



The **we+workspace** improves **Usability (UI)**: we have made significant improvements to the we+ user interface, both in terms operation, rationalization and communication of information. We have improved 4 key areas; **Home Page, Document Management, Communications and People**, with multiple functions.

HOME PAGE

- **Home Page Customization**: Now you have the capability to "create" Your Home Page; you choose the content boxes you are most interested in (from we+ "settings") and place it where you want (with simple drag & drop features) placing them in YOUR order of importance. Every we+ user, uses more frequently functions than some others, depending on their role, on the team. With this new feature every member of the Team will have it's own customized Home Page "dashboard".
- **"Personal" and "Shared" information icon**: The box that you can activate on the home page (active them from we+ "settings") can be personal (are just YOU the recipient of information) or shared (information is available to the entire team). A representative icon (a single user for personal information, a group of users for the shared information) will give you evidence of the type of information you're viewing.
- **We+ Home "Latest Documents"**: You can get a list of recent documents, in temporal order, placed by your team, if you select a project you have the latest documents that were added to it. An important feature to make the best use of the document storage component of we+.
- **We+ Home "Latest Wikis"**: You can check the wiki pages updated recently. As in the box "Latest Documents", you can monitor the latest wiki maintained by your team or those relating to selected project. A crucial piece of information for quickly be "aligned" on "institutional" information of your working group.
- **We+ Home "Next Events"**: With the new box, if activated, you can see when you're involved in a event, giving you quickly information on the place, time, duration and who is involved in your team. This function simplifies event scheduling.
- **We+ Home "Today"**: It's your personal "timetable" activities; showing your reminders, events and deadlines (milestones) in which you are involved for that day. In the "in progress" its shown a list of deadlines not yet complied with the ongoing activities that concern you at first. With the box "Today" you know immediately what your commitments and your priorities, without having to navigate the calendar or tasks list.

DOCUMENT MANAGEMENT

- **Document Versioning**: This feature lets you upload different versions for a document (versioning). In the section; "Document" for every document you can change the attributes (title, description, tags) and join a new version (the "download current version" allows you to recover the latest version of the document). Different users can give their contribution to the provision of information, we+ automatically tracks a "History" of that document: for each document can be traced back to its previous version and it's characteristics.
- **Documents Folders**: With this feature you can organize better documents in we+. For each project you can create folders and sub-folders to locate the files; so you will be able to be search easier, according to a logic you assigned to your "Folder" system.

COMMUNICATIONS

- **Warnings:** When you made a note (in a activities, a deadline, or an event) there is now the possibility of signing it a "*warning*", this prints the contents of the note in the Home Page, available for the whole Team to see. Sometimes it happen you encounter obstacles in the course of doing business, so it is must involve those who are more "advanced" or those who have already addressed similar issues. Each member of the team, although not directly involved in 'activities, may well help share, participate and resolve the 'SOS' launched by their colleague.
- **Project E-mail:** Every project is automatically established an e-mail address to which to send or forward a message (with attachments) directly from your e-mail client . The message is saved as a document in we+ associated with that project. Often we receive e-mail (with attachments) in our e-mail pc client (from customers, suppliers, consultants, etc.), and not directly in we+, with this new feature it's possible to store and share in we+ important information and emails for projects where we work, which otherwise would be lost.
- **Import and export event in iCalendar format:** For events are now available features to import and export them in standard iCalendar format. This feature allows you to align personal calendars (Outlook, Gmail, iCal, etc.) with we+ and vice versa.
- **Reminder:** Now we have been expanded the personal reminder functions, giving you the ability to close them or delete them when they are no longer of value. This feature, simple and fast, let's you to manage on-line activities in "memo" style which usually are organized on sheets of paper because it's deemed "personal".
- **User message:** Above your photo (in the right project browser), you can change your message (by clicking directly on then text). This message will be visible to others we+ users, with a short message on your profile. A simple but effective tool to instantly share with your Team, what you're doing, where are you, what you're looking for like a built-in Twitter.

PEOPLE

- **Administrator Assistant:** It was introduced a new role in we+: " Administrator Assistant " (in "people"). Now we can promote a user to "administrator assistant" that will allow the user to have access to all "project" details with the capability to create, modify or archive projects directly.