



Library Management

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Overview

The Library (Application) Management application allows users to manage applications (**widgets and templates**) for an organization, such as uploading applications to a library, moving applications between libraries, and deleting applications.



Note

The workspaces feature in Cisco WebEx Messenger is at end-of-life and is no longer offered.

Users can upload applications to any library for which they have permission. In addition, users can copy applications from one library to another, and delete applications from a library. The user must have write permissions to the library in order to copy applications. If the user does not have permissions to a library, the user can send a notification to the Organization Administrator to copy the application.

For more information on using the Cisco WebEx Messenger product and the Library Management widget, refer to the Cisco WebEx Messenger Help and search for **Library Management**.

Application Management

A regular Cisco Jabber application user and the Organization Administrator can add applications using the Library Management Widget. Regular users can only add or manage applications to their own personal libraries. The Organization Administrator can also manage applications in the public library.

If a user does not have permission to a library, an error message is displayed asking whether the user wants to send a request to the Organization Administrator. The user can select **Yes** or **No**. If the user selects **Yes**, a notification email is sent to the Organization Administrator.

When the Organization Administrator signs in to Cisco WebEx Messenger and opens the Library Management widget, the list of applications under the **Pending Approval** displays. The Organization Administrator can use the mouse to hover over the widget to see details and **Approve** or **Deny** the request. For more information on approving requests to add applications, see [Approve a Request to Add Application to Public Library](#), on page 2.

If the request is approved, it appears in the public library. If the request is denied, it is removed from the Pending Approval list and a notification is sent to the user.

**Note**

For more details on adding applications (widgets) to a library, refer to Cisco Jabber application Help.

Copy an Application to a Library

This is for regular Cisco Jabber application users and Organization Administrators.

Procedure

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- Step 1** To copy application from one library to another, navigate to the applications in your personal or public library.
 - Step 2** Select an application from the list of applications and select **Copy widget to**
 - Step 3** Select **Public** or **Personal** from the drop down list and select **OK**.
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Approve a Request to Add Application to Public Library

This is for users with Organization Administrator privileges only. The Organization Administrator receives an email notification each time a user requests a widget/template to be copied to the public library. The email has a title such as, **Request to copy application to the Public Library**.

Procedure

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- Step 1** Sign in to MyWebEx and navigate to the library management widget. A list of applications in the **Pending Approval** list displays.
 - Step 2** Hover over the widget to see details (pop-up similar to the "Get More Apps" pop-up), and **Accept** or **Deny** the request.
If the request is approved, it appears in the public library. If the request is denied, it is removed from the **Pending Approval** list and a notification is sent to the user.
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Remove an Application from a Library

This is for regular Cisco Jabber application users and Organization Administrators.

Procedure

- Step 1** Navigate to the applications in the personal library (personal and public for organization administrator user).
 - Step 2** Select an application from the list of applications and select **Remove The Widget...**
 - Step 3** To confirm deleting the widget, select **OK**.
The application is removed from the user's personal library and added to the Recycle Bin.
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Restore an Application to a Library

This is for Cisco Jabber application users and Organization Administrators.

Procedure

- Step 1** Navigate to the **Recycle Bin** list.
 - Step 2** Select an application from the list of applications and select **Restore**.
The application is restored to the library it was originally removed from and is removed from the **Recycle Bin**.
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