

## Using your workspaces in TaskStream

Go to [www.taskstream.com](http://www.taskstream.com)

Enter Username: (your full email address)

Enter Password: (your full email address- will need to change once you log in)

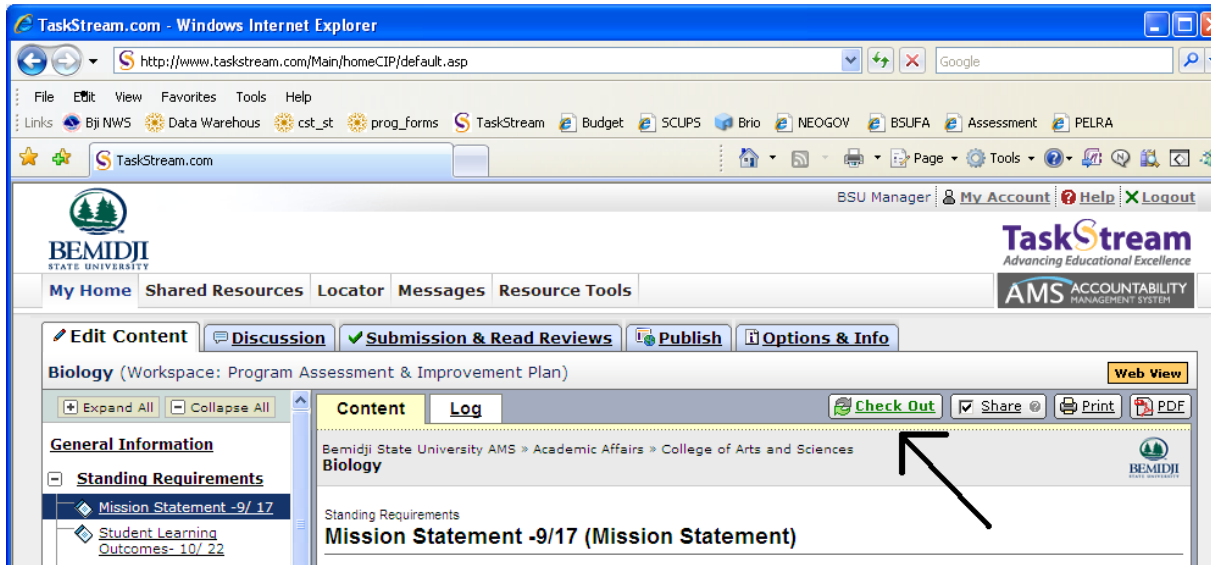
Once at the site, you will see the workspaces that are available to you. Click on the name of the workspace to access it.

The screenshot shows the TaskStream website interface. At the top, there's a navigation bar with 'My Home', 'Shared Resources', 'Locator', 'Messages', and 'Resource Tools'. Below this is a 'Workspaces' section with a search bar and a list of workspaces. An arrow points to the first workspace: 'Dept. Prog. Review Form & Five Year Plan (DEMO)'. This workspace has a template of 'Form Testing Workspace' and access level of 'Full (View and Edit)'. Other workspaces include 'Program Assessment & Improvement Plan'.

To access any of the forms within a workspace, just click on the links on the left side of the screen

The screenshot shows the 'Edit Content' view of a workspace. The left sidebar contains a tree view under 'General Information'. An arrow points to the 'Curriculum Map- 12/ 3' link. The main content area displays a 'Note' box: 'Note: This is a LIVE workspace area. You have permission to access this area as a workspace manager. Select item to edit from the left panel to view, add, or edit content. Please note that any changes or submissions you make may disorient the owners of the workspace.'

Once you enter one of those workspaces, you need to “Check Out” the workspace in order to enter data.



Once you are done editing, you need to check the document back in, in order to allow others to edit. Note that past versions are not saved, so edit carefully!

