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Chapter 1  

Overview

Getting Started tutorial

For a short tutorial about Commons, watch this video:

![Using Commons](http://www.perforce.com/resources/tutorials/using-commons)

Concepts

Commons is a file collaboration tool that lets you share files while keeping strict track of all of the changes that you and your collaborators are making. Before you start using Commons, it can be helpful to understand some basic concepts.

Versioning

Every time anyone edits a file and uploads it to Commons, Commons saves it as a new version, while keeping all previous versions so that you know who did what and when. The Commons file comparison tool lets you see the differences between versions at a glance. Change descriptions, comments, and notifications help you and your collaborators communicate about edits and updates. And File Valet helps you to ensure that the right version is stored as the latest, no matter who uploaded it and when.

Spaces

Commons uses the concept of spaces to organize your work: a space is similar to a section in a library with a collection of content and people. You can invite other people to your space or go and visit theirs. Each space has its own people, files, and activity. Spaces come in three default flavors:

- Personal, for private work you want to keep to yourself or share with a select few
- Workgroup, for groups who want to collaborate on a specific project
- Official, for more formal information sharing

Each space type has different default properties, but you can change those properties as needed.

No matter what type of space you use, the space owner can add members and define their level of access. The space owner can also open a space so that anyone with a Commons account in your organization can join.

For more information, see Working with Spaces on page 5.
File Valet

To upload a new or updated file, you simply drag it and drop it into Commons. How does Commons know what to do with a file when you upload it? File Valet keeps track of the file history of any file stored in Commons and makes sure that new versions of the file go to the right space and folder. What happens when you upload a file to Commons and discover that someone else has uploaded their own version of the file since you last downloaded it? File Valet recognizes that there may be conflicting changes and walks you through the process of resolving them. You can view the differences between your changes and your collaborator’s and decide whether you want to accept their changes as the latest version, accept yours, or perform a merge of the two.

For more information, see Chapter 3, Working with Files on page 11.

Collaboration

Instead of formal workflow, Commons provides flexible tools for communicating about files and file activity:

- Follow a file to make sure you receive notifications about it.
- Enter comments about any version of a file.
- Direct your comments to other space members using @mentions so that they get notified.
- View an activity stream for an entire space or just the files you are following.
- Receive notifications when there is activity on a file you are following or you’re mentioned in a comment.
- View a file history stream of change descriptions and comments about a file.

For more information, see Following the Conversation on page 27.

Navigating Commons

Home page

When you log into Commons, you land on your home page. The home page shows all of the spaces you are a member of, lets you browse other spaces, lets you create new spaces, shows pending notifications, and gives you access to everything else that you can do in Commons.

The number of unread notifications appears on the top toolbar. Click it to view recent notifications.

To return to your home page from any other Commons page, click the Commons icon on the top toolbar.
For more information about viewing spaces on the home page, see Working with Spaces on page 5.

**Find your way back**

Follow the breadcrumbs in the upper toolbar to find your way back from viewing file details.

The breadcrumbs in this screenshot show that you are in the "Swarm" folder in the Sales Training space. To get back to viewing all of the files in the space, click "Sales Training" in the breadcrumb trail. To get back to your home page, click the Commons icon.
Find spaces

Commons uses the concept of spaces to organize your work: a space is similar to a section in a library with a collection of content and people. You can invite other people to your space or go and visit theirs. Each space has its own people, files, and activity.

To view the spaces you belong to, click the Spaces I Belong To tab.

To view all spaces, click the All Spaces tab.

You can view spaces in a grid or a list:

Grid view:

![Grid view image]

List view:

![List view image]

To view spaces in a grid, select the grid icon.

To view spaces in a list, select the list icon.

You can sort spaces by clicking the column header in list view or by selecting the Sort by category from the toolbar in grid view:

- Activity sorts the spaces by most recent activity date
- A-Z (grid view) sorts alphanumerically by space name
• Type sorts by space type (Personal, Workgroup, Official)
• Owner sorts by space owner, alphanumerically
• Custom lets you drag and drop spaces into whatever order you like

**Create spaces**

To create a space:

1. Go to your home page and click Create Space in the lower toolbar.

2. Enter a name in the New space field and click the Save button. Make your space name relevant to the people who will be working with you in that space.

3. On the space Properties tab, change any of the default values that appear by clicking on the property name or the applicable Edit link:
   - **Space Name:** edit the space name at any time.
   - **Space Type:** select one of the following:
     - Personal, for private work you want to keep to yourself or share with a select few
     - Workgroup, for groups who want to collaborate on a specific project
     - Official, for more formal information sharing
   
   Each space type has different default properties (for example, Official spaces have access open to anyone by default, while Workgroup spaces are closed by default), but you can change those properties here as needed.

   - **Owned by:** transfer ownership to another space member.

   - **Description:** explain the purpose of the space. This helps others decide whether it is a space that they should join.

   - **Access:** select Open, anyone can join or Closed, only the owner can add people.

   - **Read-only Browsing:** select whether to let non-members view files in your space (but not comment, edit, or add files—those activities are limited to members)

   - **Shared Files:** select whether to enable non-members to view a file without logging in when they follow a link sent by a member.

   - **Deletion:** select whether to give all members access to delete files or to view and restore deleted files.

   - **Content Sources:** select whether the space owner can make non-Commons files that are stored in the Perforce depot available through Commons. For more information, see [Include files from an existing depot](#).

   - **Edit Image:** upload a picture from your computer as a space avatar. Hover your cursor in the left-side margin between the Space Name: and Access: fields to display this property.

   [Note] Members can view space properties, but only an owner can change them.
Manage space permissions

In Commons, you don’t set user access to individual files, you set access to spaces. When you give a user a level of access to a space, they have that level of access to all of the files within the space.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is one exception: if you include (or “map”) files from the Perforce depot in your space, the permissions on those files are set in Perforce and override the space-level permissions you set in Commons. If a user has permission to edit and upload files in a Commons space and attempts to edit and upload a file that’s been mapped to that space from the Perforce depot, that user will not be able to perform the upload unless they have &quot;write&quot; permissions on that file in Perforce.</td>
</tr>
</tbody>
</table>

For more information, see Include files from an existing depot

To set user access to a space, go to the space Properties tab and use the following properties:

- **Access**: Control whether users can join the space with or without your involvement. A user who can join a space can access the files, so the best practice against unwanted user activity is to restrict access using the Closed, only the owner can add people option.

- **Read-only Browsing**: Control whether non-members can view file information. Set the Only members may view space content option to prohibit non-members from reviewing file content.

- **Shared Files**: Control who can access shared files and if they must be logged into Commons. Options allow you to restrict shared files to only members who are logged in, or members and non-members who are logged in, or to any user regardless of his or her login status.

- **Deletion**: Control who can delete files and view and restore deleted files. Options allow you to restrict this function to only the owner, or permit all members to have this capability, or allow any member to delete files but only the owner can view and restore deleted files.

For more information, see Create spaces

Add members to a space

If a space has "open" access, anyone can join. Space owners can also add members, whether the space is open or not.

To add members to a space you own:

1. Browse to the space on your home page and double-click it.
2. Click the People tab.
3. Click Add People in the toolbar.
4. Type a name or email address. The list autocompletes with eligible users as you type.
5. Click Add.
Chapter 2. Working with Spaces

Remove members from a space

To remove members from a space you own:

1. Browse to the space on your home page and double-click it.
2. Click the People tab.
3. Browse to the member you want to remove and click Remove.

Join a space

If a space has "open" access, anyone can join. Browse to the space on the All Spaces tab in your home page and select the Member checkbox:

The space now appears on your Spaces I Belong To tab.

Remove yourself from a space

To remove yourself as a space member, browse to the space on your home page and select the Member checkbox. The Leave Space confirmation dropdown appears; click Leave. When you leave a space, it no longer appears on the Spaces I Belong To tab on your home page.

Add files to a space

See Add a new file.

View activity in a space

See View activity in a space.

Find people in a space

Click the People tab to view users in a space. Each space has its own collection of users.

Delete a space

You can delete any space that you own. To delete a space, go to your home page, click the Actions icon for the space you want to delete, and select Delete.

To view deleted spaces, click the Trash icon in the Space toolbar. To restore deleted spaces, click the Actions icon for the deleted space you want to restore and select Restore.
Include files from an existing depot

If you have access to an existing Perforce depot, you can map those files to the spaces you own in Commons.

**Note**

Permissions for the Perforce depot location take precedence over the space permissions. Therefore, a space member who does not have access to the files in the Perforce depot location will not have access to those files in the space.

1. Click the name of the space that you want to add files to, then click the Properties icon.
2. Click Edit in the Content Sources row.
3. Select the inclusion option:
   - Content from other locations can be mapped into space: you can map any Perforce depot location to your space, and you can also add files and folders to the space without using the mapped depot locations.
   - None of the content from other locations outside of space: you cannot map Perforce depot locations to your space.
   - Content comes from a single location outside of space: you can map from one Perforce depot location only, and any files and folders that you add to the space must first be added to that depot location.
4. Click Save.
5. Click Add mapping to select the depot locations you want to include:
   - If you selected Content from other locations can be mapped into space:
     - Under From this depot folder, choose a depot path by clicking the folder icons to expand the depot tree.
     - Under Map into this local folder, select the folder in your Commons space where you want the depot files to reside. If you have not created any folders to select, Commons uses the depot location folder names and structure.
     - Click Save.
   - If you selected Content comes from a single location outside of space:
     - Choose a depot path by clicking the folder icons to expand the depot tree.
     - The depot folder names and structure will be replicated in your Commons space.
6. Click Save.

The depot paths will appear below the Content Sources option, and the mapped files will appear in the Files tab.

For more information about Perforce depots, see *Introducing Perforce* at [www.perforce.com](http://www.perforce.com/resources/documentation/perforce-technical-documentation).
Chapter 3  Working with Files

About File Valet

File Valet is the interface that Commons uses to help you manage your file uploads. When you add a file to Commons, File Valet detects what you are doing, and responds accordingly:

- Upload a new file

Simply drag and drop the file into Commons. File Valet prompts you for the space and folder you want to add it to (or prompts you to add it to the space you're viewing). You follow the prompts, and the file is added as version 1. For more information, see Add a new file.

- Upload an update to a file that is already in Commons

Download a copy of the file from Commons, edit it on your computer, and upload it as a new version:

Figure 3.1. Adding a new file version

File Valet knows where to put the file. If you didn't download the file from Commons before editing it, you can still add the file as the latest version of a Commons file; File Valet walks you through the process. For more information, see Add an updated file.

- Upload an updated file that conflicts with another user's updates

Let's say you and another user downloaded the same file to work on, and the other user uploads his changes before you do. File Valet tells you if there are conflicting changes and helps you to resolve them:
In this case, Bob and Jane have both downloaded and edited version 1 of a document. Bob uploads his changes first, so when Jane tries to upload her changes, File Valet tells her that another user has already checked in changes to the same version of the file. If the file is in .txt, Microsoft Word .docx, or Powerpoint .pptx format, File Valet merges Bob’s updates and Jane’s updates into a new merged file version. Jane can download and view the merged file, and if it looks fine, she can tell File Valet to add it as version 3. If she needs to edit the merged file, she can make those changes and upload the edited, merged file as version 3. She can also choose to upload her original updated file as version 3, and let Bob know that the latest version now doesn’t have any of his changes. No matter what she chooses, File Valet walks her through the process and gives her the tools she needs to make her decision.

For more information, see [Resolve conflicts](#).

**Get a file**

There are a number of ways to get a file from Commons:

- Click the file name. In the file details view, select the version you want, then click the Download button.

- Click the Actions icon in the file tile or row and select Download.

- When you compare file versions, select the download icon above the version you want to download:
Chapter 3. Working with Files

At the prompt, select whether to open or save the file. Where the file gets downloaded depends on your browser settings. The default is usually your Downloads folder.

When you get a file from Commons, you will notice a `.pvX` (`X` = version number) appended to the end. This enables you to keep track of versions on your desktop.

**Note**
If your browser presents a dialog to "Open with..." and you select OK, the file will still download to your Downloads folder. If you have changed the default download location in your browser settings, the file will appear in the folder you specified.

### Add a new file

You can add a new or updated file to Commons by dragging and dropping it into the browser window or by clicking Add File on your home page or space toolbar.

To upload a file to Commons:

1. Initiate the upload by doing one of the following:
   - Drag the file from your desktop and drop it anywhere in the Commons window.
   - Click the Add File button in your home page or space toolbar and select the files you want to upload from the browse dialog.

   You can add multiple files at once.

2. Commons opens the File Valet, which walks you through the process of telling Commons how to handle your file.

   File Valet behaves differently depending on whether the file you are adding is new or an update to a file that is already stored in Commons.
For information about how File Valet guides you through the process of adding an updated file, see Add an updated file and Resolve conflicts.

3. Add a description.

Use the box in the upper left corner that says Type something about your changes. A good description helps you and your collaborators know the purpose of the upload. If you upload multiple files at once, the description covers all of the files you upload.

4. Select the Commons location (space and folder) where you want the file to reside.

If you add a new file from the home page you must select a location. File Valet prompts you to make the change by displaying the message, "This file requires attention" in red at the top, along with the message "Please select the location for this file":

If, however, you add a new file while you are viewing a space, that space will be the default location for the uploaded file. You can change it if you want.

- Click Change Name and/or Location.
- Click a space or folder row to expand it and view subfolders.
Chapter 3. Working with Files

- If you want to make your file the latest version of an existing file, select Show files to
  select the existing file. You can also rename your file by editing the name field.

- Click Change to save your file's Commons location and any name change.

5. Click Done.

Space owners can also add files by mapping a Perforce depot to a Commons space. See Include
files from an existing depot on page 9.

Add an updated file

Adding a new version of a file that is already in Commons is just like adding a new file,
except:

- You can also add a new version of a file by clicking Add Version in the toolbar when you
  are viewing file details for the file.

You can add any file on your desktop as a new version of an existing Commons file, even if
has a different name. Just change the name in File Valet.

- You can review the differences between the file version you are adding and the latest
  version in Commons: click Compare to view the file comparison in the preview pane.
  For more information, see Compare file versions.

- If there is a conflict with a change that another user has uploaded, File Valet walks you
  through the process of resolving the conflict. For more information see Resolve conflicts.
Browse for files

To browse the files in a space, go to that space and click the Files tab.

Grid view sort options enable you to sort files by most recent Activity, file name in alphanumeric order (A-Z) and (Z-A), files you’re Following first, and the user (in alphanumeric order) by whom the file was most recently Modified by.

List view enables you to sort by clicking the column headings: File Name (alphanumeric), highest or lowest Version number, user most recently Modified by, When the most recent activity took place, and files you’re Following.

In both grid and list view, you can also choose to Show Deleted Files.

Search for files

To search for a file, enter your search terms in the File Search box in the toolbar and click the search icon:

Note the following:
• Commons searches for all files whose name or content includes the search term, even if the search term forms only part of a word in the file.

For example, the search term "free" returns files whose name or content includes the word "free," "freedom," "freewheeling," etc.

• A search that uses multiple terms returns files whose name or content includes all of the search terms.

In other words, if you enter the search terms "free lunch," Commons returns all files whose name or content includes both the terms "free" and "lunch." It does not return files whose name or content includes only one of the two terms.

To refine your search, use the Advanced Search page:

You can refine your search using the following criteria:

• File names only.

• File content and metadata embedded in a file (such as the Title or Author property associated with a Microsoft Word file, for example).

• Time period in which the file was last modified.

• User who modified the file.

• Location (Space and folder).

• Include past versions of files (the default is to search only within the most recent version).

**View file details**

Go to the Files tab in a space, click a file name or click the Actions icon on the file tile or file row and select View Details to view file details.
In the File Details view, you can:

- **View file history on page 27.**
- View a preview of the file (some file types may require a browser plug-in).
- **Compare file versions.**
- Select View File to view a file in a separate browser window (some file types may require a browser plug-in).
- Select Download to [download the file](https://example.com)
- **Rename a file**
- **Follow, comment,** and share a file.
- **Move, copy,** and delete a file.
- **Add a new version** of the file.

**Compare file versions**

When you upload a new version of a file, File Valet gives you the option to compare your file to the latest version in Commons. Click the Compare tab to open the file comparison pane:
The version you are uploading is identified as Your File, and the latest version to be uploaded to Commons is identified as Latest Version.

Select Unchanged regions to view only those parts of the file that differ. You can scroll through the changed regions by clicking the changed region icons:

You can also view a comparison of any two versions of a file at any time from the file details view:

1. In the left pane, click on one of the versions you want to compare:
2. Click Compare in the lower toolbar.

3. Select the other version in the left pane.

4. Click the Compare button:

   ![Compare button]

   Differences are highlighted in blue and green. The file version represented by each color is displayed above and below the comparison pane.

You can compare text and image files in the following formats:

- png
- jpeg
- jpg
- gif
- bmp
- txt
- docx
- pptx

**Resolve conflicts**

If you upload a file and the file has been renamed, deleted, or changed by someone else prior to your upload, File Valet recognizes that there may be conflicting changes and walks you through the process of resolving them. You can view the differences between your changes and your collaborator’s and decide whether you want to accept their changes as the latest version, accept yours, or perform a merge of the two.

When conflicts occur, File Valet warns you and provides you with various options:
Your choices depend on the nature of the conflict and may include some of the following:

1. Make your file the latest version, without incorporating any of the previous contributor's changes.

2. Add your file as a new file not related to the deleted file, without incorporating any history of the previous versions of the file.

3. Add a new version that merges your file with the latest version, checking in a version that combines your changes and the previous contributor's changes. This option is available for text files, Microsoft Word `.docx` files, and Microsoft Powerpoint `.pptx` files.

4. Make your file the latest version of the file that was renamed and moved, checking in a version that combines your changes with the previous contributor's changes when the previous contributor also renamed and moved the file.

5. Don't add new version, and back out from adding your version.

To help you decide what to do, File Valet lets you do the following:

- Compare the file versions.
  - Click View file details to open the file comparison pane, where you can view and compare text changes inline.
  - Only text changes appear, not formatting changes.
  - Download and preview a version that combines your changes and the previous contributor's changes:
    - Click Download Merged File, save the merged file to your desktop, and open it for viewing.
• For Microsoft Word .docx files, changes are shown using Word’s native Track Changes feature. Your changes appear in one color, the other contributor’s changes appear in another color, and the merged changes in a third color.

• For Microsoft Powerpoint .pptx files, changes are identified with comments at the head of each slide that has conflicts.

• Change the space or folder holding the file, or change its name:
  • Click Change Name and / or Location.
  • Click a space or folder row to expand it and view subfolders.
  • If you want to make your file the latest version of an existing file, select Show files to select the existing file. You can also rename your file by editing the name field.
  • Click Change to save your file’s Commons location and any name change

What should you do if you don’t want to make your file the latest version?
• Download the merged file.

  If you like it as is, select Add a new version that merges your file with the latest version. If File Valet warns you (as in the screenshot above) that some portion of the two files could not be combined, then this is usually not the option you want.

  If you like some but not all of the downloaded merged file, then select Don’t add new version, make your changes to the merged file, and upload it as the next version. This is usually the best option if File Valet warns you that some portion of the two files could not be combined.

• Download the other contributor’s version and update it.

  If you want to start fresh with the other contributor’s version and make your revisions on top of that, then select Don’t add new version, download the other contributor’s version, make your edits, and upload the edited file as the next version.

What should you do if do want to make your file the latest version?
• Select Make your file the latest version and inform the contributor whose version you are superseding. The best way to do that is to enter a change description that includes an @mention of the contributor and explains why you added your version without merging their changes.

Note. Merge capability for Word documents applies only to the .docx file format, and the following items will be removed when the files are merged:

• Block authors
• Bookmarks
• Comments
• Digital signature
• Restrict editing
• Restrict permissions
If Word Themes are in use in either document being merged, the operation will fail with a warning.

Share a file

To share a file, you can get the URL and copy it into an email, or you can have Commons create the email for you with the mail program that you have set up as the default for your browser.

There are two ways to get the URL and email link (Send Email):

- Click the file name. In the file details view, click Share in the toolbar.
- Click the Actions icon in the file tile or row and select Share.

By default, the link is to the latest version of the file. If you want a different version, click the arrow next to Latest Version and select the version you want. For a complete list of versions, select File Details Page.

Select Perforce Depot Path to share the file's Perforce depot location instead of a URL.

For information about setting up the default mail program for your browser, see your browser documentation.

Rename a file

There are two ways to rename a file:

- Open the file details view for the file and click the file name on the lower toolbar. This opens the Rename inlay.
* Click the Actions icon in the file tile or row and select Rename.

**Move or copy a file**

There are two ways to move a file:

* Click the file name. In the file details view, click Move in the toolbar.

* Click the Actions icon in the file tile or row and select Move.

There are two ways to copy a file:

* Click the file name. In the file details view, click Copy in the toolbar.

* Click the Actions icon in the file tile or row and select Copy.

You can move and copy files to another space or another folder within a space. When you’ve clicked Move or Copy, select the space or folder you want to move or copy to. You can expand a space or folder row by selecting it.

**Delete a file**

There are two ways to delete a file:

* Click the file name. In the file details view, click Delete in the toolbar.

* Click the Actions icon in the file tile or row and select Delete.

**Manage file permissions**

In Commons, you don’t set user access to individual files, you set access to spaces. When you give a user a level of access to a space, they have that level of access to all of the files within the space. For more information, see Manage space permissions.

If you need to set file-level permissions, Perforce administrators can do so within Perforce. If you cannot access or manage a file that you should be able to, contact your Commons or Perforce administrator for help.

**Create folders**

To create folders to organize your files in, select Create Folder in the lower toolbar when you are viewing the list of files in a space.

**Rename folders**

Click the Actions icon in the file tile or row and select Rename.

Enter a unique new name for the folder in the Rename inlay window. Commons displays an error message if the name already exists.
The folder name appears in gray until Commons successfully completes the rename, then the name appears in black text.

**Note**
If you try to rename a folder that has been mapped from another location, a message appears above the toolbar instructing you to rename the folder by editing the mapping in Space properties. For more information, see Include files from an existing depot.

### Move folders

You can move folders in one of two ways:

- Click the Actions icon in the file tile or row and select Move. In the Move folder to inlay window, select the new location.
- In the List View or Grid View, drag and drop the folder to its new location.

**Note**
Moving a folder affects the version history of all files in the folder. All file version numbers are reset to 1.

**Note**
If you try to move a folder that has been mapped from another location, a message warns you that other users can access this folder from outside of the space and that moving it may make it unavailable to them. For more information about folders mapped from other locations, see Include files from an existing depot.

### Delete folders

Click the Actions icon in the file tile or row and select Delete. A warning message appears indicating that Commons will also delete all files and subfolders in the selected folder.

A deleted folder or file name appears in red text, with the word Deleted in parentheses (Deleted) after the name.

Deleted folder and file names also appear in red text in the breadcrumb trail in the upper toolbar.

### Restore deleted folders and files

Once you delete a folder, you cannot undo the delete to restore the folder and its contents back to an active state.

Instead, you must select each file and restore it individually.

To restore deleted content:

1. Navigate to the deleted folder.
2. Select the Show Deleted Content checkbox.
3. Choose individual files to restore.
Commons does not generate activity entries when you do any the following:

- Create a new folder that uses the same name as a deleted folder.
- Restore a deleted file inside of a deleted folder.

**Note**

You must have the correct permissions to restore deleted files and folders.
Contact your Commons Administrator.
Chapter 4  Following the Conversation

View activity in a space

Click the Activity tab in a space to view a chronological stream of all activity (space creation, adds, moves, renames, deletions) in a space. You can view all activity or only activity for the files you are following in the space.

To view the activity of a specific user, including yourself, click the user's name either in an activity item or on the People tab.

Recent activity is also indicated with the flag on a space tile or row on the home page.

View notifications

You receive notifications when you’ve been mentioned in a comment or there’s been activity on a file you’re following. View notifications anywhere from Commons by clicking the Notifications icon in the top toolbar. When you have notifications, the icon changes color to yellow and indicates the number of notifications; for example:  

View file history

The left pane of the file details view shows all activity and comments on a file, with the most recent activity listed first. Comments are always children of a version.

Follow a file

Follow a file to receive notifications of any activity on that file and to be able to limit the activity stream or file list to the files you’re interested in. There are two ways to follow a file:

- On the Files tab, click Follow on the file (or folder) tile or row. The Follow checkbox changes to blue with a white checkmark.
• In the file details view for the file, click Follow on the lower toolbar.

To stop following a file, click Follow on the toolbar in the file details view or on the file tile or row to clear the checkmark.

**Comment on a file**

Every time you upload a file to Commons, you are prompted to write a change description. Good change descriptions provide you and your collaborators with a quick view of what you changed in a file and why. Space members can also comment on a file at any time. Click Comment in the lower toolbar when you are viewing a file. Make sure a collaborator gets notified of your comment by mentioning them in the comment, using the convention `@<username>`.

When you view file history, you can see comments along with change descriptions.

**Notify other users using @mention**

Make sure a collaborator gets notified of your comment by mentioning them in the comment, using the convention `@<username>`. This is a great way to create ad-hoc workflow.

Type `@` followed by the first letters of the user’s name. Commons autocompletes with space members as you type.

The mentioned user receives a notification, along with the text of the comment and a link to the file details view:

If you have been mentioned in a comment, you will also see the @mention icon 🗤 in the space tile or row on your home page. Click it to see the comments that mention you.
Chapter 5  Managing Your User Account

Edit user settings

To modify your user name, email address, password, and file encoding, click the User icon in the upper toolbar and select User Settings from the dropdown menu.

Click the item you want to change, enter your changes, and click the Save button.

Create a user account

In some Commons implementations, new users must be added by the Commons administrator. In others, the Commons administrator may have set up Commons to allow new users to sign up from the Commons login page, by selecting the New User? button.
Chapter 6  Working with Dropbox

You can use Dropbox with Commons to take your Commons files with you anywhere, even across multiple devices. Just enable a connection to your Dropbox account and keep your Commons files in a dedicated Commons folder in Dropbox. Now when you want to make updates to a Commons file, you can update it in Dropbox and upload it to Commons. Commons takes care of commenting, notifications, version comparisons, file conflicts, and merges.

Enable Dropbox connection

To connect your Dropbox account to Commons:

1. Verify that you have an active Dropbox account.

2. Click the User icon in the upper toolbar and select Connect Dropbox Account from the drop down menu.


4. On the page that opens next, click Connect to take you to Dropbox.

5. On the Dropbox Sign in page, log in to Dropbox using your Dropbox user name and password.

6. On the page that opens next, click Allow.
Your Commons account is now connected to Dropbox, and you'll see the following changes to Commons and your Dropbox account:

- A new folder and subfolders appear in your Dropbox.

If you've never used an application to connect to Dropbox, there will be a new Apps folder, and in that folder you'll see a Commons subfolder, with another subfolder inside:

The bottom level folder ("Perforce Commons," in the example) represents the instance of Commons that you connected to Dropbox. Most people use only one instance of Commons, but if you're using Commons Cloud, each team is represented by a different Commons instance, and each instance you connect to Dropbox results in a new folder.

Once you add files to this folder, they will automatically be synced by Dropbox to all of your Dropbox-enabled devices, just like any other Dropbox files. When you want to add these Dropbox-managed files to Commons or update Commons with changes to these files, you simply select them using the Commons Dropbox View and roll the changes into File Valet.

Figure 6.1. Commons Dropbox folder
• The Dropbox icon appears in the Commons toolbar and indicates (with a number) if any Dropbox files being managed by Commons have been modified and can be uploaded to Commons:

**Upload Dropbox files to Commons**

The Commons-Dropbox integration uses a special Dropbox View page to display Dropbox files that are available to be managed by Commons (by virtue of their presence in the `Apps/Commons/Your_commons_instance` Dropbox folder).

Use this page to upload new or modified Dropbox files to Commons. You can access this page by clicking the Dropbox icon in your Commons toolbar.

**Important**

This page looks like it's showing a Commons space, but it isn't. If a file shows up as new or changed on this page, that change has not been uploaded to Commons. You have to select the new or changed file and upload it. Think of the Dropbox View page as an image of a Dropbox folder, not as a Commons page.

To upload Dropbox files to Commons:

1. Put the files you want to upload in the `Apps/Commons/Your_commons_instance` folder in Dropbox.

2. In Commons, click the Dropbox icon to open the Dropbox View page, where you can select the files for upload to Commons.

**Important**

Commons queries Dropbox every five minutes. This means that Commons may not immediately recognize recent changes to your Dropbox folder. This can manifest itself in files missing or marked as still unchanged in the Commons Dropbox View, or in an incorrect number of changed files indicated next to the Dropbox icon. You can force an immediate update to the Commons Dropbox View and Dropbox icon change indicator by refreshing your browser.

3. Select the files you want to upload to Commons.

   Select individual files by clicking SELECT.

   Select all new or modified files in your Dropbox Commons folder by clicking Select all changed files.
Chapter 6. Working with Dropbox

Import the contents of the entire folder to a new Commons space by clicking Bulk import folder.

4. Click Roll Into File Valet to upload the files.

File Valet behaves just as it does when you upload a file directly from your computer to Commons. For more information, see Working with Files

Add an existing Commons file to Dropbox

To add Commons files to Dropbox, just click ➕ Add to Dropbox on the File Details toolbar or in the file's ➛ Actions menu.

It will now show up in the Dropbox View page and your Dropbox.

Remove an existing Commons file from Dropbox

To remove a Commons file from Dropbox, just click ✗ Remove from Dropbox on the File Details toolbar or in the file's ➛ Actions menu.

**Important** If you delete a Commons file from your Dropbox folder, Commons will not detect the delete. It will stay in Commons until you remove it using ✗ Remove from Dropbox.
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