TeamSCOPE Tutorial and Reference

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1 Introduction

Welcome to TeamSCOPE.

TeamSCOPE is designed to facilitate primarily asynchronous communication among members of geographically distributed teams through a web interface. It provides server-based file management, message boards, calendar management, resource reservation, and other services.

Some of the design goals of TeamSCOPE are described below:

Storage and retrieval of documents in a shared file space.

One primary design goal of TeamSCOPE is to provide a shared folder where files can be stored and retrieved. A web interface allows users to upload and download files, copy and rename them, and create and remove sub-folders within the shared folder. Contents of entire folders can be downloaded in '`zip`' or '`tar`' format.

Each user is also provided with a private *personal folder*. Files can easily be moved between personal folders and the shared folder. Advanced users can access files via FTP, telnet, or ssh. The web interface also allows file permissions to be changed.

Notification of changes to documents by other users.

Hand-in-hand with the goal of providing a shared folder is allowing other users to know when a shared document had changed. The TeamSCOPE system tracks all document modifications made through its web and FTP interfaces.

Users are notified of recent changes whenever they log in to the web interface. In addition, they can opt to be notified of changes via email on a regular basis.

TeamSCOPE maintains a database of changes which can be searched by filename, date, or user. The search interface also allows the presentation of the results to be customized.

> Tracking of file access through telnet or ssh is not implemented at this time. The utility of such a system would likely be limited.

Easy accessibility from any Internet-connected computer.

The TeamSCOPE web system is accessible from a standard web browser such as Netscape, Mozilla, or Lynx. The system can be accessed without installing special-purpose software on the clients. This allows team members to use any computer, such as those in public computer labs.

The TeamSCOPE system runs entirely on the server, allowing upgrades and bug fixes to be effected without requiring every user to upgrade his or her copy individually.

> On the other hand, this introduces a single point of failure, which risks temporary or permanent loss of service. Nightly server backups are recommended to minimize risk.

Easy to learn, but with enough power to be useful.

The web-based interface for TeamSCOPE presents a gentle learning curve for those already accustomed to web browser use. Prompts are provided at each stage of the interface, and icons as well as explanatory captions and tooltips are provided for each file operation. An attempt has been made to give the system simple, usable default settings, but allow advanced users to change them or bypass the system entirely.

Preservation of older versions of documents.

A very simple version control system is provided as part of the document upload procedure. If the user ticks a checkbox, then the previous version of the document is renamed with a numeric code at the end of its name, starting at 1 and increasing as new versions are uploaded. Older versions can be retrieved in the same way as newer versions.

Per-document message boards and an overall project message forum.

Each document in the shared file space can have related messages posted by team members. These messages appear whenever the file is viewed in the TeamSCOPE system. Messages are divided into threads and sorted by date posted. New messages are tracked in the same way that changes to documents are tracked; in addition, new messages can be emailed to users individually or in digest form.

In addition to these per-document message boards, there is a message board not associated with a particular document. This message board is otherwise like the per-document message boards.

Calendar.

TeamSCOPE allows users to schedule events or tasks. It can display the events for a particular period of time either in calendar form or in form similar to a Gantt chart. Tasks can be assigned to individual team members.

Events can have resources assigned to them. In doing so, the specified resource is reserved for the event's duration. If multiple teams attempt to reserve the same resource on overlapping time intervals, the system reports the conflict.

Presentation customizable by individual teams.

TeamSCOPE's own interface, although it can be customized with respect to each user's personal preferences, is similar across teams. However, each team also has its own web page. By default, this web page uses server-parsed HTML ('`.shtml`') to incorporate summaries for each of TeamSCOPE's major functions, but it is designed so that it can easily be edited for customization or replaced entirely by team members as they wish.

Connects to synchronous tools

TeamSCOPE supports serendipitous synchronous online meetings by notifying users when other members of their team are using the TeamSCOPE system at the same time. When this happens, team members can jump into a Java-based team-wide chat with a single click in their web browser.

Free software architecture.

TeamSCOPE is based on *free software*, where "free" is to be taken as in "free speech," not as in "free lunch." This means that all the software that TeamSCOPE uses or depends on can be freely modified and redistributed. (As a result, it often can be obtained at no cost.) You might be more familiar with the term “open source,” but proponents of that term emphasize practical benefits over freedom.

TeamSCOPE is based on or cooperates with the following free software programs:

- Apache (http://www.apache.org), the most popular webserver in the world.
- Debian GNU/Linux (http://www.debian.org), the popular GNU/Linux distribution created exclusively by volunteers.
- Exim (http://www.exim.org), a fast, capable Internet mailer.
- GNU (http://www.gnu.org), the standard in fast, reliable operating system utilities.
- Linux (http://www.linux.org), the most popular UNIX-like kernel in the world.
- PostgreSQL (http://www.postgresql.org), a reliable, well supported SQL database.
- ProFTPd (http://www.proftpd.org), a fast and flexible FTP server.

Using free software in TeamSCOPE development allows the full source code of all these programs to be leveraged. When parts of the operating system need to be modified for fixing bugs or adding features, it can be easily done since source code is available. For instance, the version of ProFTPd used in TeamSCOPE has been modified to log file uploads and downloads into a PostgreSQL database.

For more information about free software, see http://www.gnu.org.

2 Tutorial

This chapter of the TeamSCOPE manual is a whirlwind tour of what TeamSCOPE can do. You can use it as a tutorial if you're interested in exploring the use of TeamSCOPE on your project. If you're more interested in a reference guide, then you should take a look at later chapters. Otherwise, keep reading.

2.1 Overview

Let us take a look at some of TeamSCOPE's features and their purposes:

File storage and retrieval
: You can use TeamSCOPE to store files in a virtual folder that is shared with all the members of your team, called the *shared folder* for your team. You also have a private folder, your *personal folder*, that you can use at your discretion.

Monitoring changes
: TeamSCOPE keeps track of what files and messages (described below) have been changed, when, and by whom. Each time you log in, it reports to you the changes since the last time you told it to reset the activity listing. You can also request periodic emails with activity updates.

Message boards
: TeamSCOPE lets you post messages that can be read by your entire team. You can use it as a supplement to group emails. New messages also appear on the list of recent activities, and you can request to have them emailed to you on a regular basis. You can also keep track of who has read the messages you have posted.

  Besides this general message board for your team, you can attach comments to individual files. As with the general message board, these can be monitored and emailed.

Calendar
: You can use the calendar features of TeamSCOPE to schedule meetings locally or with remote partners. The calendar can be displayed in a standard format or as a Gantt chart. There are also resource reservation features to help with scheduling the usage of scarce resources, such as videoconferencing facilities. Notices of upcoming calendar events can also be emailed.

Customization
: TeamSCOPE can be customized to your local time zone, to send you periodic email about activities, messages, and calendar events, and to filter the activities displayed on the Web and sent through email. You can also change your password through the online interface.

Synchronous connection
: If you happen to be using TeamSCOPE at the same time as other team members, TeamSCOPE will let you know. TeamSCOPE also provides a simple Java-based chat client to allow you to easily connect with online team members.

Advanced features

If you are not satisfied with the features that TeamSCOPE offers through its Web-based GUI, then you can use FTP to access your files directly, with the FTP client of your choice. File accesses through FTP are still tracked by the TeamSCOPE system.

In addition, if you are familiar with UNIX commands, then you can access your personal folder and the shared folder with a telnet or ssh session, although TeamSCOPE does not track such changes. (Telnet and ssh access are disabled by default. To obtain such access, contact your system administrator.)

The next section explains how to log in to the TeamSCOPE system.

2.2 Logging in

1. To start using TeamSCOPE, *bring up its webpage.*
    - You need to know the URL of your TeamSCOPE server to do this. If you don't know what it is, consult your TeamSCOPE administrator.
    - Consider whether you'd prefer to work with TeamSCOPE in a separate window from this tutorial. This is recommended. In a window environment, you should be able to create a new browser window using a menu option on the **File** menu or similar.

      If you'd rather not keep two windows open on your screen, then you should consider printing at least this part of the manual. If you're reading this online, you should be able to find links to printable copies of the manual near the top of this page.
    - If you're reading this on paper then bring up your favorite web browser and type in the URL above.

    By the way: This is the convention that you'll encounter throughout the tutorial—numbered sets of simple instructions, following by notes and tips with more detailed instructions. You can read the notes if you're interested or confused or skip them if you get bored or if you're in a hurry to get started. In addition, instructions for you to follow are always displayed emphasized *like this.*
2. You will be presented with a screen that has an TeamSCOPE logo at the top, a set of "powered by" logos at the bottom, and a log-in form in the middle. *Fill in your username and password and click on the* **Log In** *button.*
    - If you've already logged in, or if someone else has from this web browser, then you won't be presented with the login screen. Instead, you'll go directly to the **Recent Activity** screen. In this case, you should log out, then log back in. To log out, select **Log Out** from the menu at the top of any TeamSCOPE page, then click on the **Go!** button, if present.
    - If you belong to more than one workgroup, you'll be logged into your *primary group* by default. You can use the drop-down menu to select other workgroups. You can change your primary workgroup from the **Options** screen.

3. After you click on the **Log In** button, your browser should present you with the **Activity** or **Welcome** screen. Continue to the next section of the tutorial to learn about this screen.
   - If the login screen reappears after you click on **Log In**, check that your browser is configured to accept cookies and make sure that you're entering your username and password correctly. If it still doesn't work, close and restart your browser.
   - If you don't know your username or password, or if you have difficulty logging in, contact your TeamSCOPE administrator.
   - You can, and should, change your password after you log in.

2.3 Activity

Once you've logged in, you'll be presented with a screen that has several parts to it:

1. At the top of the screen is a title that identifies the team you belong to. Under the title is a menu that you can use to go directly to any of the main parts of the TeamSCOPE system. This part of the screen is always present, no matter where in TeamSCOPE you go. You can use it for navigation among TeamSCOPE's features.

   If you're in more than one TeamSCOPE workgroup, you can also use the menu to switch workgroups "on the fly." Just click on the name of the workgroup you want to change into.
2. You will probably find yourself at the TeamSCOPE **Welcome** or **Activity** screen. To follow along with this tutorial, you want to be on the **Activity** screen now. To go there, *select* **Activity** *from the drop-down menu, then click on the button labeled* **Go!***, if present,* and wait for the screen to refresh.
3. Now let's skip down toward the bottom of the page. If you're lucky, you'll see a table listing recent activities. Each row in the table shows the user who performed the activity, what the activity was, what file or message it was related to (if any), and the time and date of the activity.

   If you're not so lucky, then nothing has happened and you'll see the message "There are no new activities since your last visit." You can always come back here later, after you've gone through the rest of the tutorial, since some of the things you will do on the tutorial are tracked by TeamSCOPE. To come back to this screen, just click on **Activity** on the menu bar at the top of every TeamSCOPE page.
4. The activity table has a header row at the top that you can use to change the table's sort order. Clicking on a column head causes the table to be sorted on that column's value. *Try it.*
5. Near the top of the page, there should be a link labeled **reset**. By clicking on this link, you tell TeamSCOPE that you've looked at the activities in the table all you want, and that TeamSCOPE doesn't need to show them to you again the next time you visit.

   You can *click on this link now.* The page will refresh and this time it will say "The activity log reset is complete," instead of showing a table of recent activities. When you return to the page later, it won't list again the activities you've already seen.

That's all there is to the **Activity** screen. Proceed to the next section to learn about manipulating files and folders with TeamSCOPE.

2.4 Files

1. *Select* **Files** *from the menu* at the top of the screen. (You may also have to *click on a button next to it labeled* **Go!**.) The page will change format. At the top are a set of tools for working with files and directories. Below, the page divides into two columns, where the left column shows a list of files and folders in your team's shared folder, and the right column has details on the currently selected tool.
2. Take a closer look at the tools listed on the right side of the screen. These are the *folder tools* for the shared folder. From left to right, they are:

   comment This is the default tool that appears when you open the file manager. It shows the comments that team members have made about the current file or folder. You can use it to post messages of your own.

   download To *download* means to copy a file from the TeamSCOPE server to the computer running your web browser. This tool lets you download the entire contents of a folder, including the contents of subfolders.

   > It's often a better idea to download individual files rather than the entire contents of a folder, because folders tend to get large with time as more and more file are deposited in them.
   >
   > Use of *download* for folders is advanced. It is not covered in this tutorial. You can find more about them in the reference section of this manual.

   upload To *upload* means to copy a file from the computer that you are using to the TeamSCOPE server. Upload a file to share it with the other members of your group.

   > Use this button if you're uploading a file that doesn't already exist on the TeamSCOPE server. If you're uploading an updated version of a file already on the server, then you'll need to select that file first by clicking on its name in the folder listing. This is explained in more detail later.

   move You can use this tool to move an entire folder, along with its contents, to a new place.

   > You can't move the shared folder or the personal folder, only folders nested within them. This operation is disabled when the shared folder or personal folder is selected.

   rename Use this tool to change the name of a folder.

   new folder You use this tool to create a new folder under the current one. You can use folders to organize your work.

   remove folder
   Use this tool to remove the current folder if you have no use for it anymore.

Only empty folders may be removed. If a folder does contain files then you'll need to delete them or move them elsewhere before deleting the folder.

access Changes file permissions, in order to to restrict certain users from viewing files.

Proper use of *access* is an advanced topic, outside the scope of this tutorial. See the reference chapter for details.

On the left side of the **Folder Tools** icons you will see two labels, **shared folder** and **personal folder**. One of these is a link, which you can use to view the corresponding folder. The other is not a link; it is the folder in which you are currently viewing files.

3. Let's try out the TeamSCOPE file interface by creating a new folder and uploading a file into it. After that we'll use individual file tools (which we haven't seen yet) to move the file around, copy it, and delete it. Then we'll delete the now-empty folder for good measure.

   To start, *click on the* **new folder** *icon* to begin creating a new folder.

4. After you click on the icon, the screen will refresh. You will be presented with a prompt for the new folder's name. *Type in a short folder name of your choice*, then click on the **Create Folder** button.

   Allowable characters in file and folder names and their maximum lengths depend on your TeamSCOPE server. Typically, names may be up to 255 characters long and may contain any character except forward slash (`/`).

5. The screen will refresh again. You should now see, at the top of the left column, the new folder's name below "shared folder." This means that you are now viewing the contents of your new folder. Since you haven't put anything in it yet, it is empty.

   Actually, if there's already a folder or file with the name that you typed, you'll see an error message to that effect. If that happens, choose a different name for the folder and try again.

   Upload a file into the new folder for practice. *Click on the* **upload** *icon.* You will presented a prompt for a file to upload and the name to give it on the server. Select a small file on your computer to upload. *Type the file's name in the first prompt's text box or use other features of your browser to indicate the file. Then, optionally, type a name for the file on the server in the second text box, and click on the* **Submit** *button.* If you do not type a name in the second box, the name of the file on your local computer will be used.

   You should also notice a check box. By default, it is checked. The box affects the treatment of any existing file with the same name as the one that you're uploading:

   - When the box is checked, an existing file will be renamed with a numeric extension. You can use this feature to preserve old versions of a document.
   - When the box is not checked, filename conflicts are reported with an error message.

6. After a pause to send the file to the server, you will be presented with a screen showing the attributes of the file that you just uploaded. Again the screen is divided into two

columns. The left column shows the file's location under the shared folder and the file's attributes (type, size, owner, and so on).

The right column presents the **File Tools**. You should already be familiar with the **comment**, **move**, and **rename** tools. The other tools are new:

activity
: Displays a list of the activities that have taken place related to the selected file. If you select this tool now, you will see your upload recorded.

view
download
: These tools allow you to *download* files, that is, copy them from the server to your local machine. Just click on the icon to download.

  There is a small difference between downloading and viewing:
  - When you click on **view**, if both TeamSCOPE and your local machine recognize the file's type, then the proper viewer application for that file type will be launched. For instance, '`.pdf`' files will be viewed in a PDF viewer such as GV or Adobe Acrobat Reader if one of them is installed and your web browser is set up to use it.
  - When you click on **download**, you will always be presented with a dialogue box asking for a location to save the file.

  You should choose to view or download a file based on what you want to do with it.

replace
: Allows you to upload a file, copying it to the server from your local machine. This is similar to **upload** that you've already seen, but you can use it to replace an existing file, whereas **upload** would report that as an error.

copy
: If you need another copy of a file, use this tool to make one.

delete
: Use this tool to remove a file that you no longer need. However, be warned that deleted files cannot be recovered.

access
: Changes file permissions, which can be used to restrict certain users from viewing files.

  Proper use of this feature is an advanced topic, outside the scope of this tutorial. See Section 3.3.11 [access], page 20, for more details.

7. Let's move the newly uploaded file out of our folder into the main shared folder. *Click on the* **move** *icon.* The screen will refresh, and you'll be presented with a choice of folders to move the file to. *Click on the* **shared folder** *radio button, then on the* **Move** *button below.*

   The screen will refresh. Now, if you look at the top of the left column, the file is no longer in the folder that you created, but rather in the shared folder itself.

8. Move the file back into our new folder so that we can learn more about the ways that folders are displayed under TeamSCOPE. *Click on the* **move** *icon, then on the radio button with your folder's name, then on the* **move** *button.*

   The screen will refresh. The file is back in your folder, and the top of the left column should reflect this.
9. Go back to displaying the shared folder: *Click on* **shared folder** *at the top of the left column.*

   > Actually there are two more ways that you can display the shared folder contents:
   > - Click on the **shared** link belong **Folders:** on the left side of the tools.
   > - Click on **Files** on the menu bar at the top of the page, then click on **Go!** if necessary.
10. Look more closely at the icon for the folder that you created. There should be a right-facing black arrowhead to the left of the icon for the folder. *Click on this black arrowhead.* After the screen refreshes, you should see the folder's contents (the file you uploaded) displayed underneath the folder name. The arrowhead will rotate so that it faces downward.

    You can click on the arrowhead again now. If you do, you'll see the page refresh. The arrowhead again faces rightward and the folder's contents are no longer displayed.

    These arrowheads are a second way to display the contents of a folder with TeamSCOPE.

    (If you clicked on the arrowhead to close the folder, *click on it again* for the next step.)
11. Let's delete the file we uploaded and the folder we created. We must delete the file first, since it is inside the folder. *Click on the file's name.* Then, after the file's info screen appears, *click on the* **delete** *icon.* When the new screen appears, *select the radio button labeled* **Yes, delete this file***, then click on the* **Delete File** *button.* The shared folder screen will reappear, without the file that you uploaded.
12. Next, delete the folder. When the folder's listing screen appears, *click on the* **remove folder** *icon.* After the screen refreshes, click on the **Remove Folder** button. You will again be presented with the contents of the shared folder.
13. Congratulations. You have completed the file management part of the tutorial. You can now continue to the **Messages** section.

2.5 Messages

TeamSCOPE lets you post messages on a message board that can be read by your team members. In addition, you can set up your account so that new posts are emailed to you.

There is one main message board for your team. You can also attach comments to individual files.

Read on below to learn about posting messages.

> There is no limit to the number of messages you can post or the number of files that can have messages. Individual messages are limited to approximately 8000 characters. With a longer message, it is a better idea to upload it as a file and post a short message pointing to the file.

1. To view the main message board for your team, *select* **Messages** *from the menu* at the top of the page. (You may also have to *click on a button next to it labeled* **Go!**) The page that appears will contain message titles, authors, and posting dates. It will also list files and folders that have comments.

   To view a message, click on its title. The screen that appears will show the message contents and its title, author, and posting date. It also shows which users have viewed the message and lists the other messages in the same *thread*.

   A thread is a topic of discussion. When one message is posted as a reply to another, the new message is listed underneath the previous one, indented slightly, to indicate that it is a reply. In this way messages can be organized.
2. Let's post a message to see how it works. *Click on the* [**Post**] *link* at the top of the page. The screen will change to a **Post Message** page, with input boxes for **Title** and **Content**.

   Enter a title and some comment text, then click on the **Preview** *button.* The screen will refresh to show a copy of your message as it will appear on the **Messages** page. If you are happy with the way that it appears, *click on the* **Post** button at the bottom of the page. Otherwise, edit the message's title and/or content; you can then either click on **Preview** to see a preview of the revised comment, or on **Post** to post it without a preview.
3. After you click on **Post**, the screen will refresh and let you know that your message has been posted. Below the notice appears the message board contents, with your new message listed. *Click on the message title to view its contents.*

   The screen that appears will show the message contents, title, author, and posting date. It will also show who has viewed the message (probably just you, so far).
4. Notice that your new message has a [**Reply**] link below it. You can use this link to post a follow-up to your own messages or to others' messages.
5. You should also notice a link marked [**Delete**] below the message. You can use this to delete messages you have written that were posted incorrectly, posted multiple times, or are too old.

   You can only delete messages that you posted.
6. Go back to the message board table of contents: again *select* **Messages** *from the menu* at the top of the page. (You may also have to *click on a button next to it labeled* **Go!**) Now notice the links labeled **Reset** and **Full Contents**:

   Reset

   Click on this link when you've viewed all the messages you want, out of the ones listed. After you click on this link, these messages won't be shown by default any longer.

   Full Contents

   If you've used **Reset** to disable display of old messages, but you want to see them again, click on this link to see the full contents of the message board.

Now you're done learning about using TeamSCOPE's message boards. Keep in mind that you can also post comments on files in the same way. That's the purpose of the **comment** tool in the file manager.

You can continue to the next section covering TeamSCOPE calendaring features.

2.6 Calendar

TeamSCOPE has a set of basic calendar features. You can use these to schedule meetings with your distributed partners, or to assign tasks and deadlines to group members.

1. To get started, *select* **Calendar** *from the menu* at the top of the page. (You may also have to *click on a button next to it labeled* **Go!**) The page will change to show a calendar for this month with today's date highlighted. On the right is a list of events for today, if any have been defined.

   Above the calendar is a drop-down list of options. You can select one of these options to change the dates for which events and calendars are shown. With some web browsers, you will have to click on the **Go!** button next to the drop-down box after you select an option.

   - The first set of options allows you to see the calendar events for sets of dates relative to today's date. **Other...** lets you input a specific range of dates.
   - The second set of options advances the currently shown dates by an amount of time. For instance, if the first week in April is currently shown, and you select on **Forward a week**, then TeamSCOPE will show the second week in April.
   - The third set of options backs up the currently shown dates in the same way that links on the second row advance the dates.

   On the right side of the page, the **New Event** link lets you schedule a new event.

   Below the **New Event** link is a pair of text labels representing the current calendar view. Only one of these is a link at any given time; the other is the current view. The two types of view are:

   Calendar View
   : This is the default view. It shows the events in a standard calendar format. This view allows you to tell at a glance the days of the week and month onto which each event falls.

   Gantt View
   : This view shows a Gantt chart for the selected date interval. A Gantt chart shows the interval that each event covers. The Gantt view lets you clearly see the sequence of events.

2. Let's schedule a sample event in order to demonstrate how the system works. *Click on* **New Event** to get started. The **New Calendar Event** screen will appear. This screen has several fields that you must fill in, and some that are optional.

   Select a begin date using the drop-down menus. Select the day of the month with the first of these, the month with the second, and the year with the third. The default is today's date.

3. Optionally, you can select an end date as well, using the end date drop-down menus. If you don't, it is assumed that the event begins and ends on the same day.

4. You can type begin times and end times as well in their respective input boxes. If you don't then it is assumed that the event occupies the entire begin or end date.

   Some examples of acceptable time formats:

- '`11:15`' (11:15 a.m.)
- '`15:00`' (3:00 p.m.)
- '`3:22pm`' (3:22 p.m.)

5. *Enter a title for the event in the* **Title** *input box.* A title is required. This title will be displayed on the calendar to describe the event.
6. You can optionally enter some additional comments about the event in the **Notes** input box. Comments are displayed only when a specific event is selected by the user.
7. If the event is a task assigned to a particular team member, or otherwise applicable to a specific team member, then select the user's name in the **Owner** pop-up menu.
8. When you are satisfied with the information you have entered about the new event, *click on* **Submit** to enter the event into the calendar. The **New Calendar Event Scheduled** screen should appear with a description of the new event. Review the information presented, then *click on the* **Calendar** link at the top of the page to return to the calendar. You might also have to click on the **Go!** button next to it.
9. If the calendar view shows your new event, good; otherwise, *adjust the date interval shown (using the menu options in the drop-down box) so that you can see your new event.* When you've done that, *click on the link for your event.*

   The **Event View** screen for your event will appear, displaying all the relevant information about the event. This includes a list of who has already viewed the event.

   In addition, there are two buttons at the bottom of the screen: **Edit Event** and **Delete Event**. You can use the **Edit Event** button to change the details of an event if they were mis-entered or if any of them changed.

   Delete Event will remove the event from the schedule permanently. *Click on* **Delete Event** *now to delete it.*
10. This is the end of the calendar tour. Continue on to the next section of the tutorial to learn about customizing TeamSCOPE for your own needs.

2.7 Options

1. You can use TeamSCOPE's account options to customize it for your needs. To get started, *select* **Options** *from the menu at the top of the page.* (You may also have to *click on a button next to it labeled* **Go!**) The **Account Options** page will appear.
2. The first item on the **Account Options** page is **Time Zone**. You should *select your preferred time zone from the scrolling box.* The default time zone for TeamSCOPE is Greenwich Mean Time (GMT), also known as Universal Coordinated Time (UTC).
   - Internally, TeamSCOPE stores all its dates in UTC and translates them to each user's local time zone.
   - Hint: The preferred time zone for users at Michigan State University is **US/Michigan**.
3. **Email Options** is the second option on the page. If you want TeamSCOPE to send you notifications of activities by email, then select one of the options from the list, such as **Daily** or **Twice a day**. By default, TeamSCOPE will never send you email.
4. If you requested email notification, select one of the options for email format: **text**, **HTML**, or **both**.

   - If you use a MIME-compliant mail reader, such as Netscape, Mozilla, or Eudora, you probably want to select **HTML** or **both** here.
   - Otherwise, you're best off selecting **text**.
5. Select one of the options for messages and comments posted to TeamSCOPE message boards:
   - By default, only the subject line of messages and comments are included in TeamSCOPE emails. If this is what you want, select the first option, **Do not include message bodies**.
   - You can have the entire text of messages included in TeamSCOPE emails. If this is what you want, select the second option, **Include message bodies**.
   - You can have each message posted individually emailed to you. You can usefully select this option even if you didn't request TeamSCOPE emails above. If this is what you want, select the third option, **Mail new messages individually**.
6. The next item is **Web/Email Interaction**. If you didn't request email notifications above, then you can ignore these settings. Otherwise, read the checkboxes' labels and decide whether to check the two boxes based on your personal preferences.
7. Near the bottom is **Session Idle Time**. This setting determines the duration of time that you can be logged into TeamSCOPE without doing anything before the system considers you logged out. You can set this to a number of values between 5 minutes and 24 hours.
8. **Email Filter** and **Activity Filter** allow to choose which activities will be emailed to you (if you requested emails) and which will appear on your **Recent Activities** page, respectively. Don't click on these now; save changes to your other settings first.
9. **Change Password** allows you to change the password used for the TeamSCOPE webpage. Again, don't click on this now; save changes to your other settings first.

   > Changing your password from the web interface also changes the password used for FTP and telnet access.
10. Save changes to the settings: *click on the* **Set Options** *button.* The page will refresh, and the changes you made to the options should be reflected in the page contents.

    Now, if you want to, go back and click on the **Email Filter**, **Activity Filter**, or **Change Password** links.

3 Reference

This chapter is a reference guide to TeamSCOPE features.

3.1 Logging in

This section is a reference guide to the **TeamSCOPE Login** and **Authorization Required** screens. See Section 2.2 [Tutorial Logging in], page 5, for a tutorial covering the **TeamSCOPE Login** screen.

The login screen has a text box to enter a username and a password entry box to enter the corresponding password. After filling in the form, click on the **Log In** button to log in. The desired TeamSCOPE page should then appear. If the login screen reappears, there are several possible causes:

- You mistyped your username or password. Try again.
- Your browser does not support cookies or they are disabled. Enable cookies or switch to a browser that supports them.
- You have forgotten your username or password. Ask the TeamSCOPE administrator for assistance.
- Your accounted has been deleted or disabled. Ask the TeamSCOPE administrator for assistance.
- You have discovered a bug in TeamSCOPE. Ask the TeamSCOPE administrator for assistance.

3.2 Activity

This section is a reference guide to TeamSCOPE's **Activity** screen. See Section 2.3 [Tutorial Activity], page 6, for a tutorial covering the **Activity** screen.

The **Activity** screen lists the activities that have taken place since the last time the activity log was reset. Activities are listed in a table, with the following information for each activity:

user
: User whose action caused the activity to be logged.

activity
: Description of the activity. There are three activity categories: file activities, message activities, and calendar activities. File activities come in the following types:
  - Download
  - Archive download (download of a folder's contents in '`.zip`' or '`.tar`' format)
  - Upload
  - Delete
  - Copy
  - Move
  - Rename

- Make new folder
- Remove empty folder
- Change file or folder permissions
- Post comment
- Delete comment
- Read comment
- Comment mailed

Message board activities come in the following types:

- Post message
- Delete message
- Read message
- Message mailed

Calendar activities comes in the following types:

- New calendar event
- Delete calendar event
- Change calendar event
- View calendar event

File

This column heading is a misnomer. In fact, what is listed here depends on the activity category:

File — File related to the activity. In the case of a file move, copy, or rename, both filenames are listed.

Message — Title of the message.

Event — Title of the event.

Date

Date and time that the activity occurred.

The activity table can be sorted based on any of its four columns. To change the sort order, click on the column header's label.

Dates in the activity table are expressed in the currently selected time zone. See Section 3.6 [Options], page 26, for information on selecting a time zone.

The activity table only lists activities that have occurred since the last reset. The activity table can be reset by clicking on the [**Reset**] link at the top of the table.

To see activities that have been cleared off the list by a reset, use **Activity Search**. See Section 3.7 [Search], page 30, for more information.

If there are more activities than can be displayed at once, the activity table will be divided into multiple screens, with a menu of page numbers at the top and the bottom for use in navigation.

The maximum number of activities to display at once is configurable. It is also possible to configure the activity display to show only certain types of activities; see Section 3.6 [Options], page 26, for more details.

3.3 Files

This section is a reference guide to TeamSCOPE's **Files** screen. See Section 2.4 [Tutorial Files], page 7, for a tutorial covering how to use the **Files** screen.

The **Files** screen allows management of files in the shared folder and personal folder. Its screen display is divided into three parts, one of them along the top and the other two side-by-side under it. On the bottom, the left side shows information on the currently selected file or folder. Above this appear a number of tools that can be used for manipulating the file or folder, one of which is selected. The space below these, on the right, is used by the current tool to display additional information.

A single file or folder is selected at any given time. This file or folder's name is given at the top of the left column. Each enclosing folder's name, up to the shared folder or personal folder, is listed above it.

The remaining contents of the left column depend on whether a file or a folder is selected:

- When a folder is selected, the files and folders in the selected folder are displayed below its name in the left column. Normally, only file names and their modifications dates are shown. If you click on the link labeled **More details...**, all of the following are shown:

  Name
  : File or folder's name.

  Size
  : File size, in bytes, kilobytes, megabytes, or gigabytes, as appropriate.

  Date
  : Date of file's last modification.

  User
  : User who uploaded file.

  Group
  : Group that owns file.

  Permissions
  : Types of activities you are permitted on this file.

  Symlinks in the selected folder are displayed by showing both the link name and its target's name, separated by an arrow. Other than name, information on the link's target, not the link, is displayed.

  Each file or folder's name is a link. Clicking on one of these links selects the corresponding file or folder.

  To the left of each folder name is an arrowhead facing either rightward or downward. When the arrowhead faces rightward, clicking on it causes the list of files inside of that folder to be shown in addition to the files in the selected folder and causes the arrow to rotate downward. Clicking on the downward-facing arrowhead reverses the action. The same applies to nested folders.

- When a file is selected, the left column contains a table listing at least the following about the file:

  - User who uploaded file.
  - Date of last modification (last time file was written).

  A link labeled **More details...** is also present. Clicking on this link reveals the additional columns described below. A link labeled **Fewer details...** is then available to hide the additional columns.

  - File size, in bytes, kilobytes, megabytes, or gigabytes, as appropriate.
  - User who created file.
  - Group of user who created file.
  - User's permissions.

The list of files can be sorted by name, date, or size (if visible). Click on a column name in the table header to set the sort order.

The right side of the screen displays the file or folder tools. The tools are used for manipulating files and folders. To select a particular tool, click on its icon or its name.

The tools are described individually in the sections below.

3.3.1 comment tool

This is the default tool, selected automatically when a new file or folder is selected. The comment tool displays any comments that have been made on the selected file or folder. You can read comments, post new comments, reply to others' comments, and delete your own comments from this tool.

The comment tool has the same interface as the team message board. See Section 3.4 [Messages], page 22, for more information.

3.3.2 activity tool

See Section 2.3 [Tutorial Activity], page 6, for a tutorial on using the **Activity** screen, which presents a similar interface.

This tool applies only to files, not folders. The activity tool performs a search of the team activity log and displays all of the activities relevant to the selected file or folder. The activity table displayed has the same interface as the **Activity** screen. See Section 3.2 [Activity], page 15, for details.

3.3.3 view tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

This tool applies only to files, not folders. When it is selected, your web browser will download the file and, if your browser is configured to understand that type of file, load it into a viewer application and display its contents. If your browser is not configured to understand that file type, it will ask for a filename and allow you to save it to disk.

3.3.4 download tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

When applied to a file, selecting this tool causes your browser to download the file and save it to your local machine under a filename that you specify.

When applied to a folder, this tool can be used to download the folder's entire contents (including the contents of any subfolders) as an archive. Selecting the tool will display a form where the archive type may be selected. Currently, '`zip`' and gzip-compressed '`tar`' archive formats are supported.

3.3.5 upload tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen, which includes information on the **upload** tool.

This tool is applicable only to folders. It is used to upload a file from the local machine to the server, storing it in the selected folder. When this tool is selected, a form is displayed. Use the form to select the local file to upload. Enter the name that the remote file should have, if it is different from the name of the local file.

Consider whether to check the checkbox below the remote filename entry box. By default, it is checked.

- When the box is checked, TeamSCOPE will check for a file with the same name as the remote file. If one exists, it will be renamed with a numeric extension before the new version is uploaded. This acts as a simple-minded version-control system.
- When the box is not checked, an existing remote file with the same name is reported as an error.

3.3.6 replace tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

This tool is applicable only to files. It is used to upload a file from the local machine to the server under the name of the selected file. When this tool is selected, a form is displayed. Use the form to select the local file to upload. The remote file will have the name of the selected file.

Consider whether to check the checkbox below the remote filename entry box. By default, it is checked.

- When the box is checked, the selected file will be renamed with a numeric extension before the new version is uploaded. This acts as a simple-minded version-control system.
- When the box is not checked, the existing file will be replaced. The old version is lost.

3.3.7 move tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen, including the **move** tool.

This tool is used to move files and folders from one folder to another. When it is selected, a tree of radio buttons labeled with folders containing the selected file or folder is shown, as well as any folders in the same folder as the selected file or folder.

- To move the selected file or folder into a folder whose name is shown, click on the radio button labeled with its name, then click on the **Move** button.
- If the target folder is not shown, click on the radio button labeled with the name of a folder containing the target folder, then click on the **Update** button. Repeat this action until the target folder is shown, then click on the radio button labeled with its name. Click on **Move** to complete the action.

3.3.8 rename tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

Use this tool to change the name of the selected file or folder. When it is selected, a form is displayed. Type the new name for the file or folder in the text box, then click on the **Rename** button.

3.3.9 new folder tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen, including the **new folder** tool.

This tool applies only to folders. Use it to create a new folder inside the selected folder. When this tool is selected, a form is displayed on which you can enter a name for the new folder. After typing the name, click on **Create Folder** to create the folder.

3.3.10 remove folder tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen, including the **remove folder** tool.

This tool applies only to folders. It is used to remove an empty folder. To remove the selected folder, which must be empty, select this tool, then click on **Remove Folder**.

3.3.11 access tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

Use this tool to change file or folder permissions; i.e., to assign privileges for the file or folder to different users.

For this tool's purposes, there are three classes of user:

Owner
: This is the user who uploaded the file and should not be construed as ownership in any other sense.

Group
: All the members of the workgroup of the user who uploaded the file comprise its group.

Other
: Users who do not fall into either of the previous two categories; i.e., users not in the same workgroup.

Within each category of user, three types of access may be independently allowed or disallowed for a file or a folder. For a folder, the access types are:

List Files
: This class of users is permitted/forbidden to view the list of files in this folder.

Write
: This class of users is permitted/forbidden to write files into this folder. Setting this permission also permits users to rename, delete, and overwrite files in this folder, unless "sticky file permissions" (see below) is also set.

Access
: This class of users is permitted/forbidden to access files in this folder or any of its subfolders.

For a file, the access types are:

Read
: This class of users is permitted/forbidden to read from this file.

Write
: This class of users is permitted/forbidden to write to this file, including overwriting its contents or deleting it.

Execute
: This class of users is permitted/forbidden to execute this file as a program.

In addition, each file or folder has three further permissions settings, which are invariant across classes of user. These setting are as follows for a folder:

Default file owner is folder owner
: Normally, when a new file is created within a folder, the owner of the new file is the user who created it. But when this is enabled, the owner is the owner of the folder.

Default file owner is folder owner
: Normally, when a new file is created within a folder, the group of the new file is the workgroup of the user who created it. But when this is enabled, the group is the group of the folder.

Sticky file permissions
: Normally, if a user class has permission to write to a folder, that implies permission to rename, delete, and overwrite any files within that folder, regardless of those files' own permissions. When this setting is enabled, it is also necessary to have permission to write to individual files in order to rename, delete, or overwrite them.

These settings are as follows for a file:

Set-user-id execution
: When set, executing this program will cause the user to acquire the owner's rights for the duration of its execution. Since this permission is a security risk, it should be used only by those who understand its full implications.

Set-group-id execution
: When set, executing this program will cause the user to acquire the owner group's rights for the duration of its execution. Since this permission is a security risk, it should be used only by those who understand its full implications.

Save text
: Meaning varies from one UNIX system to another. Not generally useful.

Use the checkboxes to select the desired permissions for the selected file or folder. When done, click on **Change Permissions** to cause your changes to take effect.

3.3.12 copy tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen in general.

This tool is applicable only to files. It is used to make a copy of the selected file, possibly into another folder. Selecting it presents a form. Enter the name of the new file into the text box. If you want to put the copy in a different folder, then select the folder using the same procedure as with the **move** tool above. When done, click on the **Copy** button to copy the file.

3.3.13 delete tool

See Section 2.4 [Tutorial Files], page 7, for a tutorial on using the **Files** screen, including the **delete** tool.

This tool is for files only. It is used to delete a file. Deleted files cannot be recovered, so use care. When this tool is selected, a form appears containing a pair of confirmatory radio buttons. To delete the file, select the radio button labeled **Yes**, then click on the **Delete** button.

3.4 Messages

This section is a reference guide to TeamSCOPE's **Messages** screen. See Section 2.5 [Tutorial Messages], page 10, for a tutorial covering how to use the **Messages** screen.

All of the following, except where indicated, also apply to the **Files** screen **comment** tool. See Section 3.3 [Files], page 17, for more information on the **Files** screen.

3.4.1 Message Index

See Section 2.5 [Tutorial Messages], page 10, for a tutorial on using the **Message** screen, including the message index.

The main messages screen lists the title, author, and posting date for each message in the main message board. By default, only the messages that have been posted since the last reset are shown.

There are three links at the top and bottom of the list of messages:

Reset
: Reset the message board. In the future, the messages currently shown will not be shown again.

Full Contents
: Show all the messages, even those that would normally be hidden due to a reset.

Post
: Post a new message. See Section 3.4.3 [Posting Messages], page 23, for instructions.

On the main **Messages** screen, but not on the **Files** screen **comment** tool, a list of files that have comments is shown. To view the comments on one of these files, click on its name.

3.4.2 Viewing Messages

See Section 2.5 [Tutorial Messages], page 10, for a tutorial on using the **Messages** screen, including viewing messages.

To view the contents of a particular message, click on its title link. The page will refresh to show the title, author, and posting date of the specified message, along with its content. The list of team members who have viewed the message is also shown. A list of all the messages in the thread is displayed at the bottom.

To reply to the message, click on the [**Reply**] link below its content. See Section 3.4.3 [Posting Messages], page 23, for instructions on using the message posting screen.

If you are the author of the message shown, you may delete it by clicking on the [**Delete**] link. Message deletion is permanent; it cannot be undone.

3.4.3 Posting Messages

See Section 2.5 [Tutorial Messages], page 10, for a tutorial on using the **Messages** screen, including posting messages.

There are two ways to post a message:

- To post a message and start a new thread, click on **Post** on the main **Messages** screen or the main **comment** tool display in the **Files** screen.
- To reply to an existing message, click on the [**Reply**] link following its content when viewing the message.

Either way, the **Post** screen will be displayed. At the top, the message being replied to, if any, is displayed. Below, a text box for the message title and a text area for its content are displayed. Fill these in as appropriate for your message.

You can write URLs and email addresses as part of the message title or contents. To do so, write them in the form `<URL:`*url*. For instance, `<URL:http://www.msu.edu>` will be displayed as a link to www.msu.edu. If there is no colon in *url*, then TeamSCOPE will guess what sort of URL is intended: if *url* does not contain an at sign (‘`@`’) then it will be taken as an `http://` web URL, otherwise as a `mailto:` email URL.

To see a preview of what the message will look like after posting, click on the **Preview** button. You may then continue edit to edit the post. **Preview** may be used as many times as necessary.

When done writing your message, click on **Post** to post it.

3.5 Calendar

This section is a reference guide to TeamSCOPE's **Calendar** screen. See Section 2.6 [Tutorial Calendar], page 12, for a tutorial covering how to use the **Calendar** screen.

The top of the calendar screen contains, on the left side, a drop-down selection box and possibly a button labeled **Go!** and, on the right side, a pair of links for setting calendar display mode (calendar or Gantt) and a link for creating a new calendar event.

Below, on the left side, the time period selected is shown on a graphical calendar. The title of each event in the period of interest is listed on the right side. Each event title is a link to more information on the event. See Section 3.5.2 [Viewing Events], page 25, for more details.

Use the drop-down box to navigate dates:

Today
This week
This month
This set of options allows you to see the calendar events for sets of dates relative to today's date.

Other... Lets you choose an arbitrary range of dates.

Forward a day
Forward a week
Forward a month
These options advance the currently shown dates by an amount of time. For instance, if the first week in April is currently shown, and you select on **Forward a week**, then TeamSCOPE will show the second week in April.

back a day
Back a week
Back a month
This set of options backs up the currently shown dates in the same way.

Import MS Project Timeline
Allows import of events from MS Project. See Section 3.5.3 [Import Timeline], page 25, for more information.

Some web browsers require you to click on the **Go!** button after making a choice from the drop-down menu.

To create a new event, click on the [**New Event**] link on the right side. See Section 3.5.1 [New Event], page 24, for more information.

To switch the view between standard calendar and a pseudo-Gantt chart view for the currently selected period of time, click on one of the links labeled [**Calendar View | Gantt View**]. Only one of the links is active at any given time.

The calendar view displays a graphical calendar for each month in the period of interest. Days for which events are listed on the right side are shaded gray. Days on which events actually occur, whether listed or not, are marked with a red circle.

The Gantt view displays event durations as bars along a horizontal axis and event names as text along a vertical axis.

3.5.1 New Event

See Section 2.6 [Tutorial Calendar], page 12, for a tutorial on using the **Calendar** screen, including creating new events.

To create a new event, click on the [**New Event**] link on the right side of the main **Calendar** screen. The page will refresh to display a form.

Fill in the contents of the form according to the instructions given on it. When done, click on the **Submit** button.

3.5.2 Viewing Events

See Section 2.6 [Tutorial Calendar], page 12, for a tutorial on using the **Calendar** screen, including viewing events.

To view the details of an event, click on its title in the main **Calendar** screen. The page will refresh to display details on the selected event.

The main part of the **Event View** page displays the event's attributes. Below, there are two buttons:

Edit Event
: Click on this button to edit the event. This will bring up a page similar to the **New Event** screen, where the event's details can be edited. When finished, click on the **Submit Changes** button.

Delete Event
: Click on this button to delete the event.

3.5.3 Import Timeline

You can import timeline data produced in MS Project into TeamSCOPE's calendar. This is a two-step process. In the first step, you save the MS Project file in a tab-delimited text format. The second step uploads this text file to TeamSCOPE, which translates it into calendar events.

To save an MS Project file in a tab-delimited format that TeamSCOPE can understand, follow these steps for MS Project 98:

1. Start MS Project and load the '`.mpp`' file that you want to import into TeamSCOPE.
2. Select **Save As...** from the **File** menu. Within the **Save As** dialogue box, select **Text (tab delimited)** from the **Save as type** drop-down box, then type a filename and click on the **Save** button.
3. An additional dialogue box appears. Within this dialogue box, click on the radio button labeled **Selective data**. Then, from the list box labeled **Import/export map to use for exporting**, select **Default task information**. Finally, click on the **Save** button.
4. Close MS Project.

The second step is to give TeamSCOPE the text file saved in the previous step. Start TeamSCOPE, log in, select **Calendar** from the main menu, and click on the **Go!** button if necessary. From the main calendar screen, select **Import MS Project Timeline** from the calendar menu, and again click on the **Go!** button if necessary.

The **Import MS Project Timeline** screen will appear. On this screen, select the saved tab-delimited file and decide on import options, then click on the **Import** button. If all goes well, you should be presented with a list of events that were successfully imported. You can then click on a button at the bottom of the screen to view the full range of imported events in TeamSCOPE's usual calendar format.

3.6 Options

This section is a reference guide to TeamSCOPE's **Options** screen. See Section 2.7 [Tutorial Options], page 13, for a tutorial covering how to use the **Options** screen.

The **Options** screen presents two columns of options:

- The left column contains options that can be set directly. After changing any of these options, be sure to click on the **Set Options** button at the bottom to make them take effect.
- The right column contains options that display a new page to change their settings. If you modify any of the settings in the left column, be sure to save your changes using the **Set Options** button before setting any of these options.

Each option is explained individually below.

Time Zone

Select your preferred time zone. All dates and times output by TeamSCOPE will be expressed relative to this time zone. All dates and times that you supply to TeamSCOPE are interpreted relative to this time zone.

Email Options

You can have TeamSCOPE send you email updates of activities that have occurred. Select one of the frequency options from the list, or **Do not send periodic mails** if you prefer not to receive such emails.

TeamSCOPE can send email as plain text, HTML, or both. Select your preference from the second group of options.

By default, only the subject line of messages and comments are included in summary emails. Messages' bodies can be included as well. Alternatively, messages can be mailed individually. The latter choice takes effect even if summary emails are not enabled. Select your preference from the third group of options.

Web/Email Interaction

If you do not have TeamSCOPE set up to email you activity updates (see above), you can ignore these options.

When TeamSCOPE sends you email updates, you may not want it to show you those articles in the **Activity** screen. If so, then check the appropriate box.

Conversely, when you **Reset** the activity log, you may not want TeamSCOPE to mail you information about those activities. If so, then check the appropriate box.

Session Idle Time

After a certain length of time without use of TeamSCOPE, the system will automatically log you out. After this occurs, you will have to re-enter your username and password. Use this option to configure the idle duration necessary to trigger this behavior.

Chat Window

TeamSCOPE incorporates a simple Java-based chat client that allows team members who are logged in simultaneously to conveniently interact.

There are three choices for TeamSCOPE chat style:

- Display a separate window with the chat client activation button. This window appears only once, at the beginning of the TeamSCOPE session, and there are no per-page bandwidth costs, so this is a good choice for use at low-bandwidth sites, such as connections made through a modem. Requires Java and JavaScript support in your browser.
- Put the chat client activation button in the TeamSCOPE header that appears on each page. Requires Java support in your browser. This can be bandwidth-intensive, since it requires an additional network connection to the server for every page loaded, so it is recommended only for users with a fast Internet connection.

  > **Please note:** This option is known to frequently crash many versions of Netscape Navigator.
- Disable TeamSCOPE's chat functionality. Other users can still see that you are logged on, but you will not be able to chat with them. No special browser support is required.

Primary Group
This option appears only if you belong to more than one TeamSCOPE group. Select the group that you would like TeamSCOPE to log you into by default. You can always switch to a different group using the main TeamSCOPE menu.

Email Filter
This option has no effect if you do not have TeamSCOPE set up to email you activity updates (see above).

You may not want to be emailed information about all types of activities. To select the particular type of activities that you would like to be emailed, click on this link and follow the prompts.

See Section 3.6.1 [emailfilter], page 27, below, for more information.

Activity Filter
You may not want to see all types of activities on the **Activity** screen. To select the particular type of activities that you would like to see, click on this link and follow the prompts.

See Section 3.6.2 [webfilter], page 28, below, for more information.

Change Password
To change your TeamSCOPE login password, click on this link and follow the prompts. Changing your TeamSCOPE login password also affects your UNIX login password.

See Section 3.6.3 [password], page 29, below, for more information.

3.6.1 Email Filter

This screen is reached from the TeamSCOPE **Options** screen (see Section 3.6 [Options], page 26). See Section 2.7 [Tutorial Options], page 13, for a tutorial covering how to use the **Options** screen.

The options on this screen affect which events will be emailed to you. These options have no effect if you do not have TeamSCOPE set up to email activity updates to you (see Section 3.6 [Options], page 26).

This screen contains the following settings:

User
: Select the users in whose activities you are interested. If none are selected, then all users will be included.

  With some web browsers, it is necessary to hold down Control or Shift to select more than one item.

Category
: Select the categories of activities in which you are interested:

  File
  : Activities related to files, including comments on files.

  Message Board
  : Message board postings.

  Calendar Event
  : New and changed calendar events.

Filename
: If you are only interested in activities related to specific files, type part of a filename here. Only activities related files containing that string, if any, will be selected.

Date
: To select only activities taking placing before or after a specific date, type the dates here.

Order by
: Select your preferred sort order for activity listing from the list of those available.

Results per page
: Maximum number of activities that will be emailed on any particular day.

After setting the options, click on **Set Email Filter** to make your changes take effect.

3.6.2 Activity Filter

This screen is reached from the TeamSCOPE **Options** screen (see Section 3.6 [Options], page 26). See Section 2.7 [Tutorial Options], page 13, for a tutorial covering how to use the **Options** screen.

You may not want to see all types of activities on the **Activity** screen. Use this screen to select the activities in which you are interested.

This screen contains the following settings:

User

Select the users in whose activities you are interested. If none are selected, then all users will be included.

With some web browsers, it is necessary to hold down Control or Shift to select more than one item.

Category

Select the categories of activities in which you are interested:

File

Activities related to files, including comments on files.

Message Board
Message board postings.

Calendar Event
New and changed calendar events.

Filename

If you are only interested in activities related to specific files, type part of a filename here. Only activities related files containing that string, if any, will be selected.

Date

To select only activities taking placing before or after a specific date, type the dates here.

Order by

Select your preferred sort order for activity listing from the list of those available.

Results per page
Maximum number of activities that will be shown on one page.

After setting the options, click on **Set Activity Filter** to make your changes take effect.

3.6.3 Password Change

This screen is reached from the TeamSCOPE **Options** screen (see Section 3.6 [Options], page 26). See Section 2.7 [Tutorial Options], page 13, for a tutorial covering how to use the **Options** screen.

Use this screen to change your TeamSCOPE login password. Enter your current password in the box provided, then enter the new password twice, once in each of the provided boxes. When finished, click on **Change Password** to cause the change to take effect.

Changing your TeamSCOPE login password also changes your UNIX login password.

3.7 Search

The **Search** screen is used for two very different types of searches:

activity searches
This searches TeamSCOPE's log of activities. See Section 3.7.1 [activitysearch], page 30, for more information.

document searches
This searches for files or folder matching specified criteria. See Section 3.7.2 [filesearch], page 31, for more information.

3.7.1 Activity Search

This screen is used to search the database of activities. For a tutorial covering TeamSCOPE activities, See Section 2.3 [Tutorial Activity], page 6. For reference information on activities, see Section 3.2 [Activity], page 15.

This screen is accessed through the **Search** screen (see Section 3.7 [Search], page 30).

This screen presents the following form:

User

Select the users in whose activities you are interested. If none are selected, then all users will be included.

With some web browsers, it is necessary to hold down Control or Shift to select more than one item.

Category

Select the categories of activities in which you are interested:

File

Activities related to files, including comments on files.

Message Board
Message board postings.

Calendar Event
New and changed calendar events.

Filename

If you are only interested in activities related to specific files, type part of a filename here. Only activities related files containing that string, if any, will be selected.

Date

To select only activities taking placing before or after a specific date, type the dates here.

Order by

Select your preferred sort order for activity listing from the list of those available.

Results per page
Maximum number of activities that will be shown on one page of results.

When the form is filled in satisfactorily, click on the **Find** button. Search results are displayed in the same manner as the **Activity** screen (see Section 3.2 [Activity], page 15).

3.7.2 Document Search

This screen is used to search for files using user-specified criteria. For a tutorial covering TeamSCOPE file management, see Section 2.4 [Tutorial Files], page 7. For reference information on file management, see Section 3.3 [Files], page 17.

This function is accessed through the **Search** screen (see Section 3.7 [Search], page 30).

Fill out the displayed form:

Search for
Type part of a filename for which you search. If left blank, files are not rejected based on name. The exact way that filenames are used for selection is also affected by **Match type**, below.

Search within
Choose the folder within which you want to search for files.

Match type
Choose one of the following options for filename matching:

Substring match
Match any file whose name contains the specified string.

Wildcard match
Match as above, but allow '?' to stand for any single character and '*' to stand for any number of characters. ('?' and '*' will not match the '/' character.)

Exact filename
Match a file whose name is the specified string.

Match case-insensitively
If set (which it is by default), case of letters is not considered when matching filenames. Otherwise, case is significant.

Modification date
To search for files last modified after or before specified dates, enter them here.

Sort results by
Choose one of the following options as a sort order:

No sorting
When selected, files are displayed in the order that they are found. This is faster than other sort options because it is not necessary to find all matching files before any can be displayed.

Name
Date
Size

Maximum number of results
Select the maximum expected number of results.

When the form is filled in, click on **Search** to execute the document search.

3.8 Info

The **Info** screen can be used to obtain information on team members. To use it, fill out the form and click on the **Submit** button.

3.9 Log Out

Click on **Log Out** to end your TeamSCOPE session. When you log out, a page will be displayed in confirmation. To log back in, click on the **Log In** button, which will take you to the **TeamSCOPE Login** page. See Section 3.1 [Auth], page 15, for more information on logging in to TeamSCOPE.

3.10 Help

The TeamSCOPE **Help** screen is intended to help answer your questions about using the TeamSCOPE system. The **Help** screen provides both tutorial and reference information on most TeamSCOPE features. See the table of contents for a complete list of what's included in the TeamSCOPE documentation.

3.11 Feedback

The **Feedback** screen is provided as a way of contacting the TeamSCOPE development team to report bugs and suggest new features. To use it, fill in the on-screen form, then click on the **Submit** button. Your comments will be sent to the TeamSCOPE developers and you should receive a message back from them within a few days.

The **Feedback** screen can be reached from anywhere in TeamSCOPE by clicking on the **Feedback** link at the bottom of the page.

Another way to contact the TeamSCOPE development team is to send mail to `scope@cscw.msu.edu`.

3.12 Team Site

The TeamSCOPE **Team Site** screen, by default, displays a summary of TeamSCOPE's **Activity**, **Messages**, and **Calendar** screens:

- On the left side, a calendar for the current month is shown, along with any events scheduled for today and recent calendar-related activities.
- On the right side at the top, a list of recent message board posts.
- Below the message board summary, a list of recent activities.
- Below the recent activities, a list of TeamSCOPE resources.

The **Team Site** is customizable. See Section 4.1 [How to Customize the Team Site], page 33, for more information.

4 How To

This chapter explains how to use TeamSCOPE to accomplish specific tasks.

4.1 How to Customize the Team Site

The TeamSCOPE team site can be customized. By default, the team site is stored in a file named '`index.shtml`' in a folder named '`www`' under the team's shared folder.

You can modify '`index.shtml`' in the same manner that you modify any other TeamSCOPE file: first download it, then change it (using a text editor) on your local computer, then upload the new version. After you upload a new version, the team site should change to show your new version as soon as you reload it in your web browser.

'`index.shtml`' is in a format called *server-parsed HTML* ('`.shtml`'). This is similar to regular HTML, except that it can contain special comments that are instructions to the web server, rather than the web browser. This allows the file to contain a "template" of what the page should contain, with the blanks being filled in by TeamSCOPE at the time that the page is loaded.

For a full description of server-parsed HTML format, see the Apache website at `http://www.apache.org/docs/mod/mod_include.html`. However, the commands used in the default team site are simple enough that you may not have to look at the '`.shtml`' reference.

If you want the team site page to retain its dynamic nature, meaning that it reflects the current state of TeamSCOPE for your team, be sure to edit it with a text editor. Most HTML editors will not understand the special '`.shtml`' directives. Using them will tend to destroy the dynamic nature of the page.

Another caution: don't save the '`index.shtml`' file with your web browser's "Save Page" function. This will save a snapshot of the page, which will again destroy its dynamic nature. Instead, use TeamSCOPE's **download** tool on the **Files** screen.

Alternatively, if you want to completely replace '`index.shtml`' with a new page of your own design, you can. You can do this by replacing '`index.shtml`'. Alternately, you can name your replacement page '`index.html`' without deleting '`index.shtml`', and it will automatically override the existing '`index.shtml`'.

4.2 How to Create Public Web Pages

You can use TeamSCOPE to serve public web pages for your team. The easiest way to do so is to create a subfolder of the '`www`' folder inside the shared folder. Then, put '`.html`' files and whatever other files you want inside the folder that you created.

By default, the files that you have uploaded will *not* be available to the public. To make them publicly available, you must create a file in your new folder with the special name '`.htaccess`' (note the leading dot). Put the following single line of text in this file, exactly as shown:

```
Satisfy any
```

Once this is done, the URL to your uploaded files is `http://`*server*`/teams/`*team*`/`*folder*`/`*filename*

with the following meanings for variables:

server Name of the TeamSCOPE server.

team Name of your team.

folder Name of the subfolder under '`www`' that you created.

filename Name of the file of interest.

For instance, if your server is '`cscw.msu.edu`', you are in team '`admin`', and your file's full name (under the shared folder) is '`www/public/index.html`', then the URL would be

```
http://cscw.msu.edu/teams/admin/public/index.html
```

As it happens, '`index.html`' is the default file that is accessed when a folder name is given without a filename, so the URL above could also be expressed this way:

```
http://cscw.msu.edu/teams/admin/public
```

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