

# Configuring Lotus Notes Workplace Welcome Page

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## Executive Summary

This white paper describes the use of the Workplace formatted Welcome Page in Lotus Notes. This feature is only available for Notes users with R6 or higher.

## General

On the Welcome Page, you can click at the selection “Click here for Welcome Page options” and select Workplace, which provides a tabbed format. The predefined tabs are Today, Collaboration and Team.

## Instant Contacts

Display Instant Contacts which you can only use if you are logged into a Sametime server with Sametime Connect version 2.5 or later installed.

## Search

The default Search engine is Google, but you can change that to options such as Alta Vista, Hot Bot and Lycos.

## Workplace Configuration

To edit the Workplace Configuration, click Edit Workplace. Slightly different options will be available by clicking on each of the configurable tabs, including the Basics tab, which is only displayed when Editing Workplace.

## Basics Tab

The Basics tab allows you to change the Welcome Page title with Workplace being the default. I used my initials in front of that.

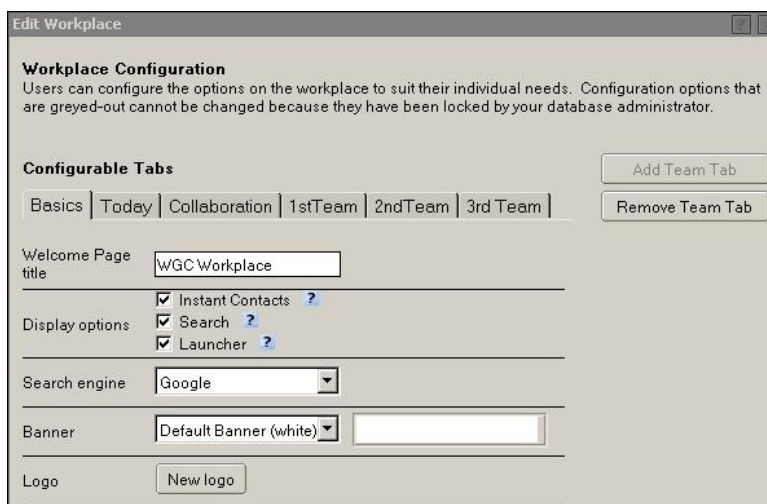


Figure 1 Basics Tab Content

## Launcher

Launcher is a fast, easy way to launch various types of bookmark or other common tasks. For example, you can drag the icon of various applications from your desktop into the area and web links as long as your browser is set to “Notes With Internet Explorer”. You can also use Launcher to launch most databases to provide additional direct links to databases over and above the seven described in this white paper

You can change the banner to a number of options that are in the picklist.

## Logo

You can also change the logo, which would delete the Lotus Notes and IBM graphic across the top and then allow you to select your own graphic which is no more than 45 pixels in height (about a half inch). The width is governed by the width of your monitor.

## Today Tab

The default Today tab has Recent Messages which is a view of e-mail with the most recent messages in your e-mail inbox displayed in ascending chronological order so that the most recent are at the bottom.

## Recent Messages

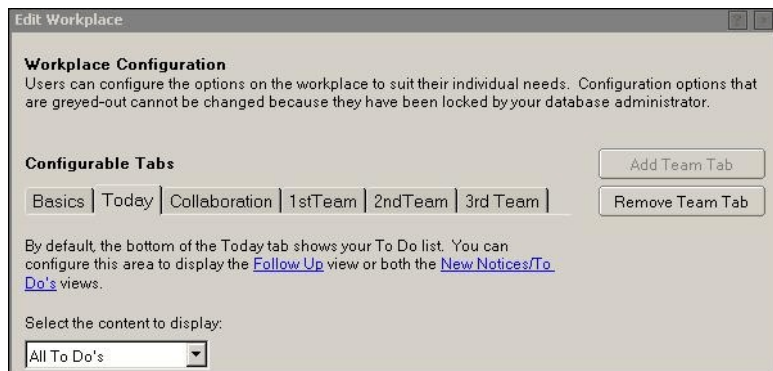
Recent Messages contains the following options: [Launch Mail](#), [New Memo](#), [Change View](#) and [Open Threads](#).

## Change View

Changing the view allows you to select a different view from your mailbox. The default is probably the best one to use.

## Open Threads

Opening the threads opens a subview under the Recent Messages that shows each of the threads in a response type format. The message also changes to [Closed Threads](#) which will close them from view.



**Figure 2 Today Tab Content**

## Today's Calendar

The calendar is shown along with options to [Launch Calendar](#) and [New Calendar Entry](#).

## All To Do's

All of your To Do's are listed along with options for [Launch To Do's](#) and an option for a [New To Do](#). The To Do's are listed with the most recent To Do's at the bottom of the list.

You can configure the All To Do's to display the Followup View or the New Notices/To Do Views.

## Collaboration Tab

The Collaboration tab shows your inbox and personal address book. I have not found a way to change the address book from the default names.nsf file. The inbox default looks like the typical inbox view in your mailbox. By clicking Edit Workplace, you can change that display to All Documents.

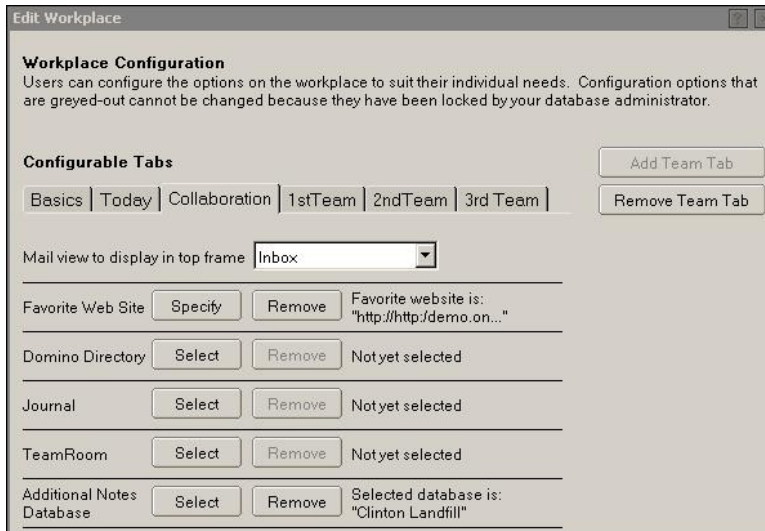


Figure 3 Collaboration Tab Content

When configuring Workplace under the Collaboration tab, you can also specify your favorite web site, Domino directory, journal, TeamRoom and an additional Notes database by specifying or selecting them.

When selecting the additional Notes database, you can select it from your local server or some other server. I selected a current energy development project with Action Items by Due Date as my preferred view. The database name is not displayed and is merely a link to an Additional Notes Database at the bottom. I would suggest using this only if the database you put in there

is one that you remember is in that location since you cannot change the title. If you click on the link, it will open the view to the one selected such as the Action Item view by Due Date that I selected.

## Team Tab

The Team tab is a defined tab that you can change the name of by going to Edit Workplace, but you cannot delete the tab. When in Edit, the tab is labeled 1stTeam.

I changed the default name to the name of an active real estate development database, which allowed me to select two different team databases, a team web site and a group calendar. I selected a real estate development database and Communications by Date. For the team web site, I selected the web link to the same database by pasting in the URL for the web login. For the second team database on that tab, I selected the same database while selecting a view in Change Management of COR's by Status.

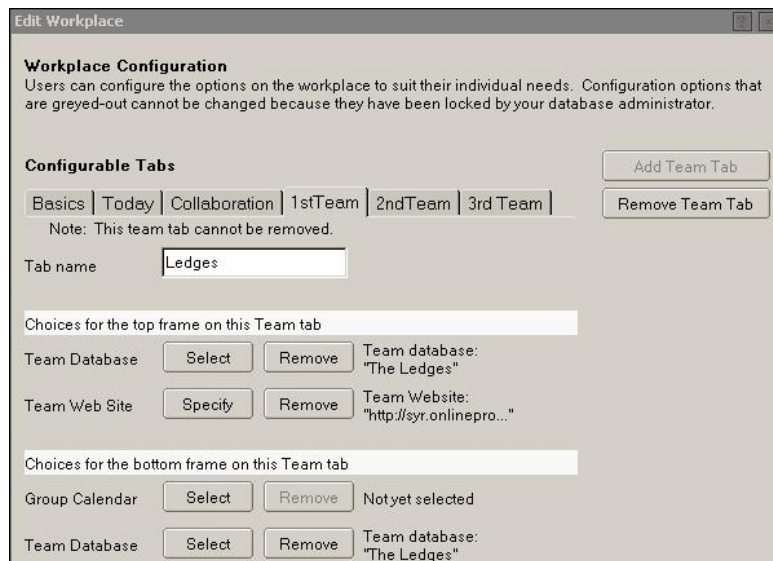


Figure 4 Team Tab Content

I left Instant Contacts, Search and Launcher visible. The result of my selection was that I could see the most recent communications to which I had access in a top view pane and I could see the collapsed view for the Change Order Requests in the lower pane. I also had view links shown for [Show Team Website](#) and [Show Group Calendar](#).

## Subsequent Team Tabs

You can add additional Team tabs by clicking [Edit Workplace](#). When that dialog box opens, click on Add Team Tab. After clicking on Add Team Tab, put in the tab name and, as described above, select the database name, view, the Team web site, group calendar and additional team database or a view.

For the second team tab, I selected Discussion By Date as the view because that project is entering the design phase and I wanted to use

Discussion for completion of entitlements issues and for value engineering of design.

Only a total of three Team tabs can be configured. If you need to change a team, you can do that by removing one or reconfiguring it. You can also change the way that you have configured your tabs to put two different databases on each Team tab and one under the Collaboration for a total of seven different project or other Team databases.

## Saving

You can save your results by clicking on File and Save. However, it does not appear that you can save a Workplace Welcome Page as a separate copy. It overwrites the one that you started with as the default. While this is not as convenient as the other page selections which allow you to name them, it is easily reconfigured when needed.

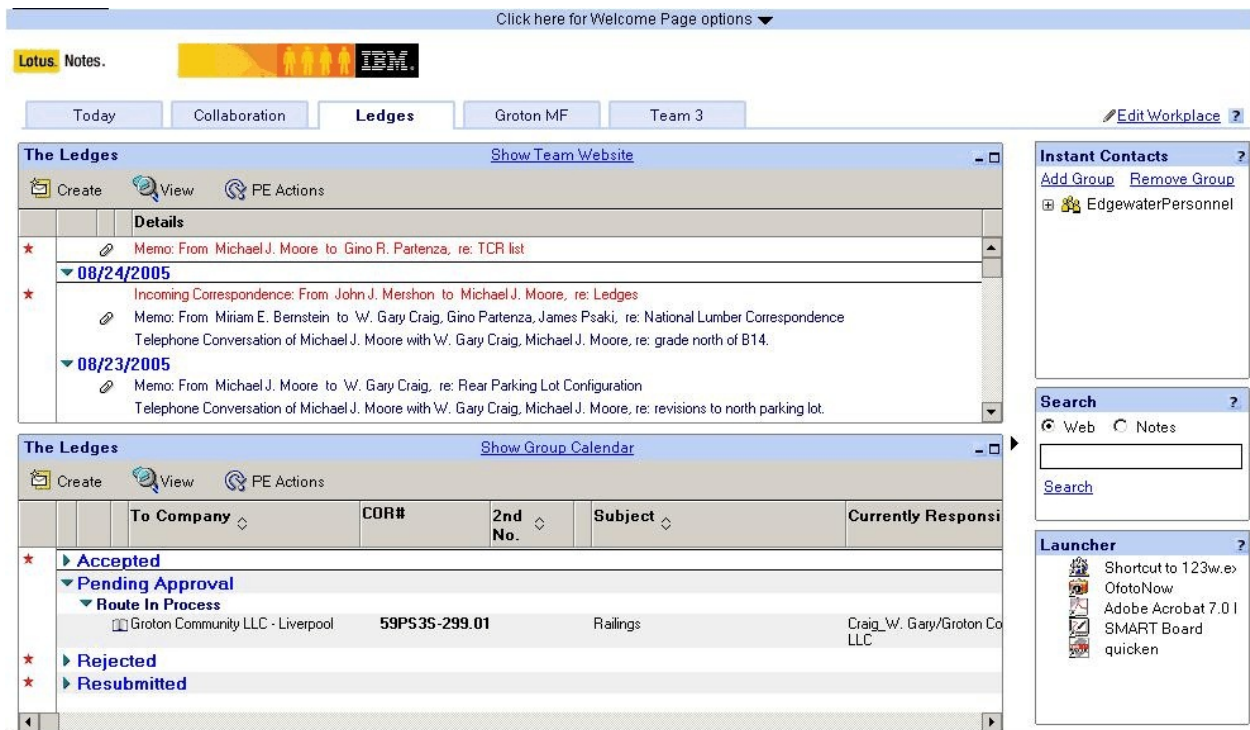


Figure 5 Screen Capture of One of My Team Tab Results

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