

A) Generate a shared folder structure

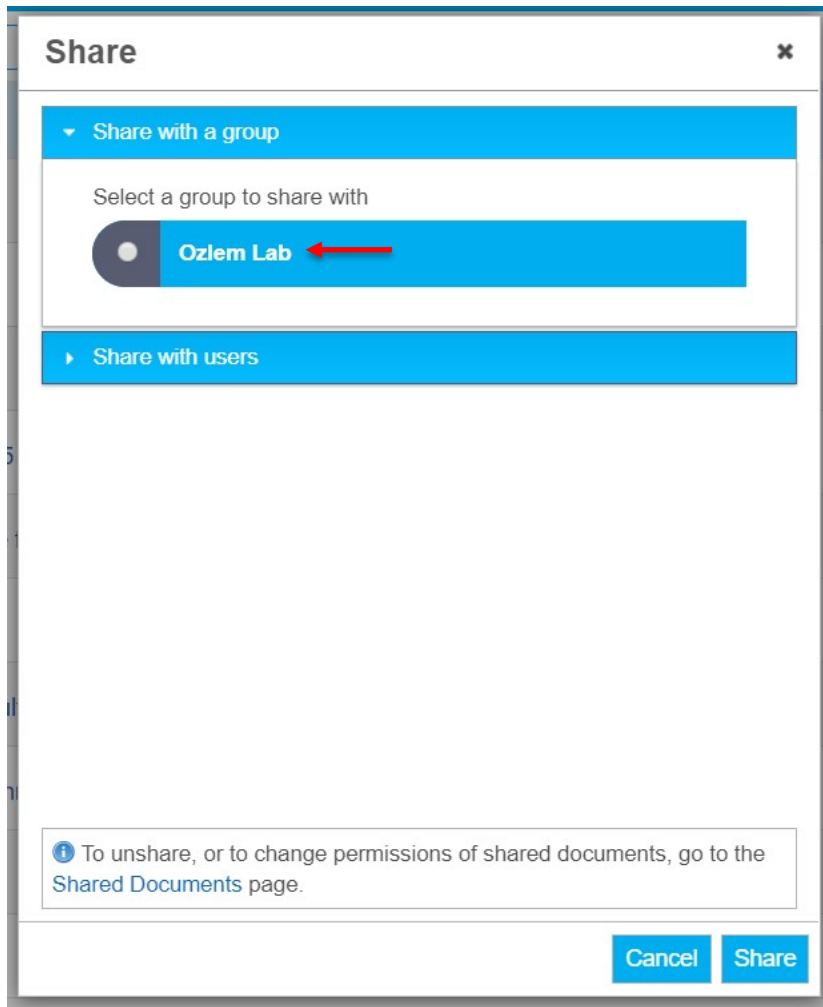
Step 1: Select any kind of document under your Workspace and click on „Share“

The screenshot shows the RSpace Enterprise interface. At the top, there is a navigation bar with 'Workspace' highlighted and a red arrow pointing to it. Below the navigation bar is a toolbar with various icons, including a 'Share' icon with a red arrow pointing to it. Below the toolbar is a table of documents. The table has columns for 'Type', 'Name', 'Created', 'Modified', 'ID', and 'Owner'. The document 'Experiment 125 Manuel' is selected, indicated by a blue checkmark in the 'Type' column and a red arrow pointing to it.

Type	Name	Created	Modified	ID	Owner
<input type="checkbox"/>	Templates	2021-11-23 10:38	2021-11-23 10:38	FL405	Manuel Ehling
<input type="checkbox"/>	Shared	2021-11-23 10:38	2021-11-23 10:38	FL390	Manuel Ehling
<input checked="" type="checkbox"/>	Experiment 125 Manuel	2022-02-22 18:38	2022-03-03 16:00	SD3022	Manuel Ehling
<input type="checkbox"/>	Examples	2021-11-23 10:38	2021-11-23 10:38	FL394	Manuel Ehling
<input type="checkbox"/>	Daily tasks technician Manny	2022-01-05 09:43	2022-01-05 09:43	NB851	Manuel Ehling

Select document and then click Share

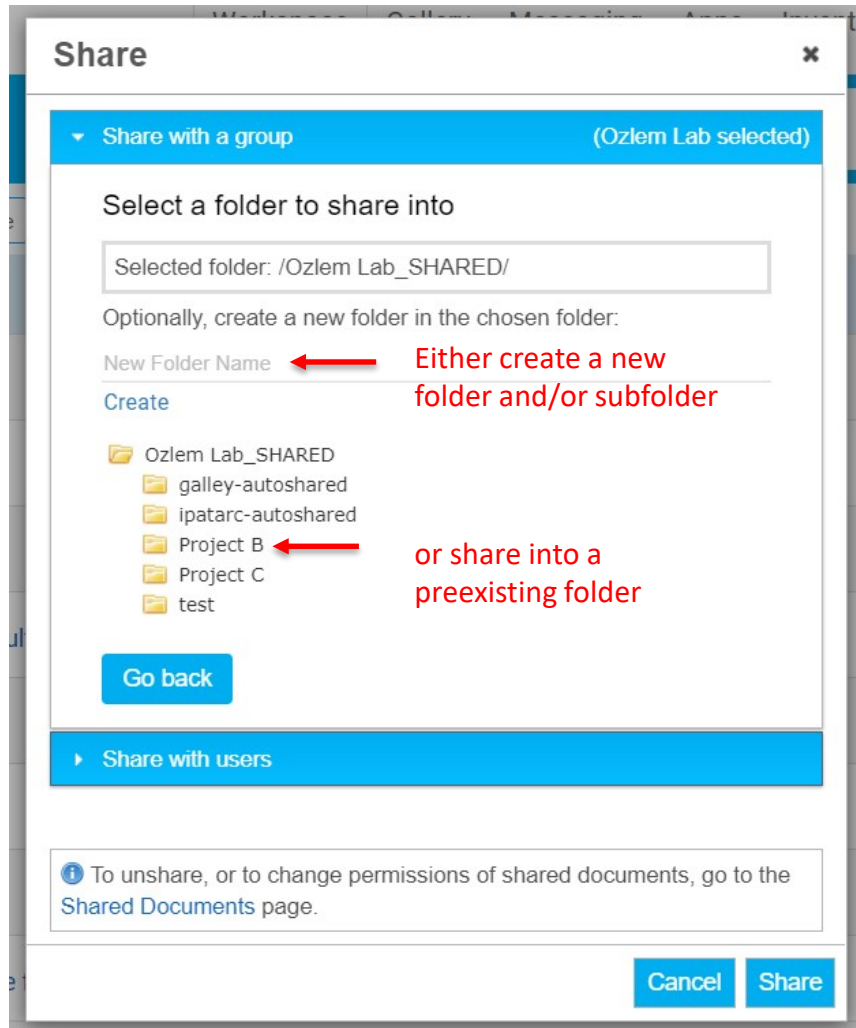
Step 2: Choose the lab and folders, into which you want to share your document



Click **HERE** on the lab group, you want to share your document with

Do **NOT** click Share, yet!!!

Step 3: Choose the lab and folders, into which you want to share your document



Once you have selected a folder to share into, click on Share

Step 4: Define the sharing rights

Share

▼ Share with a group (Ozlem Lab selected)

Specify permissions

I want members of the **Ozlem Lab** group to be able to **Edit** my shared item(s).

Go back

▶ Share with users

To unshare, or to change permissions of shared documents, go to the Shared Documents page.

Cancel Share

Define the rights you want to give your lab mates (Read only or Edit)

Confirm and Share

B) Access shared lab folders: Click on Shared

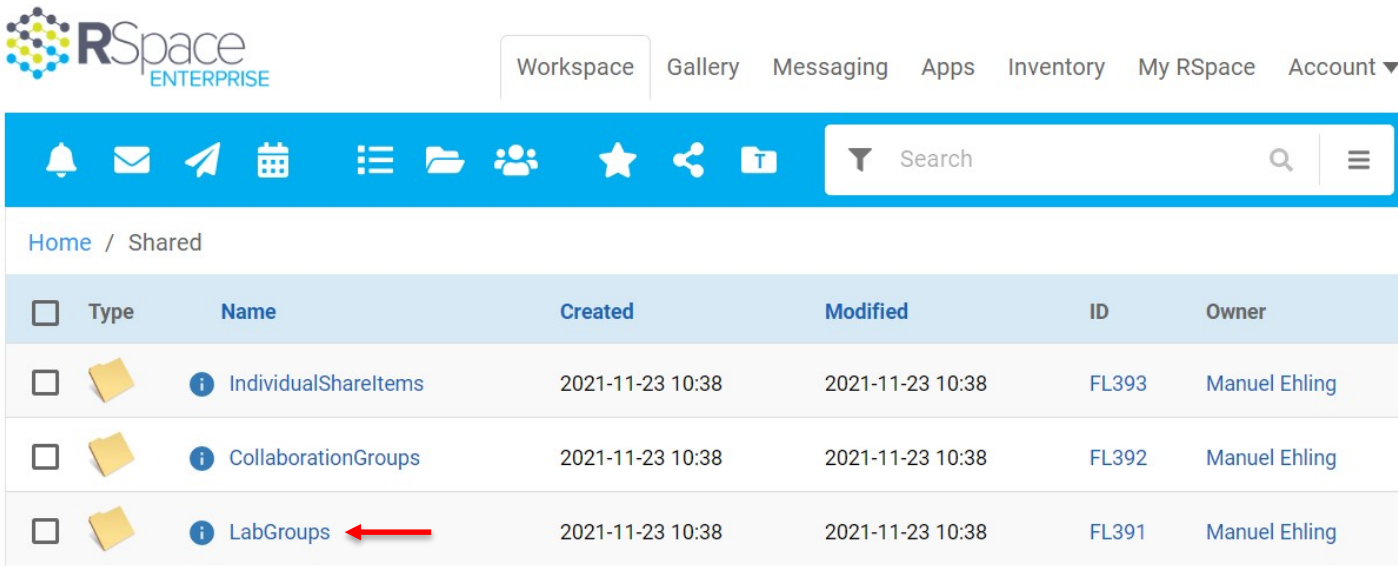
The screenshot shows the RSpace Enterprise interface. At the top, there is a navigation bar with 'Workspace' selected, and other options like 'Gallery', 'Messaging', 'Apps', 'Inventory', 'My RSpace', and 'Account'. Below this is a blue toolbar with a 'CREATE' button and various icons for notifications, email, calendar, list, folder, people, star, share, and document. A search bar is also present. The main content is a table of folders:

Type	Name	Created	Modified	ID	Owner
	Templates	2021-11-23 10:38	2021-11-23 10:38	FL405	Manuel Ehling
	Shared	2021-11-23 10:38	2021-11-23 10:38	FL390	Manuel Ehling
	Experiment 125 Manuel	2022-02-22 18:38	2022-03-03 16:00	SD3022	Manuel Ehling
	Examples	2021-11-23 10:38	2021-11-23 10:38	FL394	Manuel Ehling
	Daily tasks technician Manny	2022-01-05 09:43	2022-01-05 09:43	NB851	Manuel Ehling

Click on „Shared“ here, to find the shared folders you just created.

This icon indicates, that this document is now shared with other users

B) Access shared lab folders: Click on LabGroups



The screenshot shows the RSpace Enterprise interface. At the top, there is a navigation bar with the RSpace logo and several menu items: Workspace, Gallery, Messaging, Apps, Inventory, My RSpace, and Account. Below the navigation bar is a blue toolbar with various icons for notifications, messages, calendar, list view, folder view, people, star, share, and a search bar. The main content area displays a table of shared folders under the path 'Home / Shared'. The table has columns for Type, Name, Created, Modified, ID, and Owner. Three folders are listed: IndividualShareItems, CollaborationGroups, and LabGroups. A red arrow points to the 'LabGroups' folder.

<input type="checkbox"/>	Type	Name	Created	Modified	ID	Owner
<input type="checkbox"/>	Folder	i IndividualShareItems	2021-11-23 10:38	2021-11-23 10:38	FL393	Manuel Ehling
<input type="checkbox"/>	Folder	i CollaborationGroups	2021-11-23 10:38	2021-11-23 10:38	FL392	Manuel Ehling
<input type="checkbox"/>	Folder	i LabGroups ←	2021-11-23 10:38	2021-11-23 10:38	FL391	Manuel Ehling

Click here to get to the documents, which are shared within your lab group.

B) Access shared lab folders:

Under the folder Project B, you can now see all the documents either me or Özlem generated for this specific project.

The screenshot shows a file management interface with a blue header bar containing a 'CREATE' button, notification icons, and a search bar. Below the header is a breadcrumb trail: Home / Shared / LabGroups / Ozlem Lab_SHARED / Project B. A table lists four items:

Type	Name	Created	Modified	ID	Owner
Folder	Subfolder Project B cloning only	2022-03-03 17:11	2022-03-03 17:11	FL3507	Manuel Ehling
Document	Experiment 124 Özlem	2022-03-03 16:06	2022-03-03 16:07	SD3501	Özlem Özkan
Document	Experiment 125 Manuel	2022-02-22 18:38	2022-03-03 16:00	SD3022	Manuel Ehling
Document	Manny ProjectB Labbook shared	2022-02-24 11:45	2022-02-24 11:53	NB3122	Manuel Ehling

This is the breadcrumb trail leading to all documents, which are shared into Project B

This is a document, which Özlem shared within the same folder.

This is the document I just shared with my group.

This is another shared subfolder, which I generated in exactly the same way.

Notes