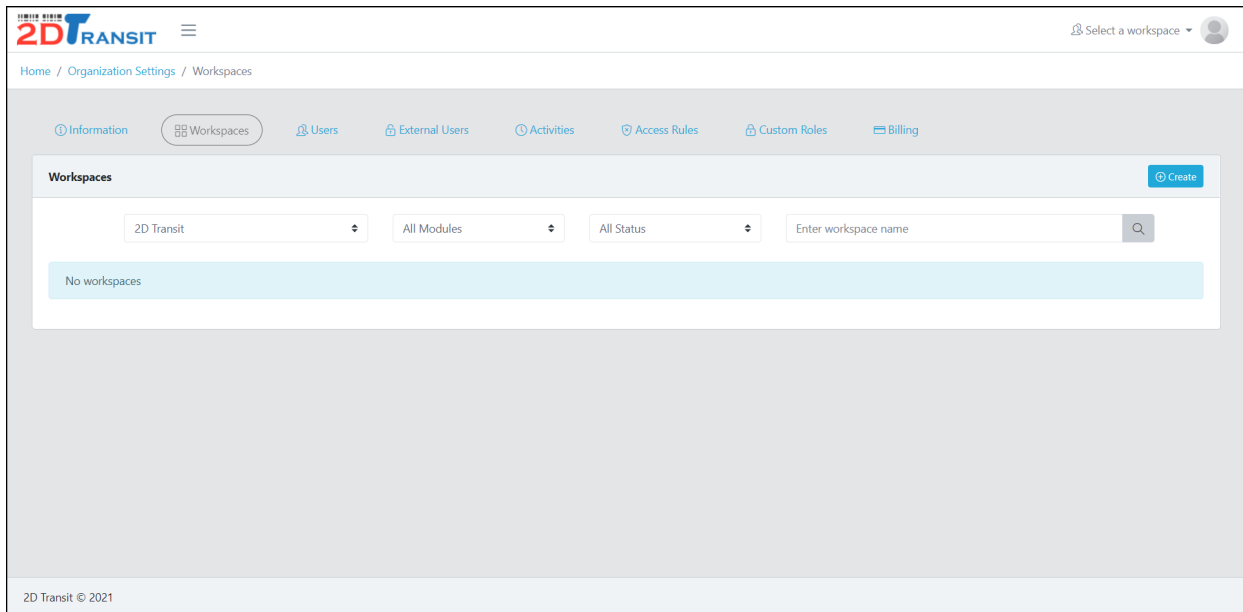


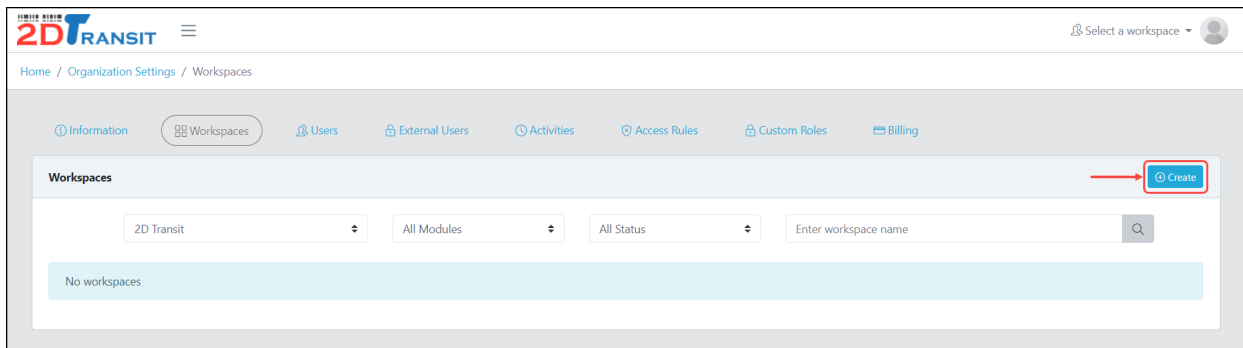
Manage your Workspaces

Creating a Workspace

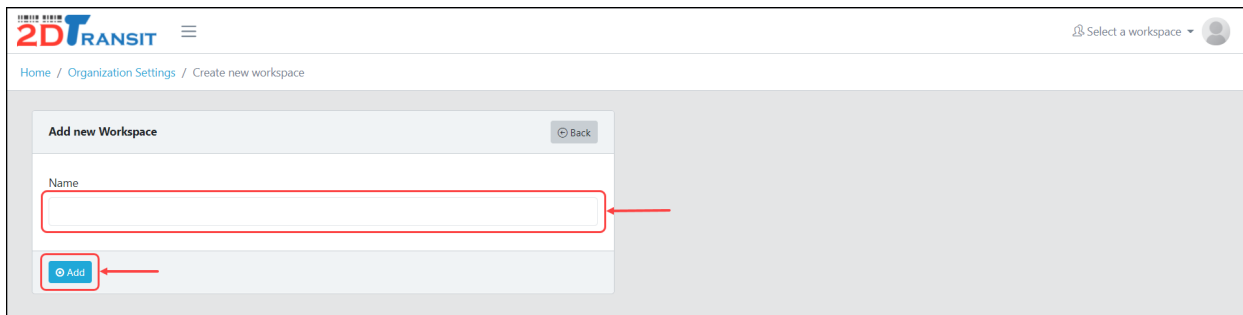
- Go to organization settings in the **Workspaces** tab.



- Click the **Create** button.



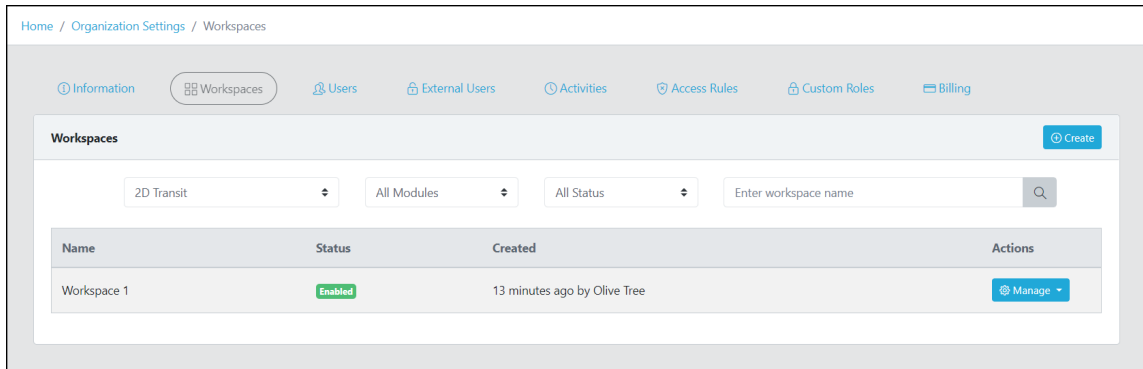
- Fill-in the name and click the **Add** button to proceed.



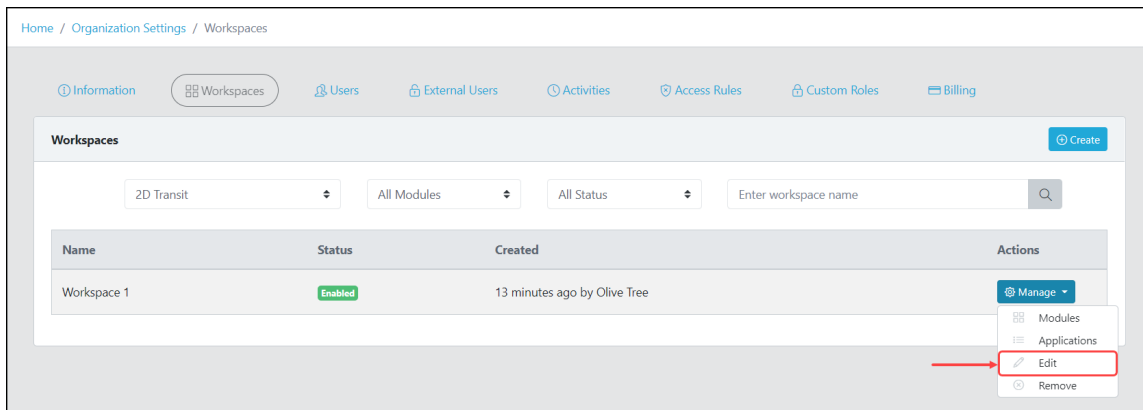
Updating Workspace Name & Color

We have two options in updating name and color for workspaces. See the options below.

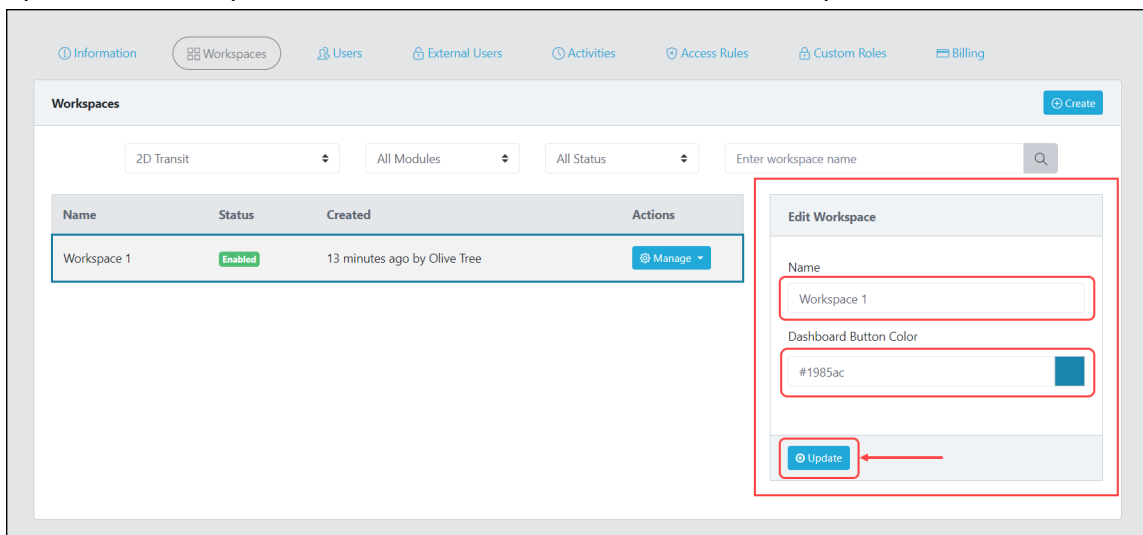
- First Option
 - Go to organization settings in the **Workspaces** tab.



- Find the workspace that you want to update and click the **Manage** dropdown button then select the **Edit** menu.



- Update the workspace name field or select color from the color picker.

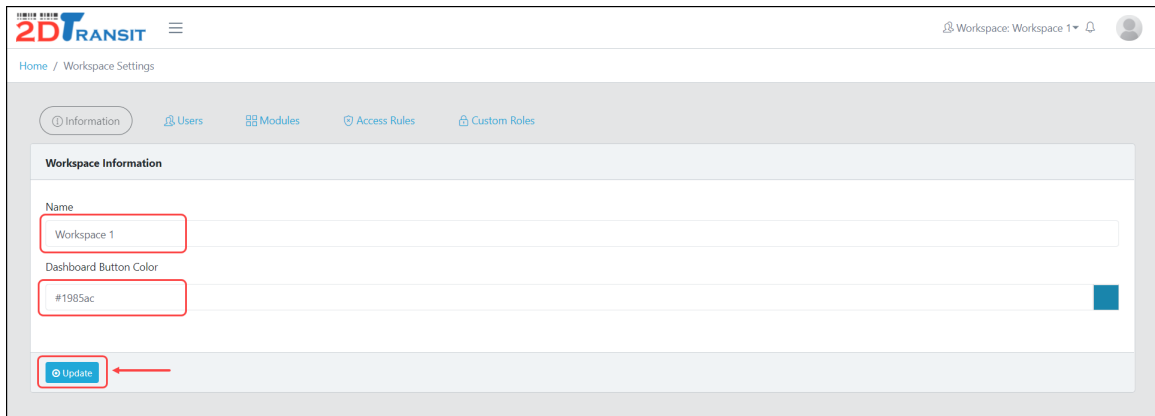


- Once you're set, click the **Update** button to proceed.

- Second Option
 - Click the **Home** menu in the sidebar and you will see the list of workspaces. Find the workspace you want to update it and click the **cog** icon to redirect in the workspace settings.



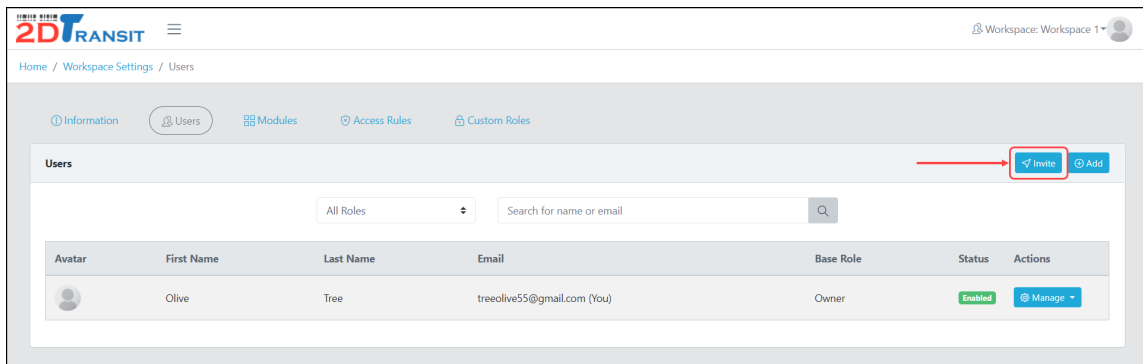
- In the **Information** tab, update the workspace name field or select color from the color picker.



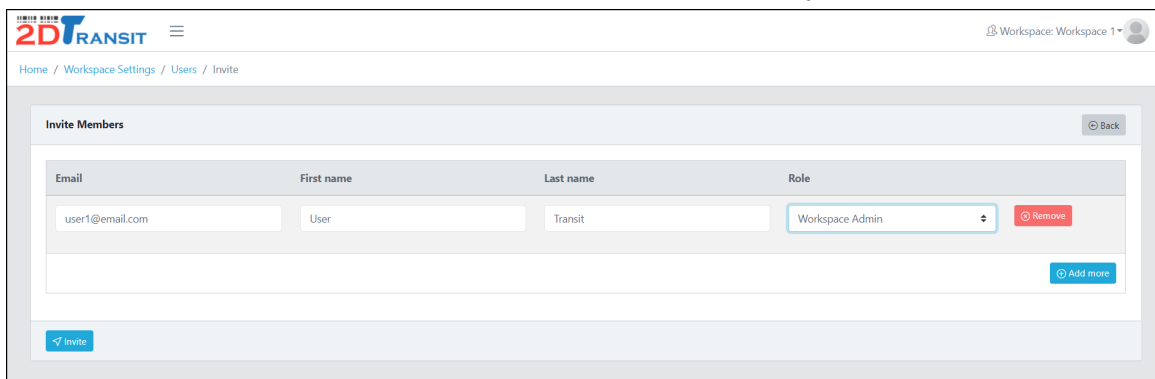
- Once you're set, click the **Update** button to proceed.

Managing Workspace Users

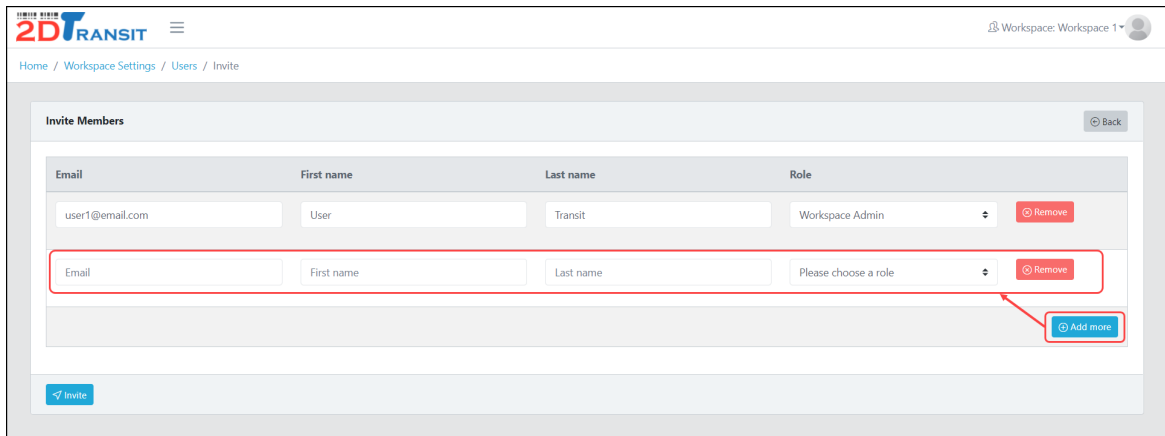
- To Invite a User
 - In the workspace setting in the **Users** tab, click the **Invite** button.



- Fill-in the needed information and click the **Invite** button once you're done.



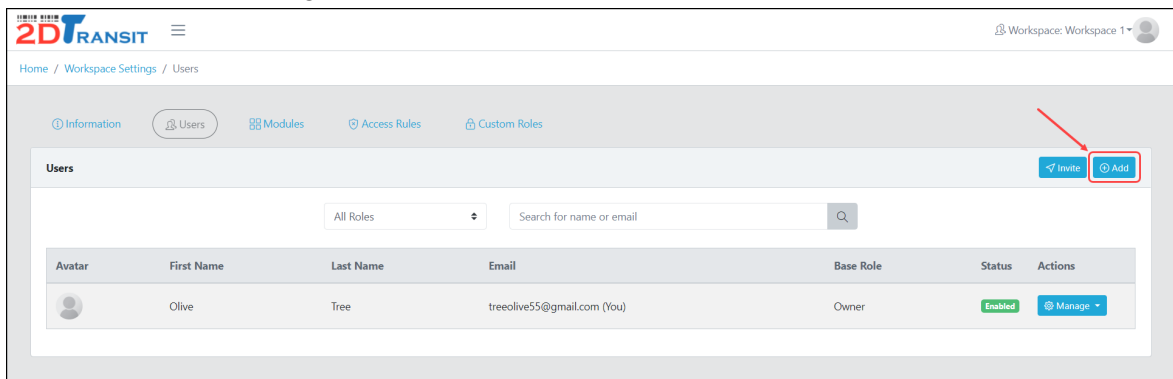
- (Optional) If you want to add more users, just click the **Add more** button.



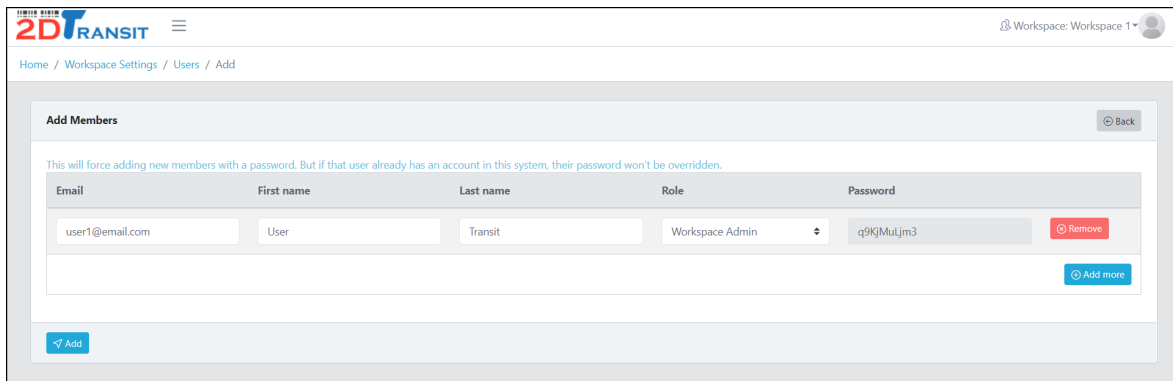
- Please note that inviting any users will need confirmation on their end using their email. If the invited user was new, the user needed to set the password but if the user already existed, the user only needed to click the confirmation link.

- **To Add a User**

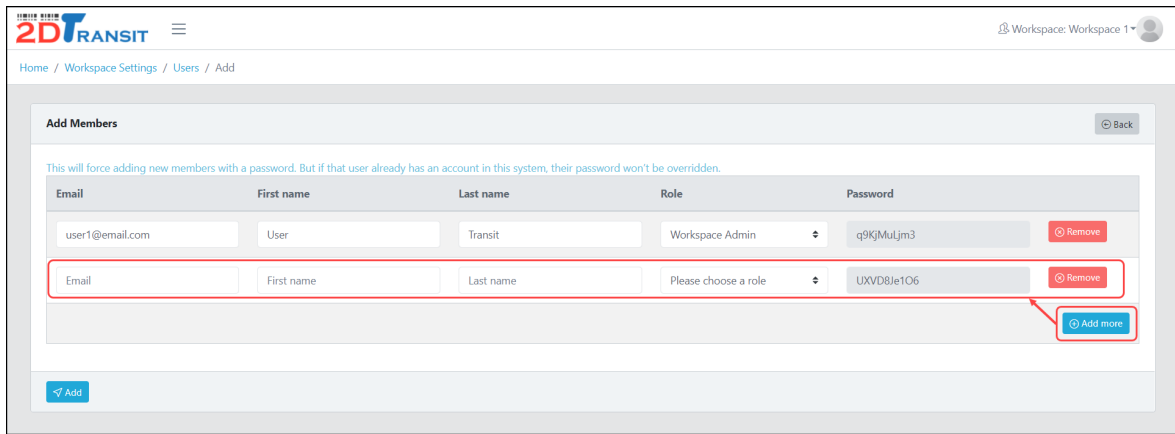
- In the workspace setting in the **Users** tab, click the **Add** button



- Fill-in the needed information and click the **Add** button once you're done. Please note that there is already a password provided. Don't forget to save it as this will be used by the user that you directly added.

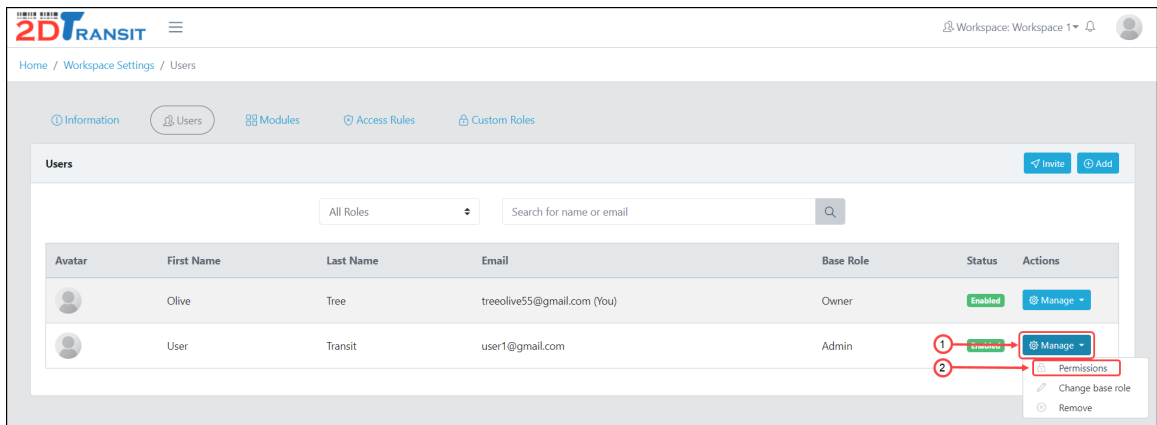


- (Optional) If you want to add more users, just click the **Add more** button.

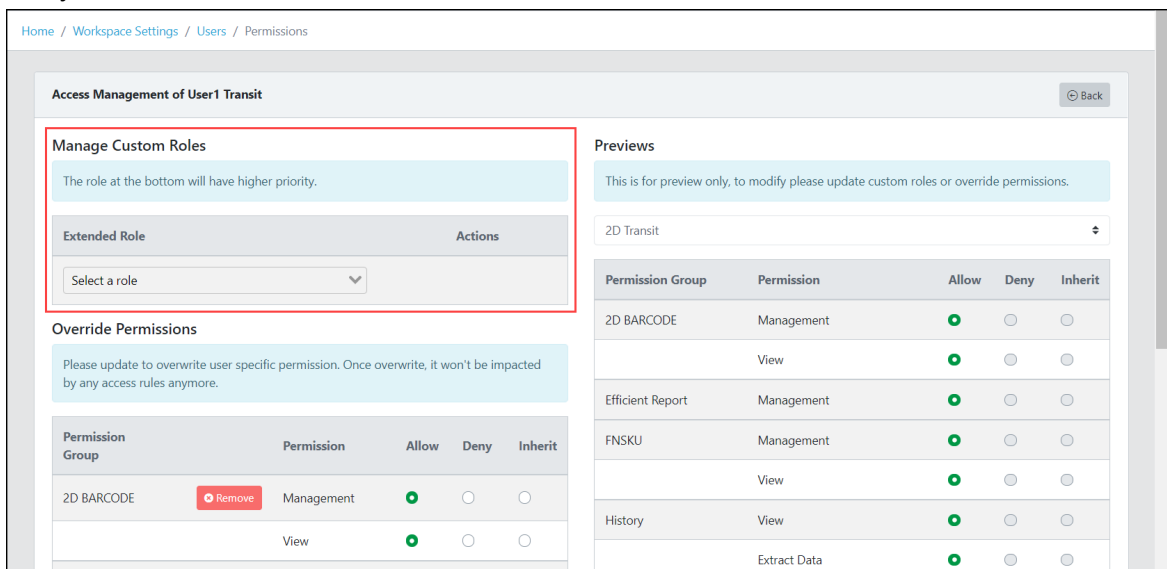


- **Update User Permission**

- In the workspace setting in the **Users** tab, find the user that you want to update the permission and click the **Manage** dropdown button then select **Permissions** menu.



- You can directly set a permission using a custom role if you created one in the **Custom Role** tab in your workspace settings. Just go to the **Manage Custom Roles** section and select the role you want.



- If you don't have a custom role, you can manually update the permission in the **Override Permissions** section. Just select any permission group then select if you want to allow, deny or inherit the permission to the user.

Access Management of User1 Transit

Manage Custom Roles

The role at the bottom will have higher priority.

Extended Role: Select a role

Actions

Override Permissions

Please update to overwrite user specific permission. Once overwrite, it won't be impacted by any access rules anymore.

Permission Group	Permission	Allow	Deny	Inherit
2D BARCODE	Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previews

This is for preview only, to modify please update custom roles or override permissions.

2D Transit

Permission Group	Permission	Allow	Deny	Inherit
2D BARCODE	Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Efficient Report	Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
FNSKU	Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
History	View	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Extract Data	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- **Remove a User**

- Go to the workspace settings then select the **Users** tab.

2D TRANSIT

Workspace: Workspace 1

Home / Workspace Settings / Users

Information Users Modules Access Rules Custom Roles

Users

Invite Add

All Roles Search for name or email

Avatar	First Name	Last Name	Email	Base Role	Status	Actions
	Olive	Tree	treeolive55@gmail.com (You)	Owner	Enabled	Manage
	User	Transit	user1@gmail.com	Admin	Enabled	Manage

- Find the user you want to remove and click the **Manage** dropdown button then select the **Remove** menu.

2D TRANSIT

Workspace: Workspace 1

Home / Workspace Settings / Users

Information Users Modules Access Rules Custom Roles

Users

Invite Add

All Roles Search for name or email

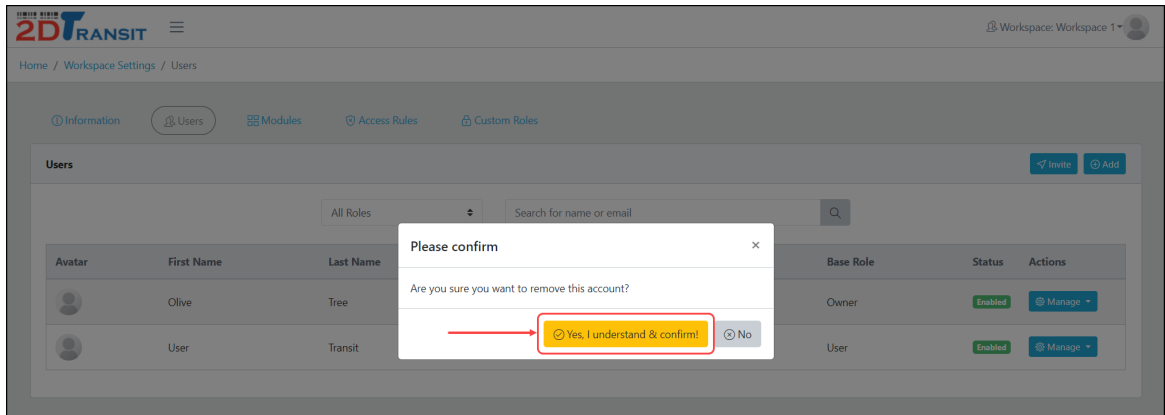
Avatar	First Name	Last Name	Email	Base Role	Status	Actions
	Olive	Tree	treeolive55@gmail.com (You)	Owner	Enabled	Manage
	User	Transit	user1@gmail.com	User	Enabled	Manage

Permissions

Change base role

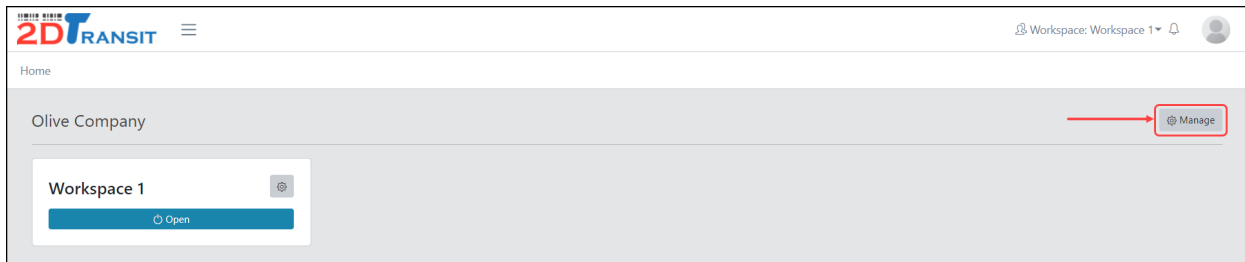
Remove

- A confirmation message will appear, click the **“Yes, I understand & confirm”** button if you want to proceed in removing or click the **“No”** button if you want to cancel.

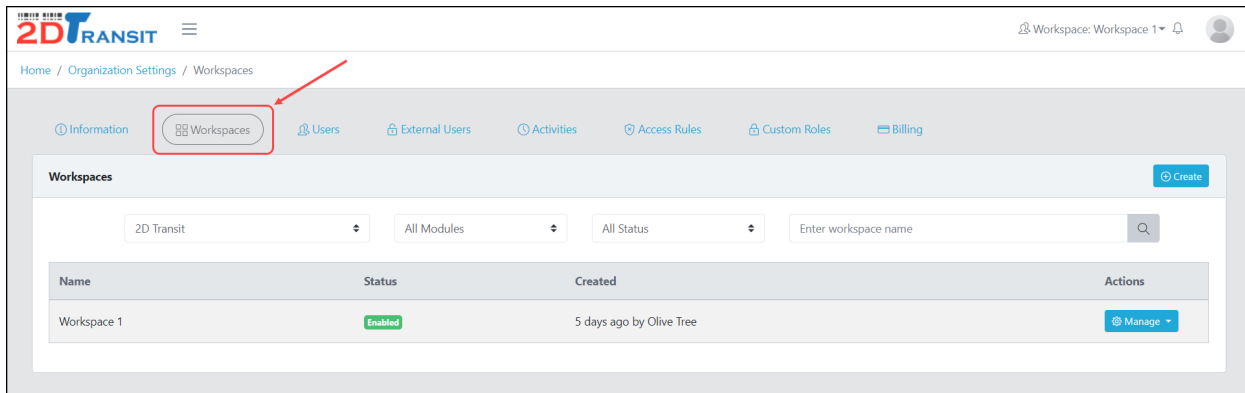


Removing a Workspace

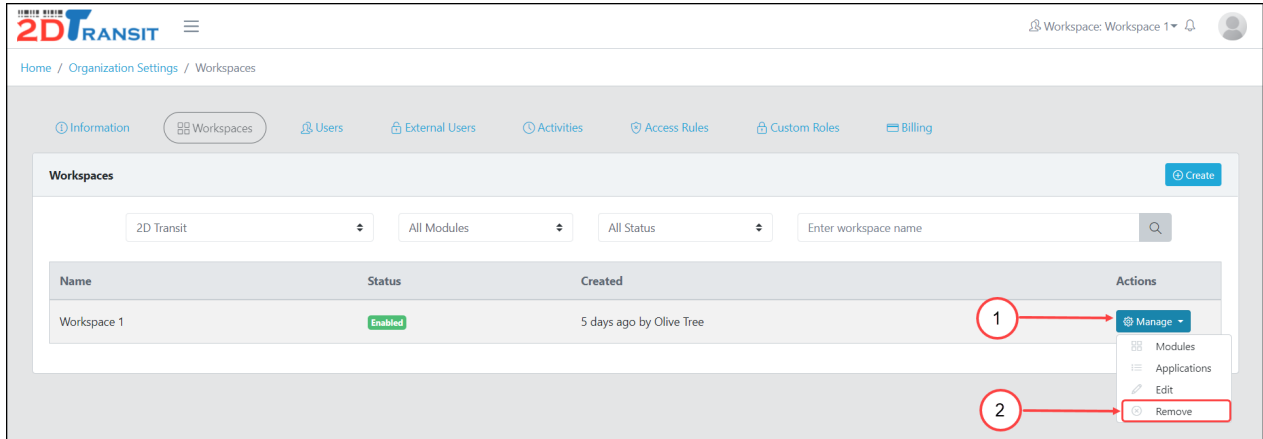
- Go to the Home page and click the **Manage** button of the Organization.



- Go to **Workspaces** tab



- Find the workspace that you want to remove and click the “**Manage**” dropdown button then select the “**Remove**” menu. *Please note that removing a workspace can no longer be retrieved into the system.*



- A confirmation message will appear, click the “Yes, I understand & confirm” button if you want to proceed in removing or click the “No” button if you want to cancel.

