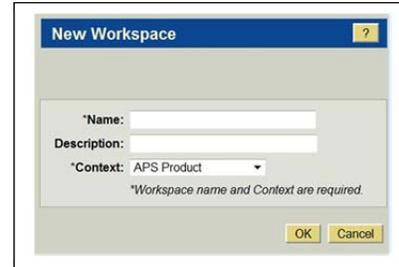
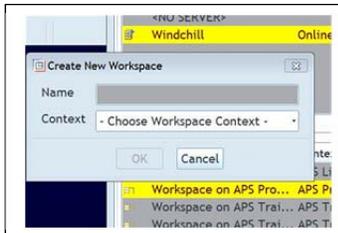


Workspace Preferences

Upon creation of a new Workspace from within Windchill, you see a window like this:

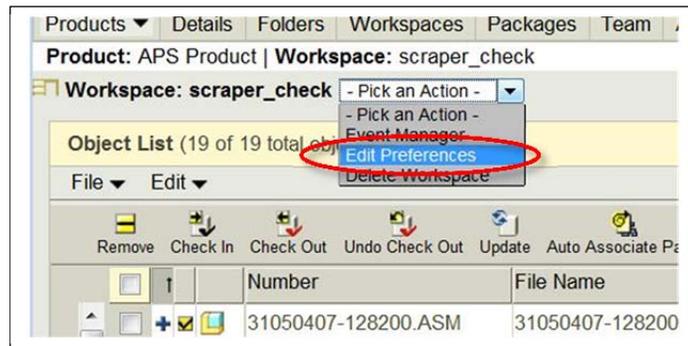


Or if you create one from the Server Manager in ProE, it'll look like this:

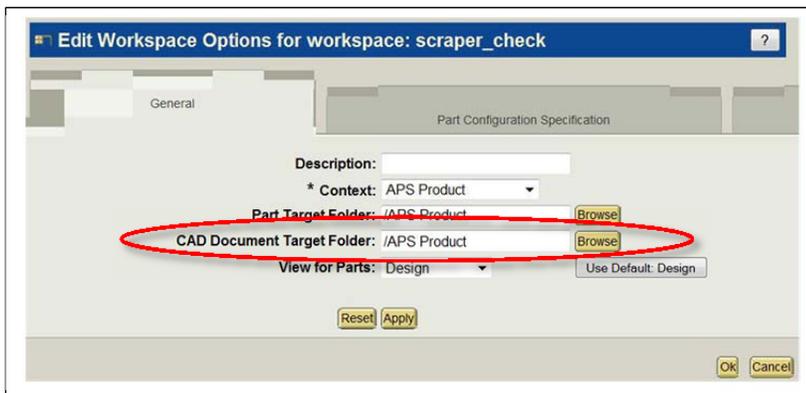


Either way, Workspace Name and Description are up to you. The only required fields are Name and Context. Please pay attention to the Context. In creating a workspace the first way, the context defaults to **APS Product**. For the most part, leave this alone, even if you know you're going to be modeling purchased parts.

To save moving headaches later, you can do the following from within your Workspace (either embedded browser or external):



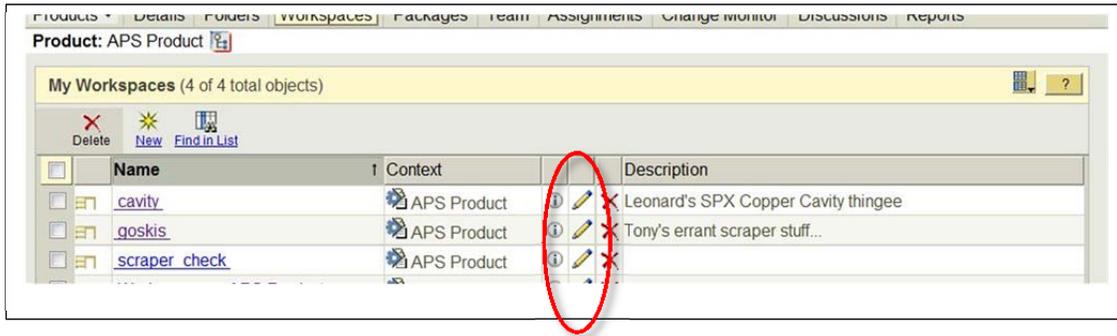
This will bring up the following window...



This is where you can choose a default location (folder) for all the new files you create. This way, you don't accidentally populate the root folder with files that don't belong there, and then have to move them later . . .

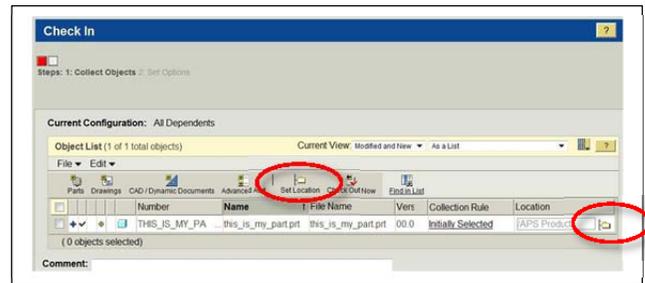
Just click the **Browse** button and navigate to the appropriate subdirectory.

You can also get to the above window by going to a list of your workspaces and clicking on the relevant pencil:



This workspace preference change only affects new files. It will give them a destination other than the root folder of whatever context or cabinet you assigned the workspace. Setting this does *NOT* mean you can't change a particular file's would-be Commonsplace location later on during the initial Check-In.

"Location" (folder) is a default column in the Check-In window's tables. Choose either place to change it. Again, this is only for NEW files.



Notes:

Obviously, you can't change a file's location once it's been checked in. You go to Commonsplace and **Move** it. That constitutes a metadata change, and Updating (or Synchronizing *-jury's still out which one...*) in your workspace to show the new location does not overwrite any modifications you may have made to the file since then.

Regular users are allowed to move WIP files hither and yon **WITHIN** the **APS Product** context (or cabinet). Moving something from the Library back into Product takes an Admin's intervention. (Bring cookies.)