

# Using My Workspace

## Access to My Workspace

If you are logged into caNanoLab, My Workspace provides one page where you can manage all of your saved samples, protocols, and publications and any items that were shared with you.

This chapter describes how to use My Workspace. Topics in this chapter include:

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  - [My Samples](#)
  - [My Protocols](#)
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## My Workspace

When you log in and click **My Workspace**, the system lists all of your saved samples, protocols, and publications on one page, along with all items that were shared with you (in green). You can view, edit, and remove these items from the caNanoLab database.

You can adjust what items are listed on My Workspace with the **Samples**, **Protocols**, or **Publications** boxes at the top of the page.



Each table displays the following information.

Column	Description
Action	For more information, refer to the following sections of this page: <ul style="list-style-type: none"><li>• <a href="#">My Samples</a></li><li>• <a href="#">My Protocols</a></li><li>• <a href="#">My Publications</a></li></ul>
Name or Title	The name of the Sample Name, Protocol Name, or Publication Title defined for the item in caNanoLab.
Submission Status	Includes the following <ul style="list-style-type: none"><li>• <b>Pending:</b> Item was submitted for curator review.</li><li>• <b>Public:</b> Curator reviewed the item and approved it for release to the public.</li><li>• <b>In Draft:</b> Item was submitted by the owner but not yet reviewed by the curator.</li><li>• <b>Retracted:</b> Item was deleted, the access was changed, or it is no longer publicly available.</li></ul>
Created Date	The date on which the item was initially saved in caNanoLab.
Access	Indicates the access defined for the current item. <b>Owner, Shared with: username, username</b> is an item that you submitted. <ul style="list-style-type: none"><li>• <i>Owner</i> is your user name.</li><li>• <i>Shared with</i> is the username following the comma and the user with which you shared the item.</li></ul> <b>Shared by: username</b> is an item that another user has shared with you, and the row appears in green . <ul style="list-style-type: none"><li>• <i>Shared by</i> is your user name.</li></ul>

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## My Samples

You can review and edit a sample, and delete a sample from the caNanoLab database.

1. Ensure that **Samples** is selected at the top of My Workspace and scroll down to My Samples.
2. Find the sample you want to review or change.

3. Select an action as described in the following table.

To...	In the Actions column...
Review a sample	Click <b>View</b> . The Sample page opens.
Update a sample	Click <b>Edit</b> . The Update Sample page opens.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Updating after approval</b></p> <p>If you need to update an item after it is released to the public, you must update and submit it for curator review again.</p> </div>
Remove a sample from the caNanoLab database	Click <b>Delete</b> and confirm the removal. The system removes the sample from My Workspace and the caNanoLab database.
Share a Sample with a user or user group	Click <b>Edit</b> . For details, refer to <a href="#">Sharing a Sample with a User or Group</a> .

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## My Protocols

You can review and edit a protocol, and delete a protocol from the caNanoLab database.

1. Ensure that **Protocols** is selected at the top of My Workspace and scroll down to My Protocols.
2. Find the protocol you want to review or change.
3. Select an action as described in the following table.

To...	In the Actions column...
Update a protocol	Click <b>Edit</b> . The Edit Protocol page opens.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Updating after approval</b></p> <p>If you need to update an item after it is released to the public, you must update and submit it for curator review again.</p> </div>
Remove a protocol from the caNanoLab database	Click <b>Delete</b> and confirm the removal. The system removes the protocol from My Workspace and the caNanoLab database.
Share a protocol with another user or user group	Click <b>Edit</b> . For details, refer to <a href="#">Sharing a Protocol with a User or Group</a> .

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## My Publications

You can review and edit a publication, and delete a publication from the caNanoLab database.

1. Ensure that **Publications** is selected at the top of My Workspace and scroll down to My Publications.
2. Find the publication you want to review or change. My Publications includes a Publication ID and Publication Title column. The Publication ID, if available, links to the publication on the [PubMed.gov](http://pubmed.gov) web site.
3. Select an action as described in the following table.

To...	In the Actions column...
Update a publication	Click <b>Edit</b> . The Edit Publication page opens.  <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <b>Updating after approval</b></p> <p>If you need to update an item after it is released to the public, you must update and submit it for curator review again.</p> </div>
Remove a publication from the caNanoLab database	Click <b>Delete</b> and confirm the removal. The system removes the protocol from My Workspace and the caNanoLab database.

Share a publication with a user or user group	Click <b>Edit</b> . For details, refer to <a href="#">Sharing a Publication with a User or Group</a> .
Access Publication ID	If available, click the link to display information about the publication at the <a href="#">PubMed.gov</a> web site.

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