

# 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***



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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.

The screenshot displays the 'My Dashboard' interface in Internet Explorer. The browser address bar shows 'https://defra.huddle.net/myhuddle/'. The dashboard includes a navigation bar with 'My Dashboard', 'My Files', 'Search', 'Help', and 'Sign Out'. A dropdown menu is open, showing 'My Dashboard' selected. Below the navigation bar, there are several widgets: 'Create a new workspace', 'Latest News' with a link to 'New updates to the Tasks area live now!', 'Files Awaiting Approval' (0 files), 'My Notifications' (100 notification(s)), 'Files I'm Working On' (0 files), 'My Calendar' (2 Week view, showing dates from Sept 12 to 25), and 'What's New'. The user 'Graham Ellery' is logged in.

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.

NE - Local Access Forum Julie Main | My Dashboard | Search | Help | Sign Out

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### Workspace Overview

Welcome to the LAF workspace on Huddle.

This is an area where you can share information, good practice or ask advice on an issue facing your group.

There is an introductory video available to watch. It is only 17 minutes long and a great introduction to Huddle. You can access it [here](#).

Whiteboards can be created and edited by anyone and can be used similarly to an office notice board, as a place to gather and share information, web links, images and even links to files stored in Huddle.

The Files tab is where you would go to browse the online library of documents or to upload a new file. For step by step guides please see the [Training Whiteboard](#).

The calendar below displays upcoming meetings and events that might be of interest to you and your LAF, to add something to the calendar you will need to use the Tasks tab at the top of the screen - full instructions on the [Training Whiteboard](#).

**Please note** that comments posted on Huddle should be seen as the views of the individual and not necessarily the view of the LAF of which they may be a member.

**My Calendar** [Cal feed](#)

2 Week Today < >

Mon	Tue	Wed	Thur	Fri	Sat	Sun
October 24	25	26 Norfolk LAF Meeting	27	28	29	30 TV programme on 4 x 4s
31	November 1 Essex LAF Public Meeti	2	3	4 Joint Local Access Foru	5	6

**What's New** | [RSS](#) Show 10 items


Title	Added By	Date Added
New User <a href="#">Jane Yates</a> was added to the workspace		10/25/2011 12:07 PM
New Whiteboard <a href="#">TV programme on 4 x 4s - 9pm, 30/10/11, BBC4</a> (version 2) was added to the workspace <a href="#">TV programme on 4 x 4s - 9pm, 30/10/11, BBC4</a> (info from Hilary Winter)	Rob Leek	10/25/2011 12:02 PM
Task <a href="#">TV programme on 4 x 4s - 9pm, 30/10/11, BBC4</a> has been updated <small>There is a document on 4 x 4 and full list of games here in the Park District file cabinet website. The document is out of a poster sheet</small>	Rob Leek	10/25/2011 11:12 AM


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.

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### Whiteboards


[New whiteboard](#)


Title	Added By
 <a href="#">TV programme on 4 x 4s - 9pm, 30/10/11, BBC4</a> TV programme on 4 x 4s - 9pm, 30/10/11, BBC4 (info from Hilary Winter) Last edited by Rob Leek on 25/10/2011	Rob Leek
 <a href="#">Dogs in the Countryside</a> Links to information and guidance about dogs and dog walking in the countryside Last edited by Rob Leek on 17/10/2011	Rob Leek
 <a href="#">West Midlands LAFs</a> Last edited by jim Stabler on 27/09/2011	jim Stabler
 <a href="#">Huddle training</a> Last edited by Jenny Parsons on 28/09/2011	Alice Kimpton
 <a href="#">Introduction to LAF Workspace Recorded Webinar</a> This recorded webinar has been created to allow new users to get a 17min overview of Huddle and its features Last edited by Graham Ellery on 15/09/2011	Graham Ellery
 <a href="#">LAF Websites - South West</a> Links to LAF Websites Last edited by Rob Leek on 14/09/2011	Rob Leek

## 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.

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### Tasks

[\[ Export tasks as CSV \]](#) | [\[ Audit trail \]](#)

**All** - tasks assigned to **me** - grouped by **due date**

There are no tasks matching your filter

## 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.

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Julie Main - My Dashboard Search - Help Sign Out

Local Access Forum

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Discussions New discussion

6 discussion(s) • Page 1 of 1 •

Discussion	Post(s)	Last post
<a href="#">read only access</a> by jim Stabler on 20/10/2011 10:27	2	by <a href="#">Rob Leek</a> on 21/10/2011 15:14
<a href="#">Ongoing Huddle Costs after Mar 2012</a> by jim Stabler on 19/09/2011 13:38	2	by <a href="#">Jenny Parsons</a> on 28/09/2011 10:13
<a href="#">What do we tell our Regional LAFs?</a> by jim Stabler on 14/09/2011 10:55	3	by <a href="#">Rob Leek</a> on 14/09/2011 15:03
<a href="#">Setting up a LAF</a> by Meghann Hull on 13/09/2011 16:37	4	by <a href="#">Anna Mangini</a> on 19/09/2011 19:55

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

Discussions New reply

read only access 2 post(s) • Page 1 of 1 •

Discussion created by jim Stabler on 20/10/2011 10:27

**jim Stabler** Posted by [jim Stabler](#) on 20/10/2011 10:27 (5 days ago)

Can all LAF members have read only access to huddle. This was written during the LAF meeting when I was demonstrating Huddle. One member asked if all the members of the Shropshire LAF could have access to huddle but on a read only basis to see what new information had been added. Alternatively would it be possible to set up a workspace for each individual LAF. By the way they all thought Huddle was good.

Last edited by [jim Stabler](#) on 20/10/2011 13:48 (5 days ago)

**Rob Leek** Posted by [Rob Leek](#) on 21/10/2011 15:14 (4 days ago)

Good to hear you've had positive feedback about Huddle from the Shropshire LAF Jim.


> Can all LAF members have read only access to huddle. This was written during the LAF meeting when I was demonstrating Huddle. One member asked if all the members of the Shropshire LAF could have access to huddle but on a read only basis to see what new information had been added.


There isn't a way of giving members 'read only' access to Huddle though read/write permissions can be set on files and folders if required. It will be the job of the LAF Huddle Champions to feed new information to the other LAF members.

## Files Tab

The Files Tab allows documents / 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.

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**Files** Detail View Thumbnail View

[Add files and folders](#) | [File tools](#)


Title	Size	Date Modified	Status
Documents			
Annual Reports			
Consultation responses			
General Information			
Guidance / FAQs			
Images			


People

## 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.

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**People** View List

**Workspace Managers:** [Graham Ellery](#) [Sean Garvin](#) [Ian Dawson](#) [Claire Regan](#)

Name	Manager	Role	Company	Email	Phone
<a href="#">Claire Regan</a>	Yes	Web Developer	Defra	<a href="mailto:claire.regan@defra.gsi.gov.uk">claire.regan@defra.gsi.gov.uk</a>	
<a href="#">Graham Ellery</a>	Yes	Workspace Manager (License Holder): To provide technical support to NE Workspace Champions and process invitation requests. Review workspace requests and provide training where needed.	Natural England	<a href="mailto:graham.ellery@naturalengland.org.uk">graham.ellery@naturalengland.org.uk</a>	0300 060 1595
<a href="#">Ian Dawson</a>	Yes		Natural England	<a href="mailto:ian.dawson@naturalengland.org.uk">ian.dawson@naturalengland.org.uk</a>	07769 880018
<a href="#">Sean Garvin</a>	Yes			<a href="mailto:sean.garvin@DEFRA.GSI.GOV.UK">sean.garvin@DEFRA.GSI.GOV.UK</a>	

People