Forming Workgroups

WHAT ARE WORKGROUPS?

Salon is all about transparency. So you always get to see all annotations from users in your salon. But sometimes this can be overwhelming (especially if salon has a large group of users). So allowing salons to form small “workgroups” can help provide more intimate communication and discussion among workgroup members.

While we should be able to work within our small workgroup, we should also be able to see what others are doing in the same document. Hence ALL workgroups will eventually see what others are discussing. Although each workgroup works independently, we will be able to see “hot spots” generated by all groups to learn from salon’s collective intelligence.

STEP 1: Each document in salon can generate a rich set of annotations from multiple users who participate in the document. For example, here is a document that has many annotations from multiple users.

Now suppose you are ONLY interested in forming a workgroup with two other people
STEP 2: But you are only interested in working with a sub group of those users. So you simply select only the users in your workgroup (only their annotations shows up).

STEP 3: Now every time, you revisit this document, only those users’ annotations will show up. So you can perform tasks (such as replying to comments as shown below) within the work group without getting distracted by other user annotations.
**STEP 4:** It is IMPORTANT that **ALL users in the workgroup must perform STEP 2** for that document. But you only have to **do this ONCE**. Each time you open the document it will ONLY show the annotations from your workgroup.

**NOTE:** Workgroups are **formed on a document** and not on a salon (for example, salon may have many documents but your workgroup may only be responsible for just a few documents).

**For each document that your workgroup is responsible for**, you MUST save settings as described in STEP 2. But you only do this once per document. We are working on ways to simplify this process for future versions.