Use Your Workspace

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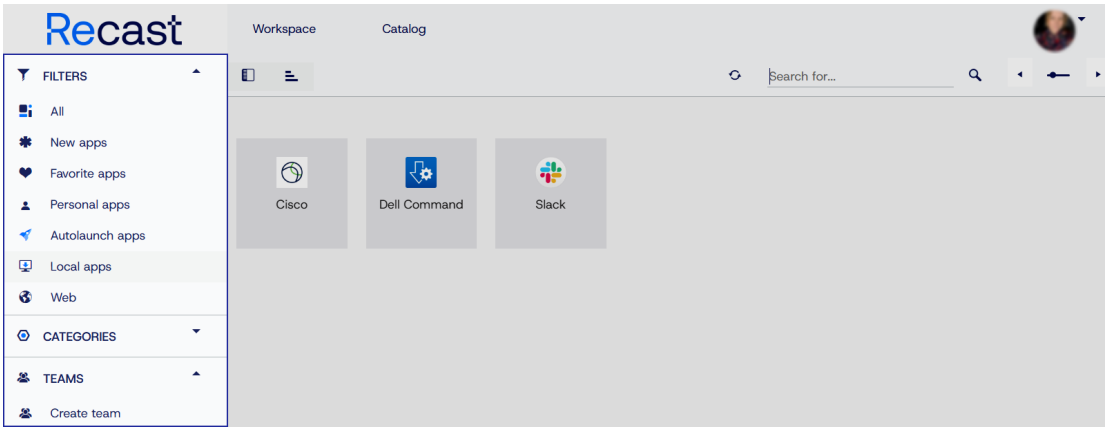
The **Workspace** tab is the default Application Workspace starting point. It's where you'll find all applications, files and other IT resources made available to you by your system administrator.

On the **Workspace** tab, you can:

- Start managed applications configured by your system administrator
- Add your own personal applications
- Refine your application view based on filters, tags and teams
- Share personal apps, websites and other resources with your coworkers
- Define which applications should be started automatically
- See reviews of applications and websites written by your coworkers
- Report issues with an application directly to your IT Team

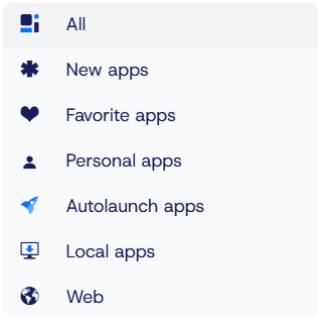
Refine Your Application View

You can use filters, categories, tags, and teams to display a subset of applications on your **Workspace** tab.



Filters

Predefined filters can help you find applications more easily.



All – Right-click to display or hide **Disabled apps** or the **Teams** of which you are a member

New apps – Only applications you have not yet started

Favorite apps – Only applications you have marked as favorites

Personal apps

Autolaunch apps – Only applications enabled with Autolaunch

Local apps

Web apps – Only applications pointing to a web address

Categories

Recast

Select from the categories created by your organization for a more granular view of the applications you have access to.



Tags

Select from the available tags.

> Only users with admin privileges can create categories or tags and assign them to applications and users.

Teams

To share personal applications with coworkers, select from among the teams created by your administrator or create your own team by clicking **Create team**.

See Add a personal application in Application Workspace.

Choose Application Options

Right-click on an application tile to display options available to you. You can favorite, edit, Autolaunch, rename, repair, report, or remove applications.

Options will differ depending on application configuration, meaning if it is local or from the catalog, or if Repair is enabled.

Icon	Name	Description
	Favorite	Adds the application to your favorite applications filter in the Side Menu.
	Edit	Opens the **Edit link** dialog box, where you can edit the details of a personal app.
	Autolaunch	Enable Autolaunch for a managed app, and add it to the **Autolaunch** filter in the Side Menu. This feature is enabled by default for the Application Workspace Launcher. If it's not working for the web interface, contact your system administrator to configure it for you.
	Rename	Enables you to change the display name of the managed app.
	Catalog Information	Displays catalog information about the managed app. See Catalog for more details.
	Repair	Displays after you click an icon to run an action on your device, e.g. copying files or launching an .exe file. It is not displayed for apps that open in the browser. Depending on how your system administrator configured it, the purpose of this option is to run repair actions for an app; for example, if an app is not functioning properly.
	Report problem	Report a problem regarding the managed app to your system administrator.

Recast

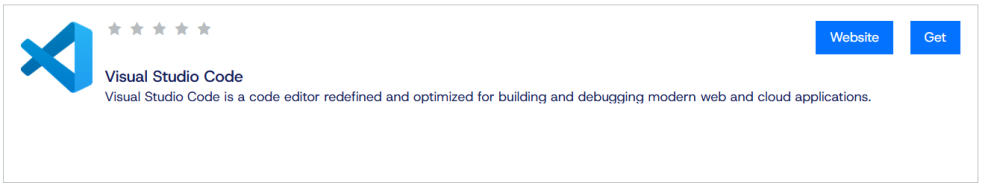
Icon	Name	Description
	Remove	Removes the application from your Workspace and returns it to the catalog.

Right-clicking on the background area displays the following options:

- **Add Link** – Add a new personal application to Workspace.
- **UserPortal** – Open the **User Portal** page where you can personalize your Application Workspace experience.

Get an Application on the Workspace tab

To move an application from the **Catalog** to the **Workspace** tab, click on the **Get** button displayed on the application, or on the catalog information page for the application.



Get a removed application back

If you remove an application from the **Workspace** tab, meaning one that was previously obtained from the Catalog, you can get it back anytime by clicking the **Get** button that appears on the application tile on the **Catalog** tab.

Approve a requested application

After you receive the necessary permissions from your system administrator, you'll need to approve requested applications:

To approve requested applications:

1. On the **Catalog** tab, click the **Request** button on a tile.
2. In the Side Menu, go to **Filters** > **Approvals**.
3. Select the application you previously requested and click **Approve** in the table toolbar.
4. When prompted to approve the application, click **Confirm**.

Recast

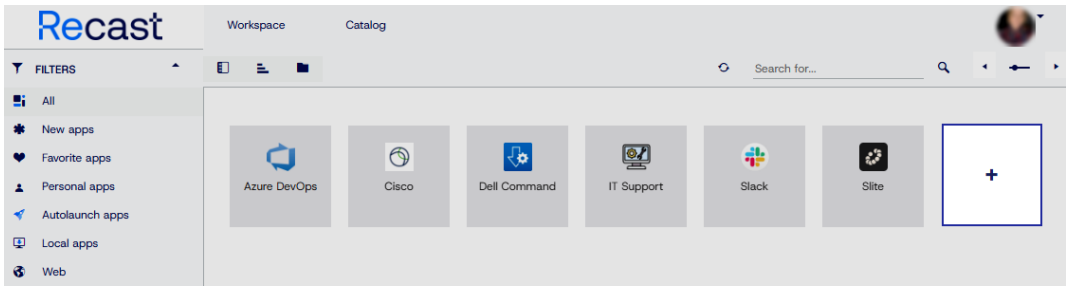
Return to the **Workspace** tab to see and open the application.

> **Reject an application**
> If you decide to **Reject** the application, you will be prompted to write a message.
> When you finish, the application will move to the **Rejected** filter and your system administrator will receive your message.
>
> **Remove a requested application**
> If you **Remove** a previously requested application from the **Workspace** tab and the **Approvals** filter, you'll have to repeat the request process if you change your mind.

Add a Personal Application to Your Workspace

To add your own personal application to Application Workspace:

1. Click the Add (+) button in the Workspace tab's main window

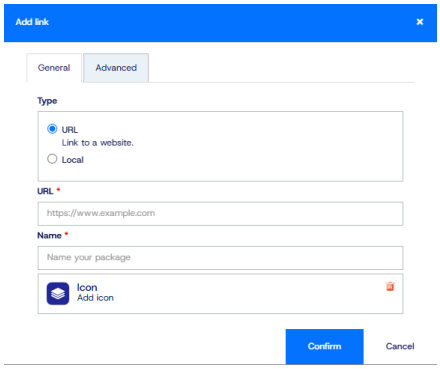


> Alternatively, you can drag-and-drop the application into your workspace.
> This option is only available for the Application Workspace Launcher.

2. In the **Add link** window that opens, select the application **Type**:
   - **URL** to add a hyperlink pointing to a website or a link to a file
   - **Local** to add a local application
     If the **Local** option is not available to you, contact your system administrator.

3. Select General and Advanced options, then click **Confirm**.

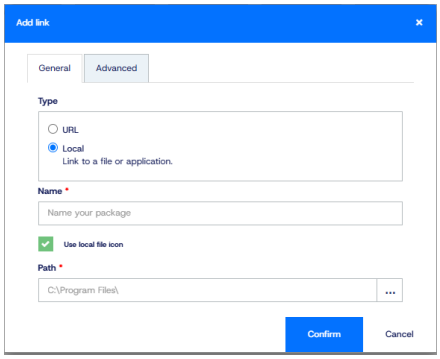
   For a **URL**:
   - General tab
     URL – Enter the website link to the application
     Name – Enter a descriptive name for your package
     Add an **Icon**



- Advanced tab
  Browser – Choose from your device's default browser, Firefox, Google Chrome, Opera, Microsoft Edge, or Safari
  When setting up a website application, if you choose a browser that is not already installed, the device operating system's default browser is used.

For a **Local** application:

- General tab
  Use local file icon – When enabled, the icon is extracted from the application you are adding
  Path – Enter the path or click the ellipsis (...) to browse to the path of the local application or file



- Advanced tab
  Window – Defines how the application should be started. Choose 'Normal', 'Minimized', or 'Maximized'.
  Directory – Enter the directory or click the ellipsis (...) to browse to the startup directory
  Arguments – Defines the startup arguments