

Welcome to Collaborate at Hart

Private Workspace

Our secure web platform for internal HartApps project files and task tracking.

Seamless Access

Sign in using your standard HartApps SSO (@hartapps.com).

No Installs Required

All core work—from reading documents to reviewing updates—happens entirely in your web browser.



What Collaborate Is (and Is Not)



Browse **project files**

Track **Issues**

Review **Pull Requests**

Get **Notifications**



Git or Git commands

GitHub or GitLab

A client-facing portal

An email or file-sharing replacement

THE GOLDEN RULE: Use **Collaborate in the browser** — do not use **git commands**.

Sign In & Your Dashboard

Step 1:

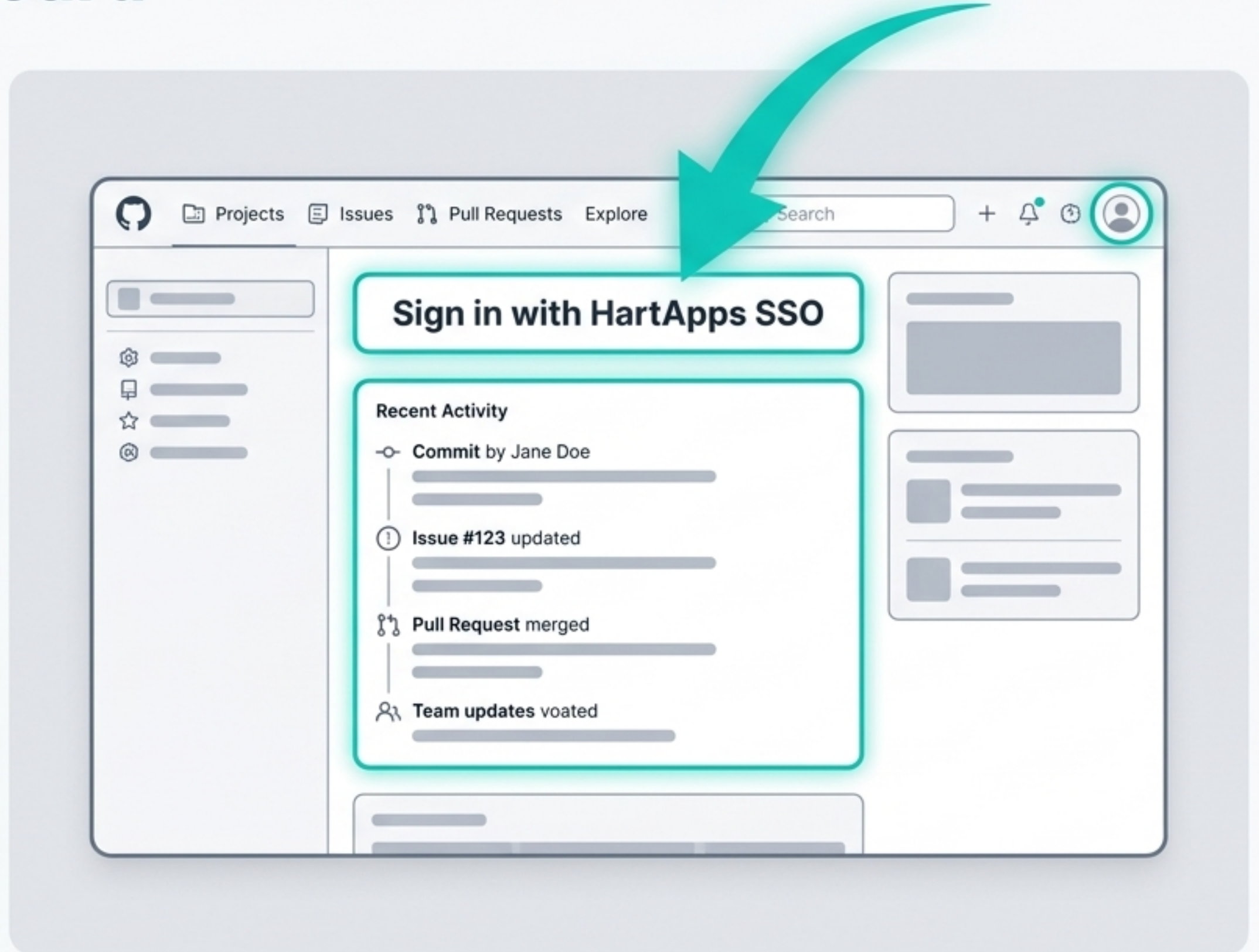
Click **Sign in** → **Sign in with HartApps SSO**.

Home Dashboard:

Your personalized feed showing recent commits, issues, and team activity.

Setup Tasks:

Click **Take a tour** in the navigation bar, and visit your **Profile** to set your display name and avatar.



Access & Roles: Who Can Do What

	Browse Code & Issues	Edit & Branch	Manage Settings
reader	✓	—	—
maintainer	✓	✓	—
org / global admin	✓	✓	✓



Blocked?

If your dashboard is empty or New repo shows a permission error, ask an admin to add you to your team's workspace.

collaborate.hartapps.com/**owner**/**repo**

Code

Issues

Commits

Branches

Pull requests

Search

Access:

Open a repo directly from your home activity feed or a link from your team lead.

The URL Pattern:

Look for **owner/repo** to confirm you are in the right workspace. The **Code** tab is your default landing page for files and the README.

Key Tabs:

Use **Code**, **Commits**, **Branches**, **Pull requests**, and **Search** to navigate project data.

Note on Issues:

The task tracker (Issues) is accessed via direct links or by typing **/issues** at the end of your repo URL (it is not a main repo tab).

PATH A



The Reader

Browse

View project files on the Code tab, review historical changes on Commits, and locate specific text using Search.

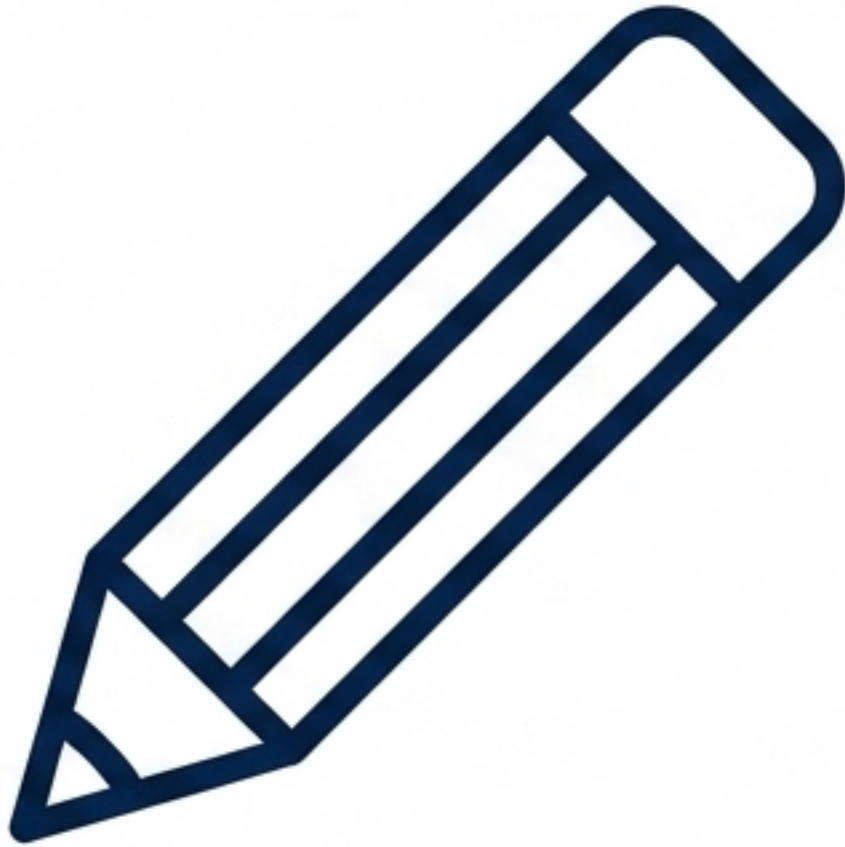
Track

Read Issues and project comments to stay aligned with the team. No editing or saving is required.

Best for:

Project monitoring, catching up on task progress, and reading documentation updates.

PATH B



The Browser Editor

1. **Branches** → Create a feature branch (e.g., feature/update-readme).



Also editing:

2. **Code** → Select your branch → Click **Edit file** → Modify text → Click **Save changes**.



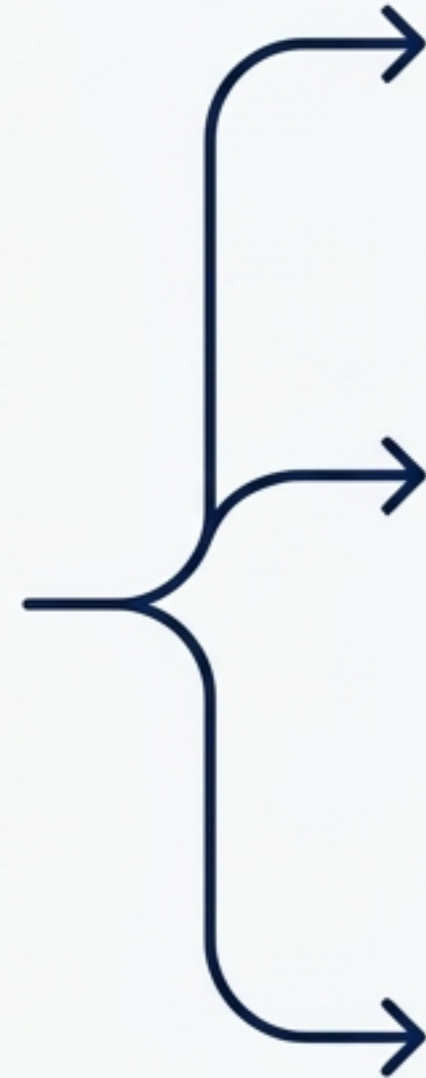
3. **Pull requests** → Click **New pull request** to submit your saved changes for team review.



Best for: **Content writers, documentation editors, and non-technical contributors.**



The Coordinator / Reviewer



Alerts

Rely on the Notifications bell for @mentions and incoming review requests.



Review

Open the Pull requests tab -> Click the open PR -> Read the proposed file changes.

Decide

Choose **Approve ✓**, **Request changes ✕**, or leave a Comment. Once approved, click Merge pull request.

Best for: Project managers, team leads, and peer reviewers.

Team Workflow & Issues Synthesis

The Safe Pipeline: When team branch protection is enabled, you cannot edit the main project directly. Updates must flow through this pipeline.



Tracking Issues:

Create **tasks**, use **@username** to mention teammates, and discuss progress in comments.

Automation:

Typing **fixes #N in your update** will automatically close the matching **Issue**—but only once the work is finally merged into the default branch.

Help & Next Steps



Sign in via SSO.

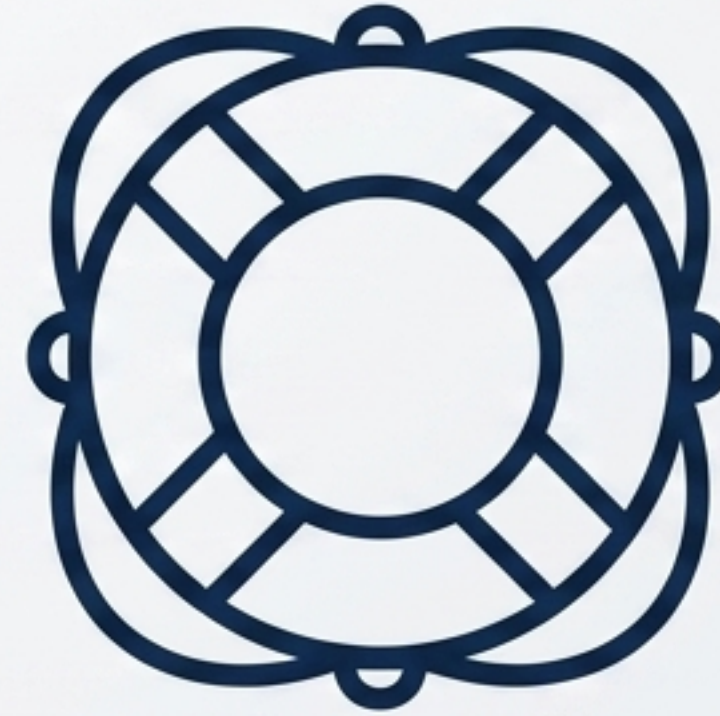


Set up your Profile and take the tour.



Open your Repo and pick your path (Reader, Editor, or Coordinator).

You are ready for day one on Collaborate at Hart.



In-App Help (/help)

Access 20 step-by-step guides anytime. Unsure of a term? Check the dictionary at </help#acronyms>.

Access Blocked?

Contact your org admin or global admin.