Huddle User Forum

Huddle is a web-based team collaboration and project management application developed in the UK. Specifically, it provides file sharing, document management, meeting organization, integrated web and phone conferencing, discussion boards, tasks and project management, custom branding, security and authorization control.

Website Address: https://defra.huddle.net

My Dashboard

Once a user has successfully logged into the system and been set up as a user, each time they navigate to Huddle, they will be entered at the 'My dashboard' screen.

Users can access the Local Access Forum via the dropdown above (My Dashboard), by clicking on the down arrow. This will show a list of all available workspaces and will allow you to navigate to the one you want, in this case, NE (Natural England) Local Access Forum.

The overview allows you to view the global calendar for the relevant workspace, view information on the workspace, and keeps the user updated with a feed at the bottom 'What's New', which shows recent updates to the workspace.

WhiteBoards

When you click on the White Board tab just above the workspace overview, you will be provided with a virtual whiteboard that can be used for information collation, to act as a notice board and to allow users to interact with each other on topics of interest.

Tasks

Through the use of the Task Tab, users can create tasks either for themselves or for others, or for everyone. When a task is created for a person, they will automatically receive an email notifying them of this, and it will appear in their calendar.

Discussions Tab

The Discussions tab allows users to interact together on a number of topics, and to be kept up to date with discussions that they are interested in.

To open a discussion, just click on the topic and it will open to show you all the comments and interactions on that discussion

Files Tab

The Files Tab allows document s / images etc.. to be uploaded into the Huddle centralised repository for document sharing, i.e. meeting notes, etc.. At the moment, the structure is being kept as clean and clear as possible to help people find what they need.

People Tab

The people tab is an address book for the people that have been set up as users within Huddle. This includes contact details and a biography if this has been set up by the user against their profile and can be used to find out more details about other users of the system.