

19. Team tools

Team tools are available from the navigation pane in the **Home, Creating, Editing, Setup** and **Development** tabs. The tools available in each tab are relevant to the tab (not all have the same tools).

Tools are:

- Inbasket
- Bulletin board
- Deadlines
- Calendar / Team Calendar

19.1 OBJECTIVES

By the end of this chapter you should:

- be familiar with the purpose of the Inbasket
- know how to use the Inbasket for items that require follow-up, story leads, articles submitted to an inbasket email address
- know how to post items to the Bulletin Board
- be able to delete a posting that you made to the Bulletin Board
- know how to use the Deadlines feature.

19.2 INBASKET

The Inbasket is used for work that hasn't yet been assigned or has recently been submitted by authors.

If authors are submitting their copy to an email address, they often submit to an inbasket email address. The address is contained in the email brief that is sent via edDesk. This means that editors can go to their Inbasket and then edit the article, assigning appropriate sections and subsections and other information.

The inbasket can also be used for items that need to be followed up, for example, potential story ideas.

Inbasket items are articles, assigned to section *Inbasket*.

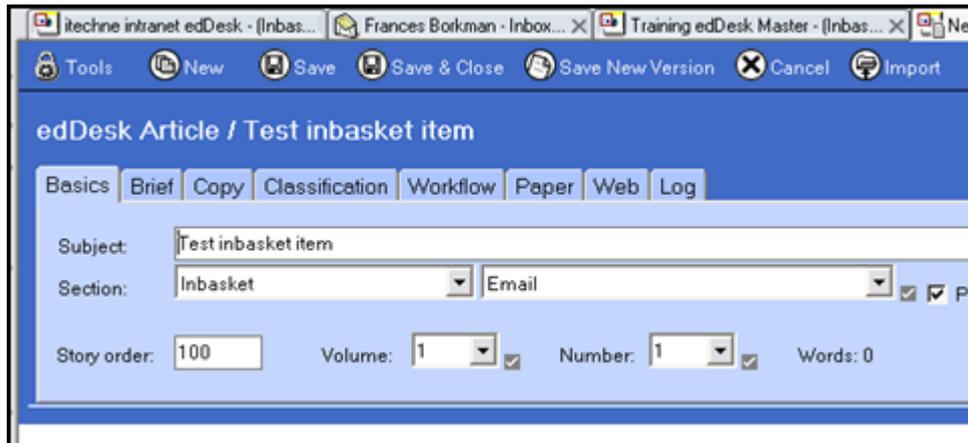


Figure 180: Inbasket item that is going to contain an email

1. Create the article as usual.
2. Section: select *Inbasket*.
3. Subsection: choose from *Email* or *Stories*:
 - a. Email: select this option if you are copying an email into the Inbasket. This is often used for new projects, or ideas / leads to follow up.
 - b. Stories: select this option for all other Inbasket articles.
4. Volume / Issue: If you don't know when you want this Inbasket articles to be published or posted, you can select Volume: 1 Number 1.
5. <Save> your Inbasket article.

i Looking at the Inbasket

1. Select **Team tools**, from the navigation pane.
2. Select *Inbasket*. All inbasket items are listed.

19.3 BULLETIN BOARD

Bulletin board is generally used by people as a “classifieds” and for interesting snippets of information.

Each listing on the bulletin board is known as a “post”. Posts are categorised when you create them:

- Announcement
- Press Release
- Notice
- Reminder
- Comment

i Posting an item to the bulletin board

1. Click on *<New Post>*.
2. The **Post / New post** form displays as below.

Figure 181: Post / New post form when first displayed.

3. **Subject:** enter the subject of your post. The subject is displayed on the bulletin board listings. Make sure it is meaningful.
4. **Type:** select the type of item you are posting. Your choices are:
5. **Category:** enter keywords for your post. Separate keywords with a comma.
6. Enter the text for your bulletin board post in the white text area.
7. Click on *<Save>* or *<Save & Close>* when you have created your post.

ii Deleting a posting from the Bulletin board

1. Click on the post to be deleted.
2. Press *<Delete>*. The post is marked with a cross. Do this for each post to be deleted.

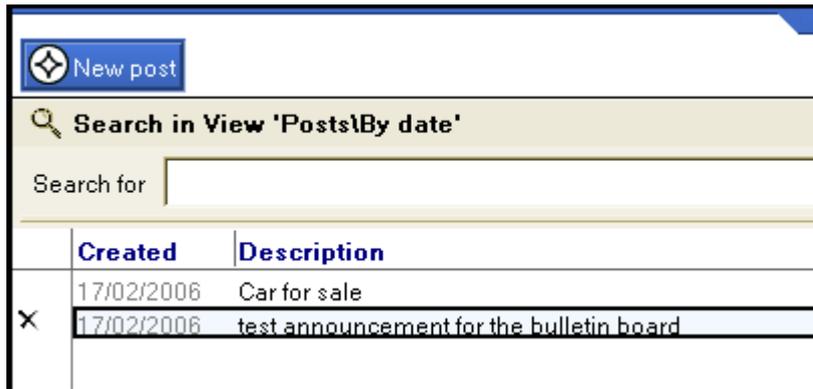


Figure 182: Posting to be deleted is marked with an "X".

3. Press <Refresh (F9)>.
4. A message displays "Do you want to delete (number of items) documents from the database (databasename)?"
5. Click on <Yes> to delete the post(s).
6. Your Bulletin board is updated and the deleted posts are no longer listed.

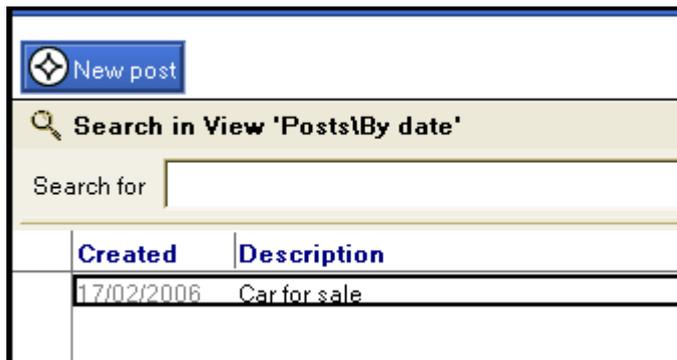


Figure 183: Deleted postings no longer listed after Refreshing.

iii Displaying bulletin board postings

You can display items posted to the Bulletin board from the:

Left navigation pane

1. Select **Team tools**.
2. Select *Bulletin board*. The bulletin board is displayed as below.



Figure 184: Bulletin board.

Home tab

1. Select the **Home** tab.
2. Look at the **Announcements** area – at the bottom right of the tab.



Figure 185: Announcements area displaying the most recent bulletin board postings.

3. The bulletin board postings are displayed, with the most recent posting at the top of the list.
4. *New post*: select this if you want to add a new post to the bulletin board.
5. *View more announcements*: select this if you want to view the entire bulletin board.

19.4 DEADLINES

Deadlines lists all deadline dates for articles. The most future deadline is at the top of the list. The default is to show an “expanded view” of your deadlines. This means that subarticles are also listed.

A down triangle next to an article subject means that the article has subarticles and they are displayed hierarchically, with each level of the hierarchy being indented from its parent.

Deadline	Subject	Status	Author	Issue/Section
21/11/2005	Test for New and Modified Articles Agent	Concept	Frances Berkman	2005 / 10 / Resources / Manuals
10/11/2005	Another test article for Frances test view	Concept	Frances Berkman	2005 / 10 / Resources / Manuals
08/11/2005	Another view test	Concept	Wile E. Coyote	2005 / 10 / Resources / Manuals
08/11/2005	Test new document for agents	Concept	Frances Berkman	2005 / 10 / Resources / Manuals
25/10/2005	An Editors' and Authors' Introduction to edDesk	Concept	Frances Berkman	2005 / 10 / Resources / Manuals
25/10/2005	Subarticle: 1. Introduction			
25/10/2005	Subarticle: 1.2 General Objectives			
14/09/2005	test	Concept	Frances Berkman	2005 / 9 / Resources / Reference materials
23/06/2005	Frances L. Berkman	Concept	Frances Berkman	0 / 0 / Team / Non-legal
21/04/2005	Advertisement for new office junior	Filed	Frances Berkman	2005 / 3 / Corporate / Human Resources

Figure 186: Default Deadlines page. Note that subarticles are listed.

Information displayed is:

- **Deadline date:** date entered at the **Brief** tab in the Copy deadline field.
- **Subject:** Subject of the article.
- **Status:** where the article is up to in the workflow.
- **Author:** name of the author assigned to the article.
- **Issue/Section:** Volume and Issue number for the article and the section and subsection in which the article has been created.

① see [section 4.4ii: Display of results](#) for instructions on expanding and collapsing the article hierarchy.

① see [Chapter 18: Folders](#) for instructions on using Folders.

19.5 CALENDAR / TEAM CALENDAR

This feature is currently being developed and is unavailable.