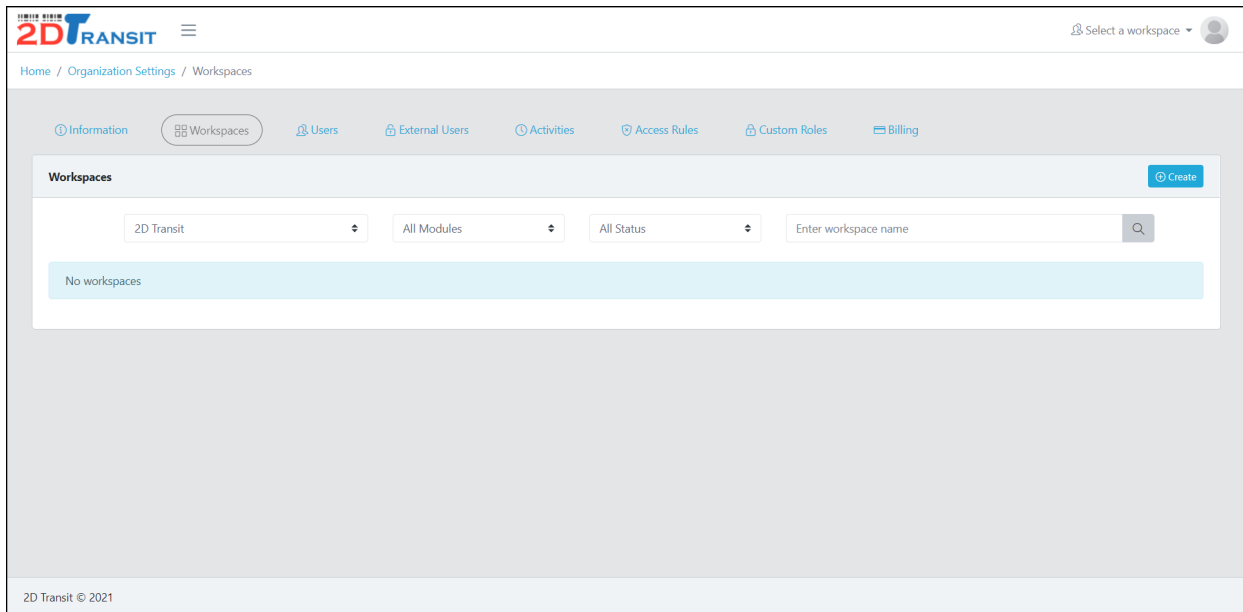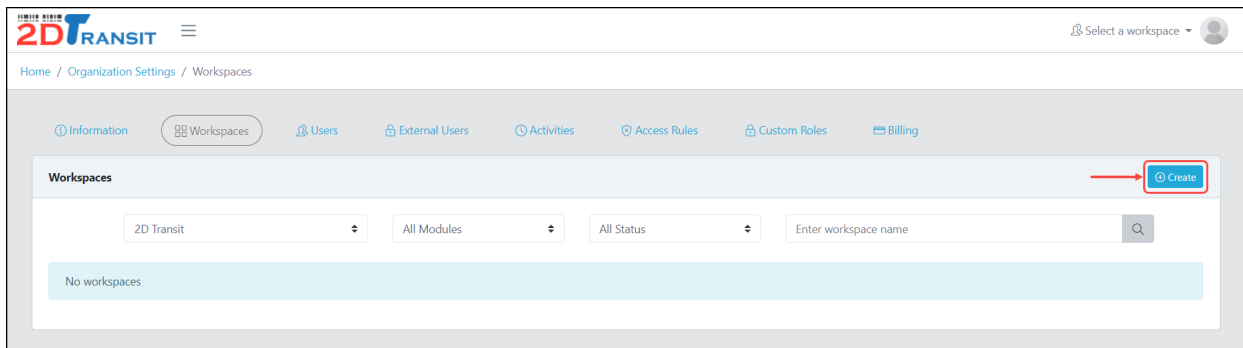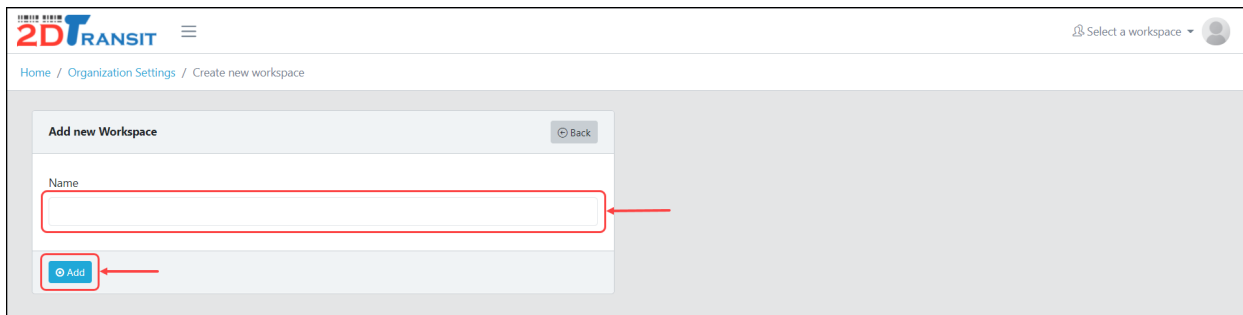# Manage your Workspaces

Creating a Workspace

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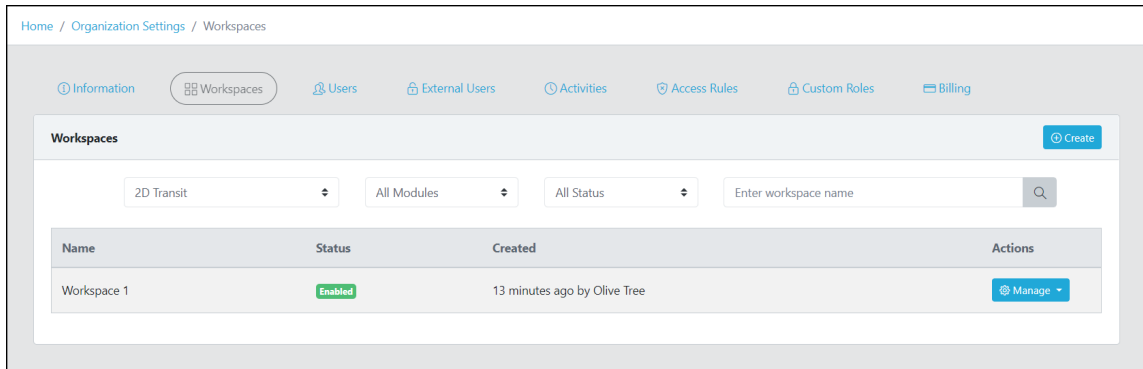

- Click the **Create** button.

- Fill-in the name and click the **Add** button to proceed.
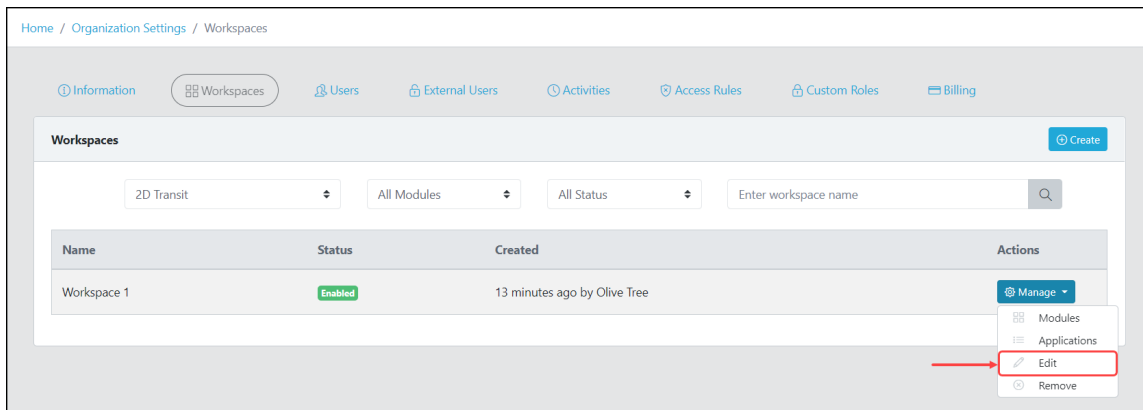
Updating Workspace Name & Color

We have two options in updating name and color for workspaces. See the options below.
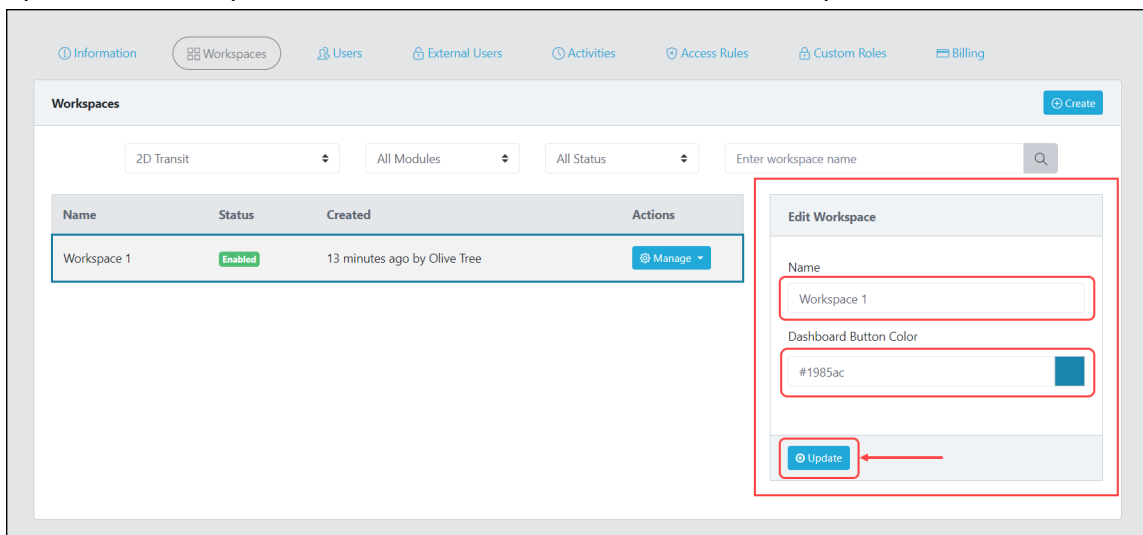
- First Option
  - Go to organization settings in the **Workspaces** tab.

  - 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.
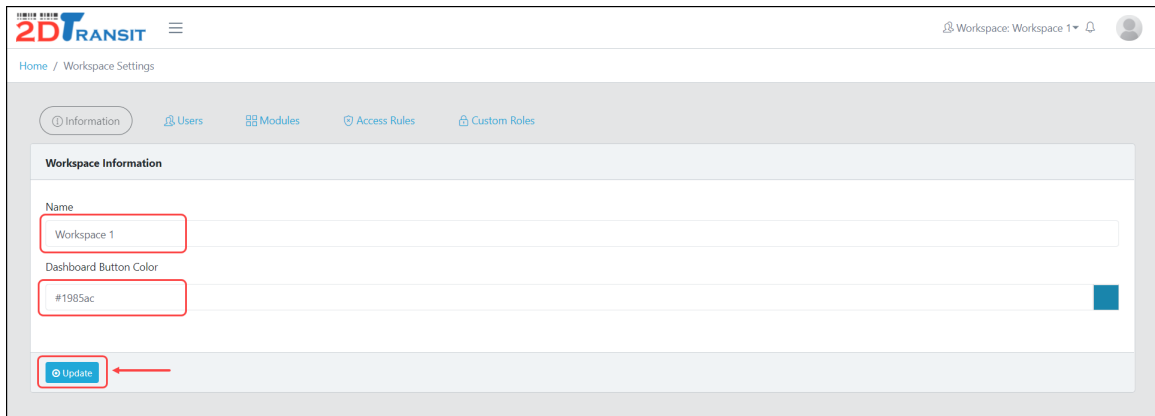

  - Once you're set, click the **Update** button to proceed.

- 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.
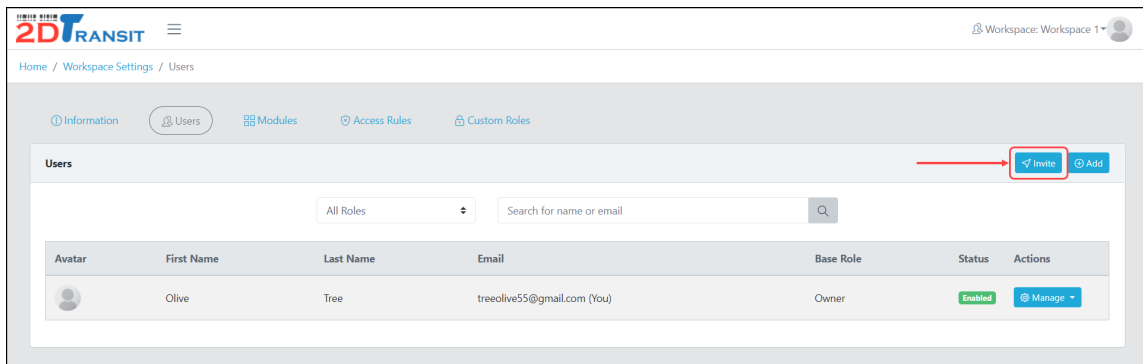

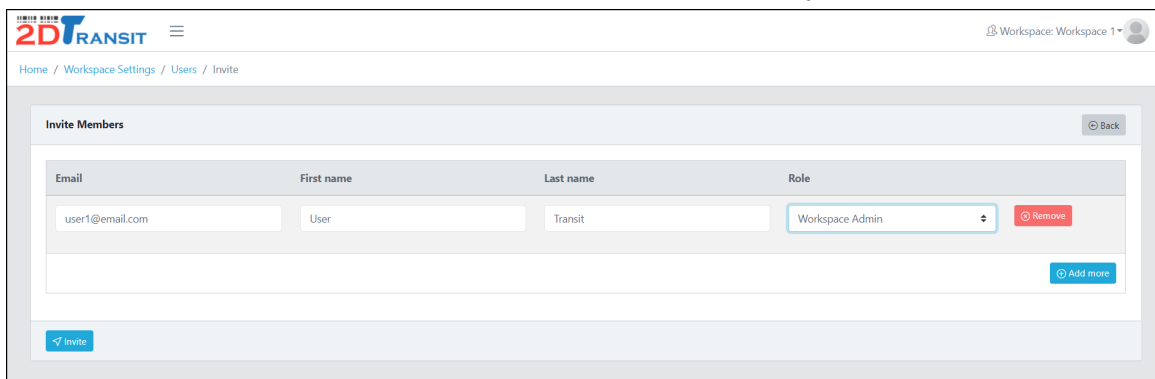 - In the **Information** tab, update the workspace name field or select color from the color picker.

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

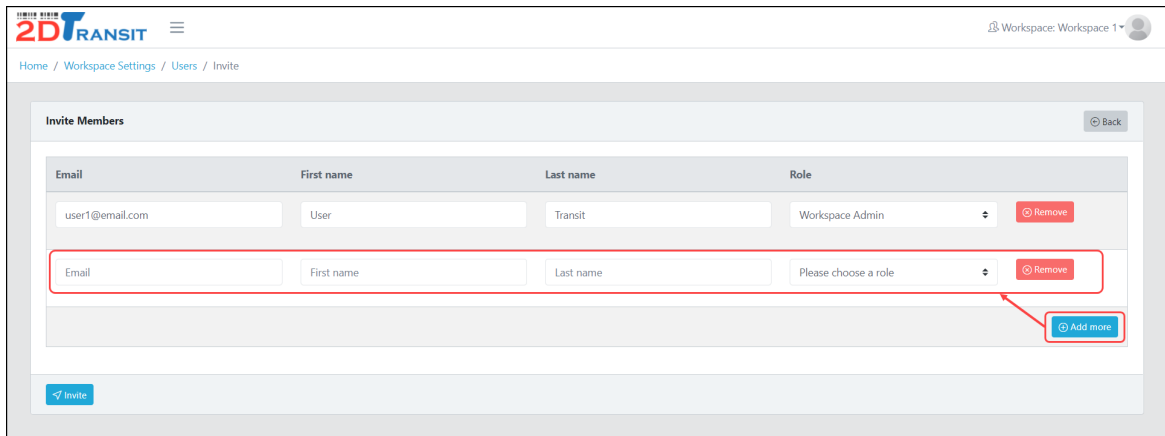## Managing Workspace Users

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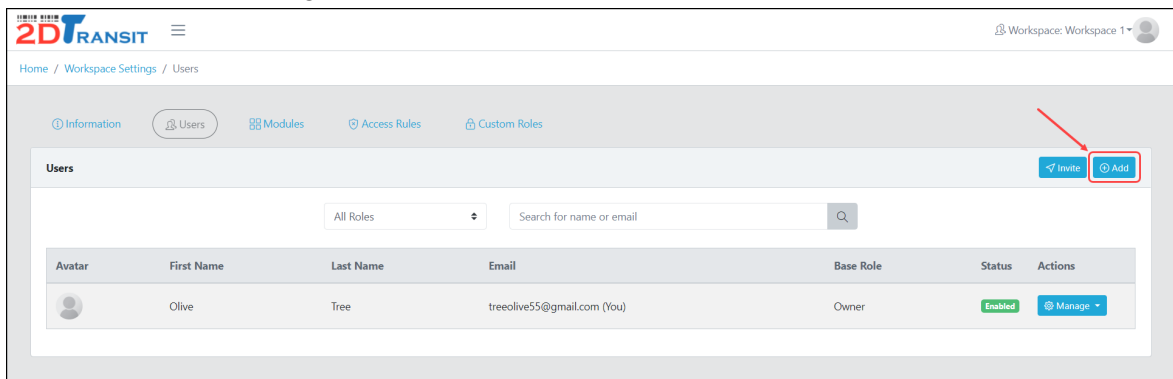
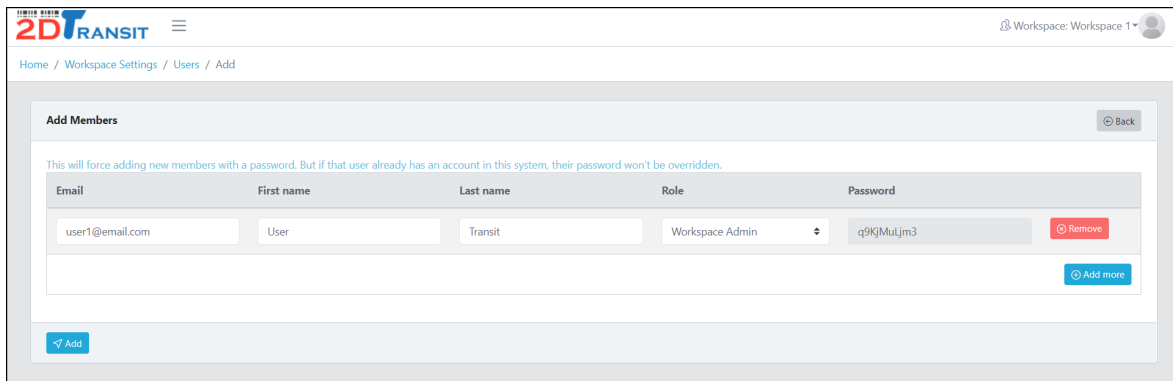○ (Optional) If you want to add more users, just click the **Add more** button.

○ 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.
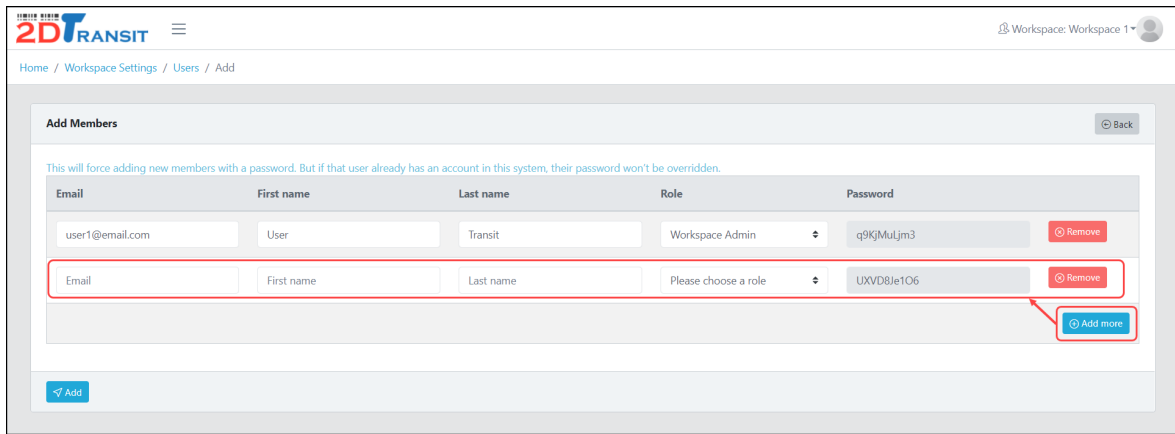
● **To Add a User**
  ○ In the workspace setting in the **Users** tab, click the **Add** button

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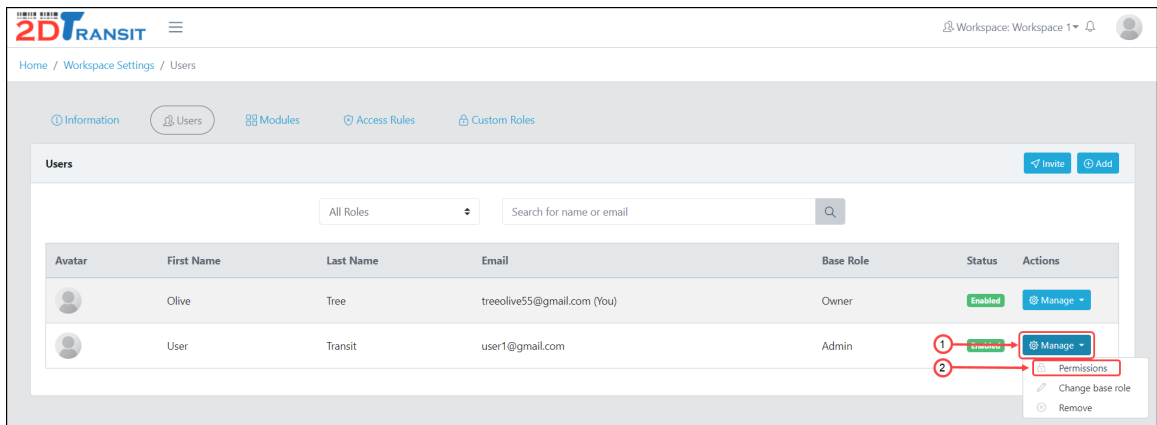
○ (Optional) If you want to add more users, just click the **Add more** button.

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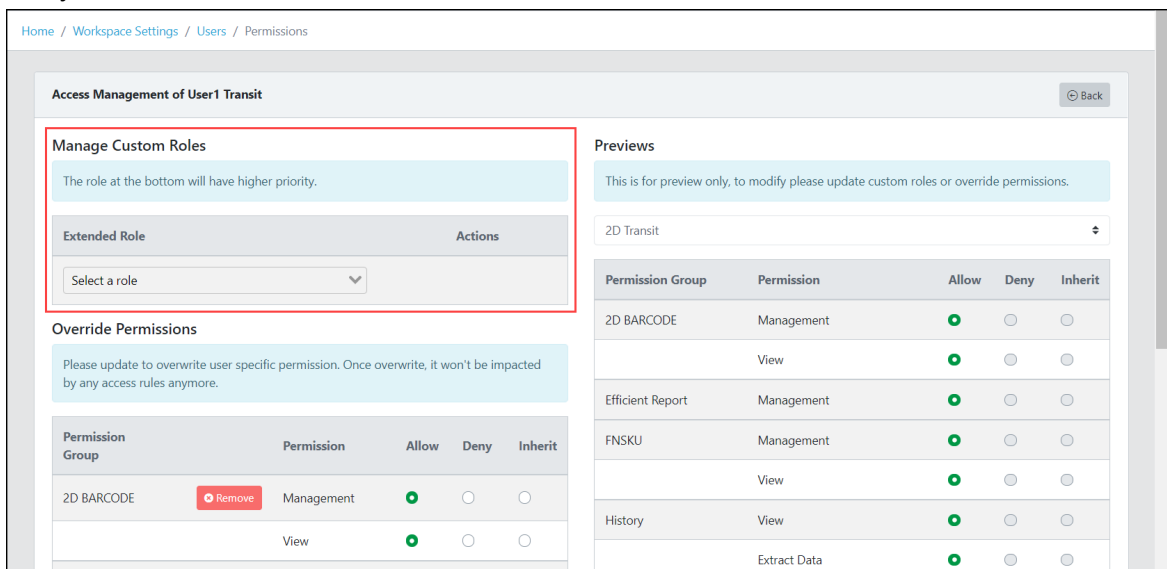
- ○ If you don't have a custom role, you can manually update the permission in the **Override Permissions** section. Just select any permission group then select if you want to allow, deny or inherit the permission to the user.

- ● **Remove a User**
  - ○ Go to the workspace settings then select the **Users** tab.

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

○ 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.*
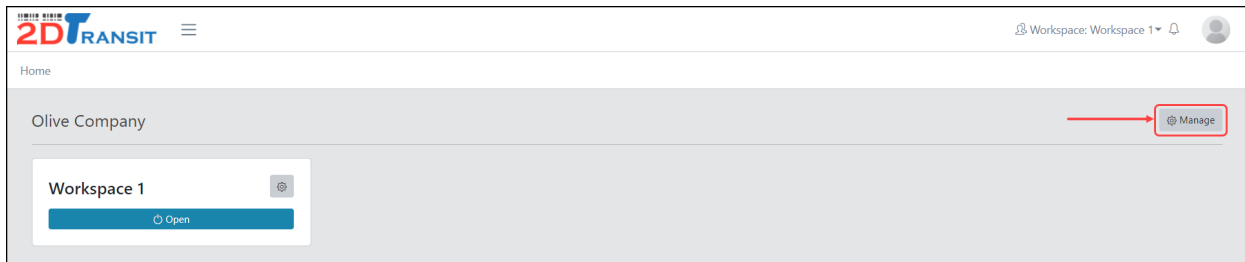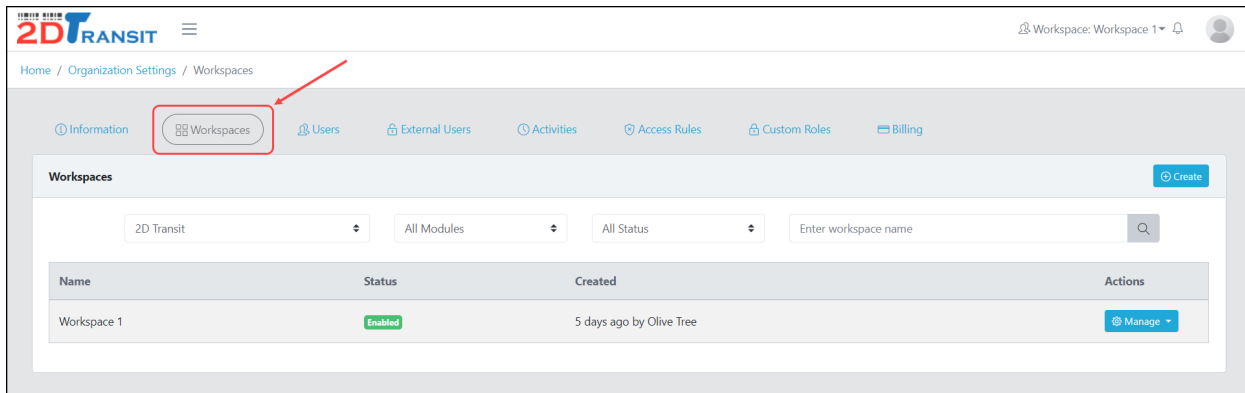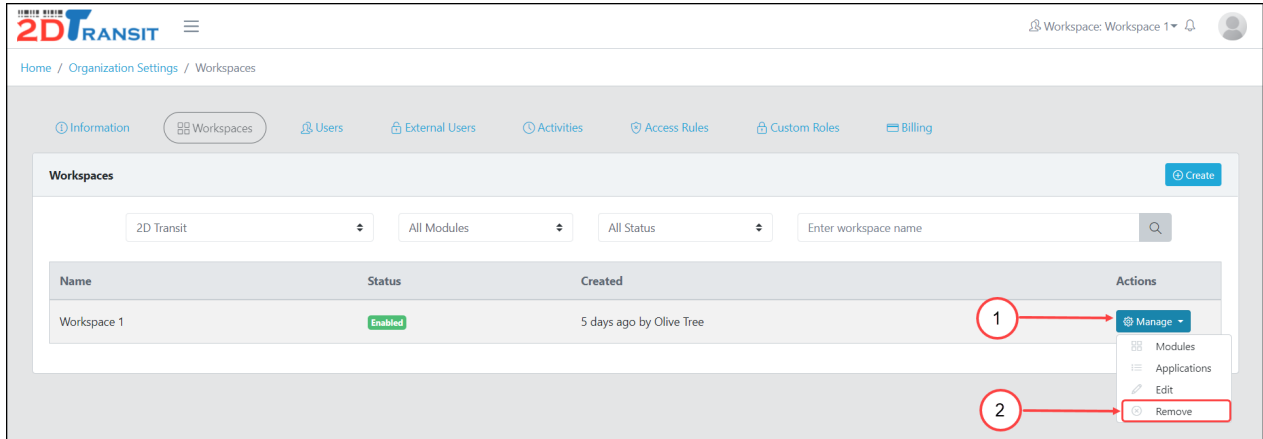

- A confirmation message will appear, click the "Yes, I understand & confirm" button if you want to proceed in removing or click the "No" button if you want to cancel.