



The EPA Portal utilizes Oracle Collaboration Suite (OCS) to aid teams in sharing and collaborating on project data. The OCS tools available to users via the EPA Portal are: Workspaces, Content Services, Discussion Forums, and Web Conferencing.

Workspace

A Workspace is a team-based tool designed to track and manage content and communications in the context of the business process. Workspaces provide a single place to utilize, organize, and view the following tools:

- *Meetings*: This tool enables you to schedule meetings with your team members. Although this does not interact with the Lotus Notes calendar, it does provide a single place to recode team activities and a central place to post notes from team meetings.
- *Tasks*: The task tool allows a team to keep the tasks a team needs to complete in one central location so that team members go to a single site to access their assignments.
- *Announcements*: By utilizing the announcements tool, team members can broadcast information that the entire team needs to know. This eliminates the need to send notification messages and records the announcement and the time it was created.
- *Views*: This tool enables team members to make a custom collection of workspace items that they can easily navigate see the items without going into each specific section of the Workspace. Any tool in the Workspace can be added to a View.

Content Services

The Content Services element of OCS provides users with a document repository to access files and documents within the collaboration environment in order to share and modify files while simultaneously working with team members. This capability will assist users in effectively and efficiently sharing information. In addition, items and documents from a user's desktop can be shared via Web Conferencing.

Discussion Forums

Discussion Forums allow team members to hold a discussion about various topics regarding a project. Each team member in the workspace can start and participate in discussion threads by posting questions and offering help on relevant topics. Discussion forum provide an excellent place to exchange ideas for all members of the team can read and participate in.

Web Conferencing

Web Conferencing improves collaboration by promoting communication and interaction regardless of location. With Web Conferencing, you can employ voice and Web capabilities to hold group meetings and presentations in order to maximize efficiency and easily work together. The Portal provides a venue for EPA users to utilize Web Conferencing as a tool to accomplish time critical goals through multimedia services. The Web Conferencing capability available will allow you to fulfill requirements of projects easier by providing a seamless environment for conducting your business.



Navigation

To navigate to the OCS, first click the *My Communities* link on the navigation bar. Once the drop down appears, click on the *General Pages* link. A fly out will appear to the right of the drop down showing the pages in this category. Then click the *Collaboration Resources* link. This will open the *Collaboration Resources* page.

The screenshot shows the EPA Portal interface. At the top, it says "Welcome to EPA Portal" and "mgr SRA". Below this is a navigation bar with links: "My Page", "Search", "Employees", "My Communities", "Collaboration Tools", and "Community Access". The "My Page" section is expanded, showing a list of links. The "Collaboration Resources" link is circled in red. Other links include "Community Contacts", "Air Analysis", "Clean Watersheds Needs Survey", "Emergency Management Community", "Environmental Science Connector - ESC", "ESE Connection", "Executive Management Dashboards", "Financial Management", "First Line Supervisors", "General Pages", "Geospatial Pages", "Information Technology Governance Support System", "Superfund Enterprise Management System", "Tribal Water Quality", "WebCMS", and "Work at Home Pages".

Then click on the Enter Collaborative Workspace link in the Collaborative Workspace Portlet to enter the OCS.

The screenshot shows the "Collaboration Resources" page. At the top, it says "Collaboration Resources". Below this is a portlet titled "Collaborative Workspace". The portlet contains the text: "Provides collaborative areas for teams and projects. Workspace supports the following services: content libraries, web conferencing and calendar meetings, tasks, announcements, discussions, and messages inbox." Below the text is a link labeled "Enter Collaborative Workspace", which is circled in red.



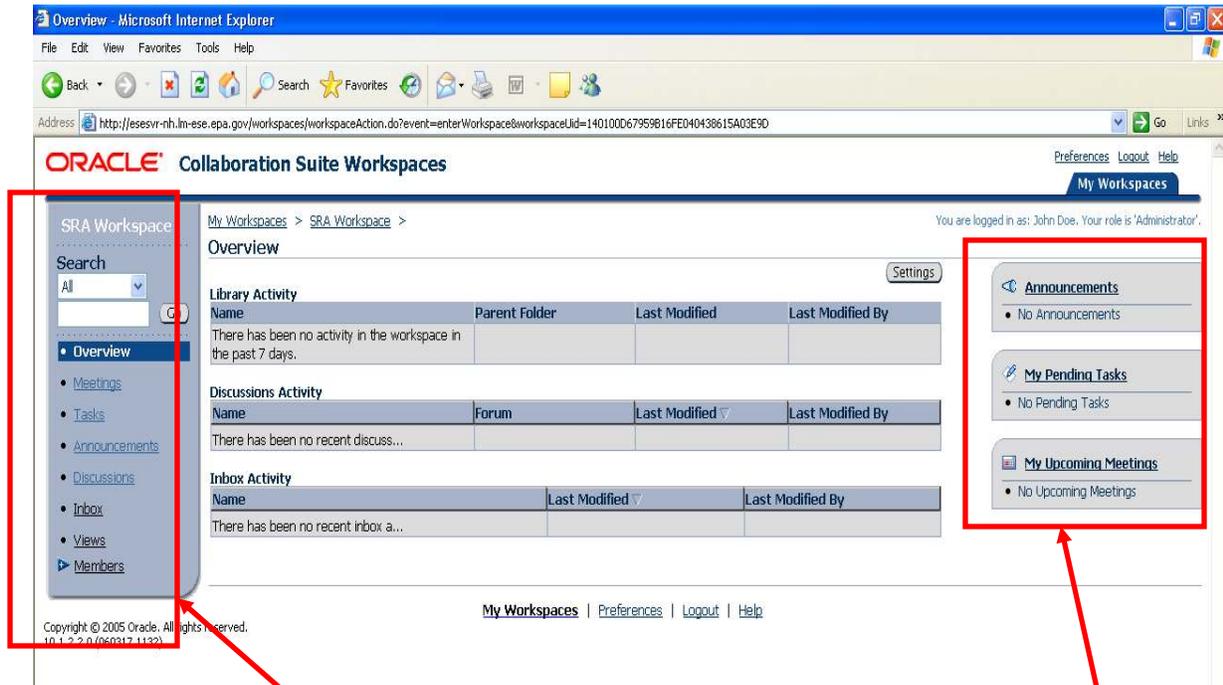
The My Workspaces page is where you select workspace to open. To enter a workspace, click on the title of the Workspace. This will take you to the main page of that workspace.

The screenshot shows the 'My Workspaces' page in the EPA Portal. The page title is 'Collaboration Suite Workspaces'. At the top right, there are links for 'Preferences', 'Logout', and 'Help'. Below the title bar, there is a search bar with a dropdown menu set to 'All Workspace Content' and a 'Go' button. The user is logged in as 'John Doe'. The main content area is titled 'My Workspaces' and contains a 'New Workspace' button. Below this, there are tabs for 'Favorite Workspaces' and 'All Workspaces'. A 'Select Items and ... Add To Favorite Workspaces' button is also present. The main table lists workspace entries with columns for 'Select Workspace', 'Action', 'Description', 'Last Modified By', and 'Last Modified'. The table contains two entries: 'Parent Team Workspace' and 'SEA Workspace ID'. The 'SEA Workspace ID' entry is highlighted with a red box. At the bottom of the page, there is a copyright notice: 'Copyright © 2005 Oracle. All rights reserved. 10.1.2.2.0 (96017.1132)'. Navigation links for 'My Workspaces', 'Preferences', 'Logout', and 'Help' are also visible at the bottom.

Select Workspace	Action	Description	Last Modified By	Last Modified
<input type="checkbox"/> Parent Team Workspace		This is a collaborative workspace for...	Carol Hung	Apr 26, 2006 11:55 AM
<input type="checkbox"/> SEA Workspace ID			John Doe	May 17, 2006 2:22 PM



From the workspace home page, you can then navigate to: Document Repository, Discussion Forums, Meetings, Tasks, Announcements, and Views



The left navigation bar allows you to move to the different parts of the workspace

The right navigation bar informs you of your pending project tasks, announcements and upcoming meetings

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.