

## Use Your Workspace

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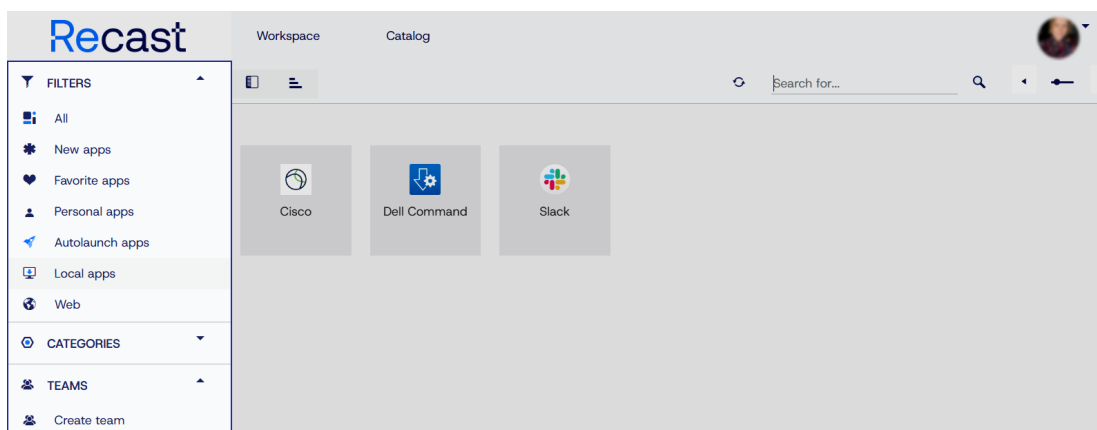
The **Workspace** tab is the default Application Workspace starting point. It's where you'll find all applications, files and other IT resources made available to you by your system administrator.

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

These 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

Select from the available categories 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 <b>Edit link</b> dialog box, where you can edit the details of a personal app.
	Autolaunch	Enable Autolaunch for a managed app, and add it to the <b>Autolaunch</b> 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 <a href="#">Catalog</a> for more details.
	Repair	Displayed 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 main 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.
	Remove	Remove the application from <b>Workspace</b> . A managed app will be moved back to the catalog, while a personal app will be permanently deleted.

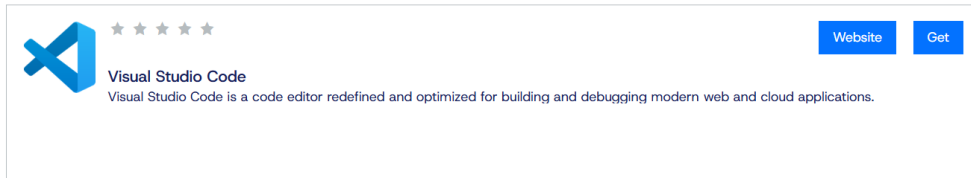


Right-clicking on the background area displays the following options:

- **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 app 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, follow the next steps to approve requested applications:

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

Return to the **Workspace** tab again and you will see that the app has been added.



### Removing a requested application

In the case of a previously requested app, if you remove it from the **Workspace** tab and the **Approvals** filter, you just have to repeat the request process described above.

### Rejecting an application

If you decide at step 3 to reject the application, you will be prompted to write a message.

When you finish, the app will be moved to the **Rejected** filter and your system administrator will receive your message.

## Add a Personal Application to Your Workspace

To add your own local application:

1. Drag-and-drop the application into your workspace. This option is available only for the Application Workspace Launcher.

OR

Click on the Add (+) button.

2. In the **Add link** dialog box that is displayed, select:

- **URL** to add a hyperlink pointing to a website or a link to a file.
- **Local** to add a local application.

3. In the **Add link** window that opens, select options.

### General tab

**Use local file icon** If selected, the icon will be extracted from the application you are adding.

**Path** The path of the local application or file.

### Advanced tab

**Window** Defines how the application should be started.

**Directory** Defines the startup directory.

**Arguments** Defines the startup arguments.



If the **Local** option is not available to you, please contact your system administrator.



When setting up a website application, if the browser selected in the configuration is not installed in advance, the default browser of your OS will be used.