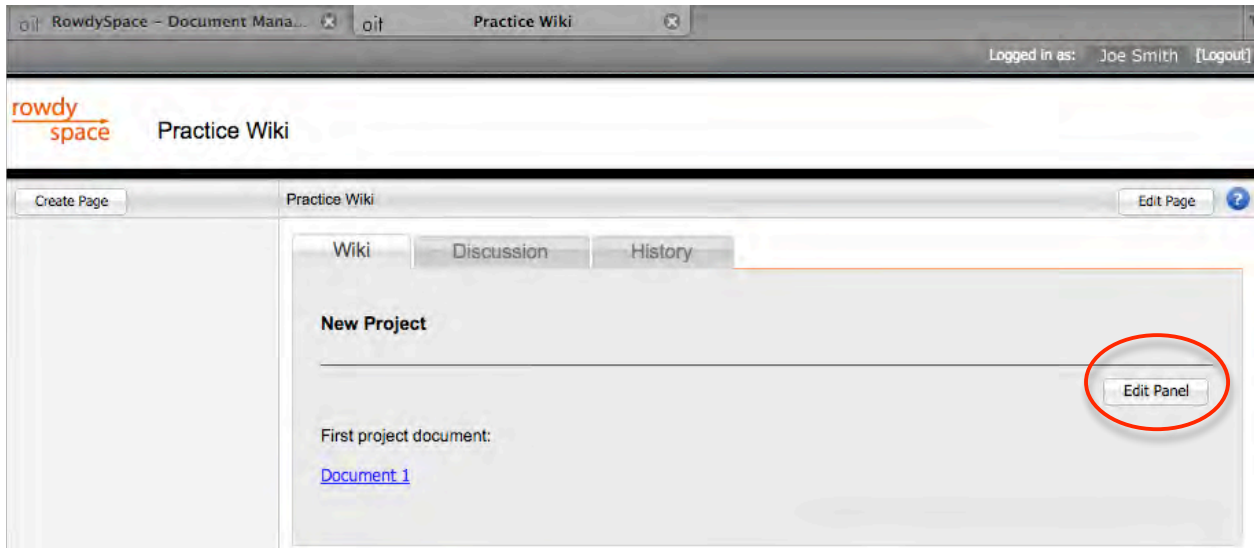
View the History of the Wiki

1. Within the wiki application, **navigate** to your desired wiki page.
2. Click the **History** tab.
3. All versions, creation dates, creators and file sizes will be listed.



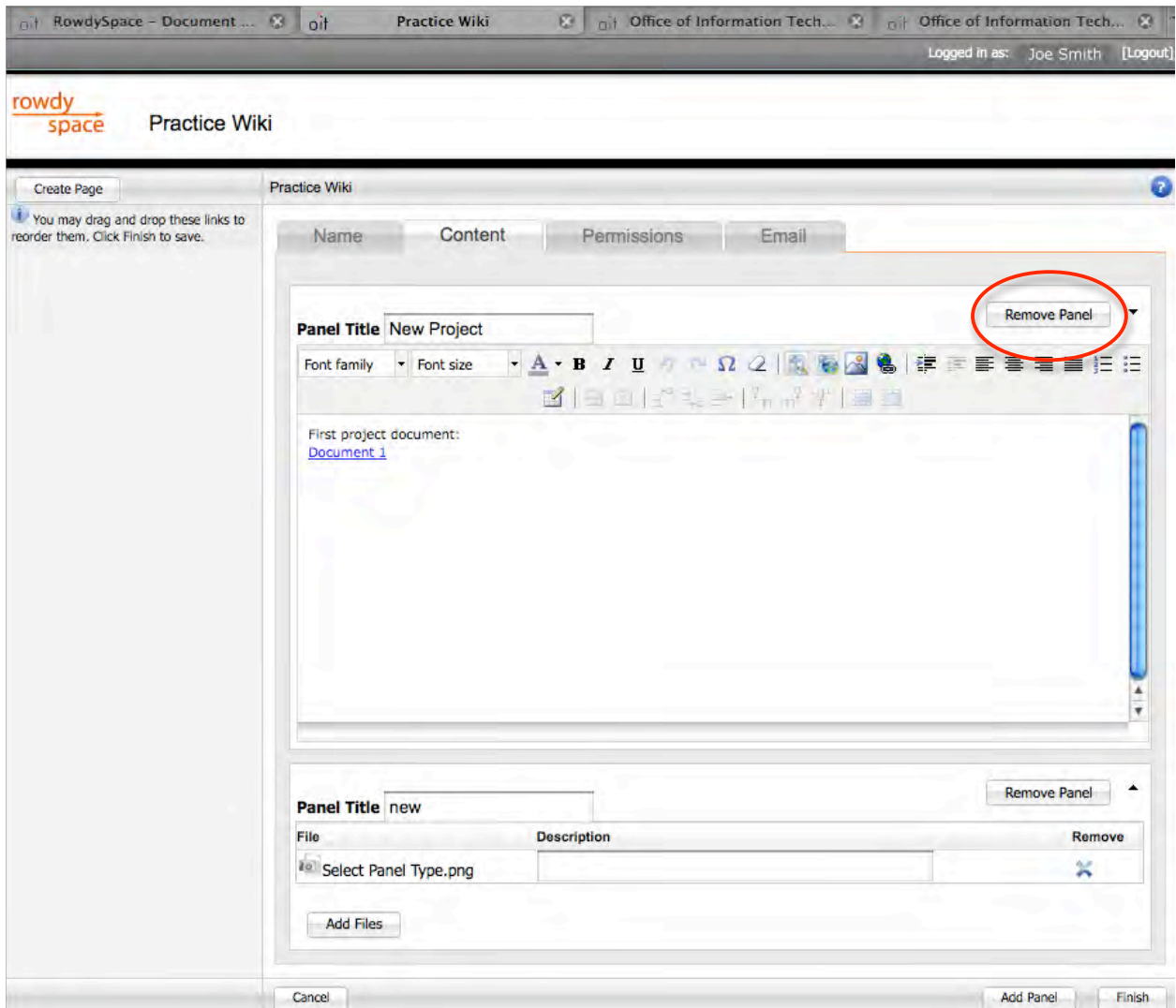
Edit a Panel

1. Within the wiki application, **navigate** to the page where you wish to edit a panel.
1. From the Wiki tab, click **Edit Panel** associated with the panel.
2. Make your changes and then select **Finish**.



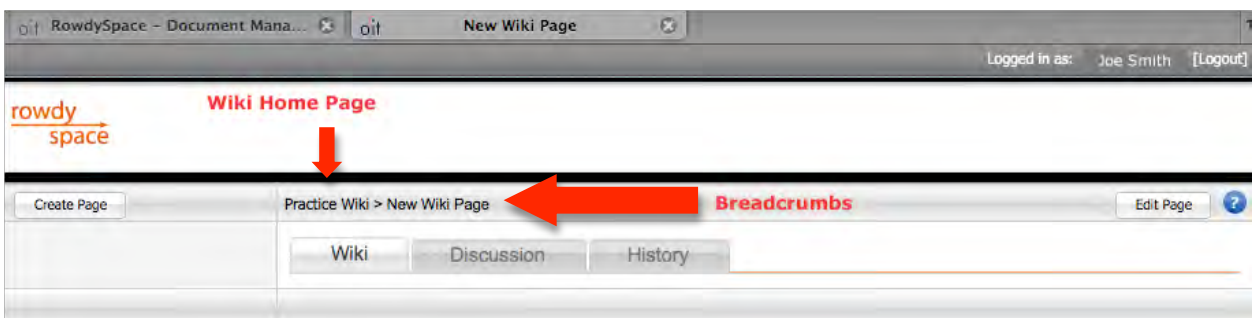
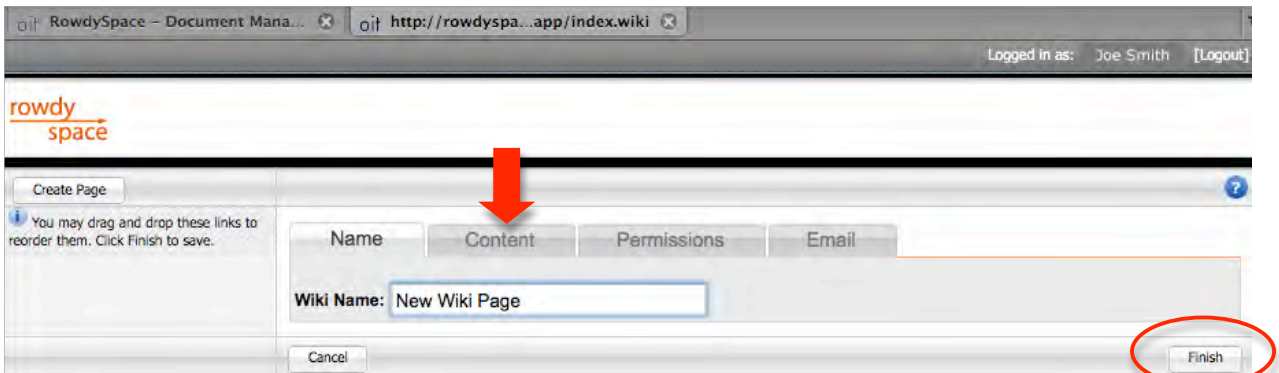
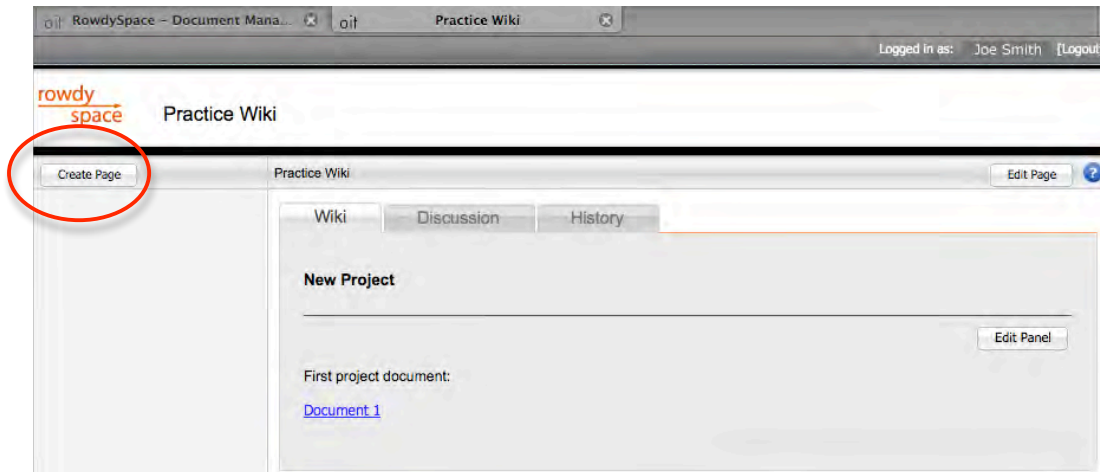
Delete a panel

1. Within the wiki application, **navigate** to the panel you wish to delete.
2. Click **Edit Page**.
3. Click **Remove Panel**. (The **Remove Panel** button will only be seen if you have two or more panels.)
4. Click **Finish**.



Create Wiki Sub Page

1. From your wiki home page, click the **Create Page** button (Image 1).
2. Type in a **name** for the new wiki page.
3. Create content (add panels) using the **Content** tab (Image 2).
4. Click **Finish**.
5. To navigate back to the wiki home page (the first page created), follow **the breadcrumbs** navigation link above the Wiki tab (Image 3).



Delete Wiki Sub Page

1. Within the wiki application, **navigate** to the page you wish to delete.
2. Click **Edit Page**.
3. Click **Delete Page** then **OK**. (You cannot delete the wiki home page – which is the wiki application – from this location. View the “Delete A Wiki” step below.)
4. Select **Finish**.

Delete A Wiki

1. From your RowdySpace account, select your wiki file.
2. Right-click the wiki file and select **Delete**. (Deleting this page will delete any content uploaded to this page and sub pages.)