

# Work pool

In this documentation you will learn what the work pool is and how you can use it.

## 1 Introduction

The **workflow-based work pool** makes it easier for users to keep a good overview of the documents that they currently have to edit in accordance with the workflow:

The **My workspace** view is divided into four sections – each of which provides a specially filtered view of all the documents that have been saved in the Curator:

1. **My inbox**

Documents, for which you (the logged-in user) have been entered as 'responsible', are dynamically fed into the 'My inbox' section. Furthermore, you also must have been awarded editing rights for these documents.

2. **Group inbox**


The 'Group inbox' displays all documents that have reached a workflow status that gives you (the logged-in user) editing rights. Please note, that documents for which another user has been explicitly specified as responsible are not displayed here.



3. **Checked-out documents**

Here you can see a list of all the documents that you (the logged-in user) have checked out but have not yet returned.

4. **My documents**

This list includes all documents for which you (the logged-in user) are entered as the 'owner'. These are usually all the documents that were created by you.

You can sort the document list in the work pool in ascending or descending order. Sorting is indicated by the little triangle  in the column header. If you want to sort according to a different column, simply click the corresponding column header. To reverse the sorting order, just click the same column header again. Sorting will be maintained until the next log-in.

-  If you create documents in this view, they will not yet be assigned to a process, topic or course. To carry out an assignment, copy the document and insert it into the desired position in the structure.
-  If you have the appropriate authorization, you have access to the Repository Explorer via the Documents function group. This displays the server's physical file repository.