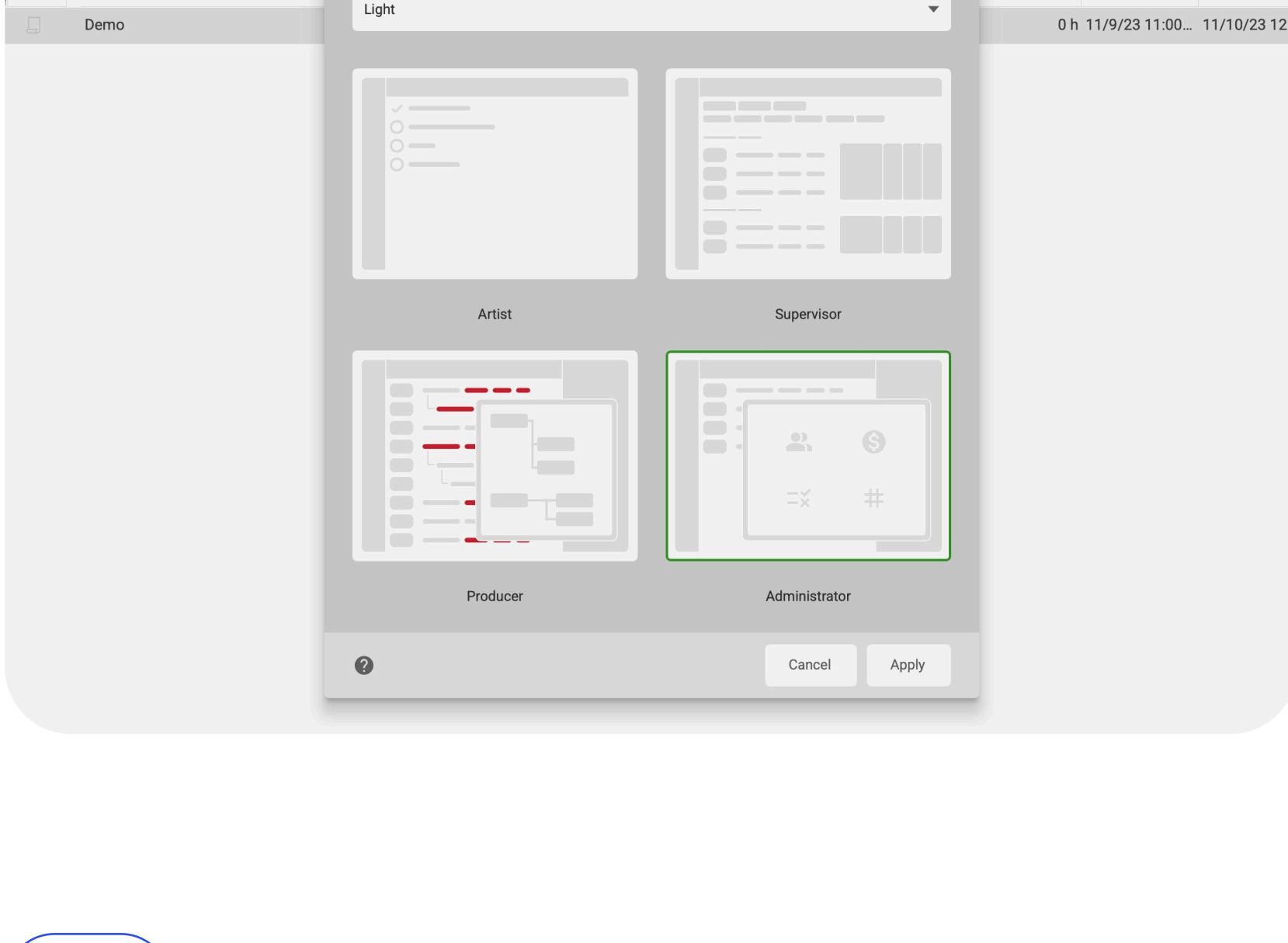


# How to Set Up the Workspace in Cerebro

## 1 Choosing a Role



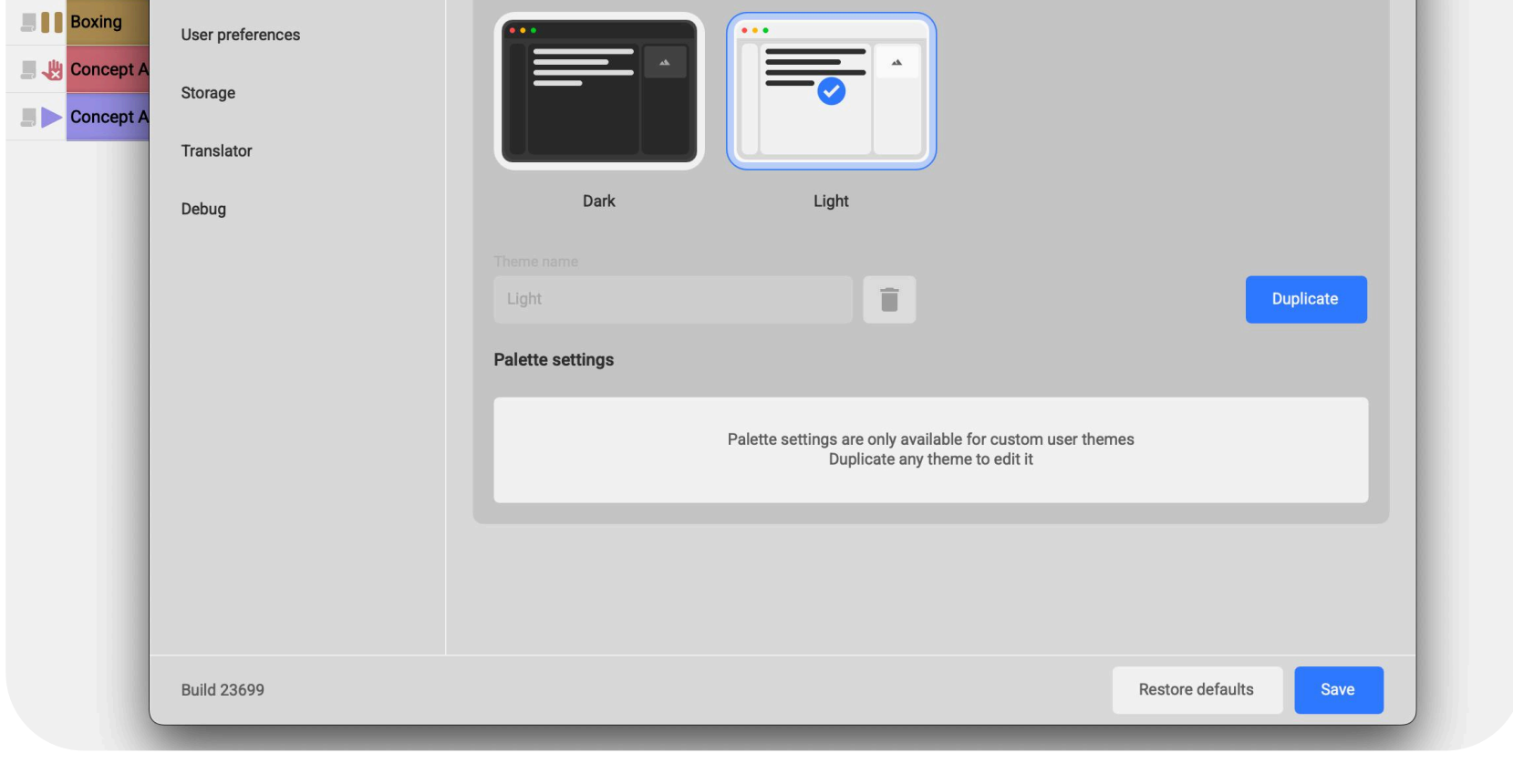
Go to **Tools > Assistants** and open the *Workspace Setup Assistant*.

Choose one of the four roles::

- ◆ Performer
- ◆ Supervisor
- ◆ Producer
- ◆ Administrator

Your recommended role is highlighted in **green**

## 2 Creating a Custom Theme

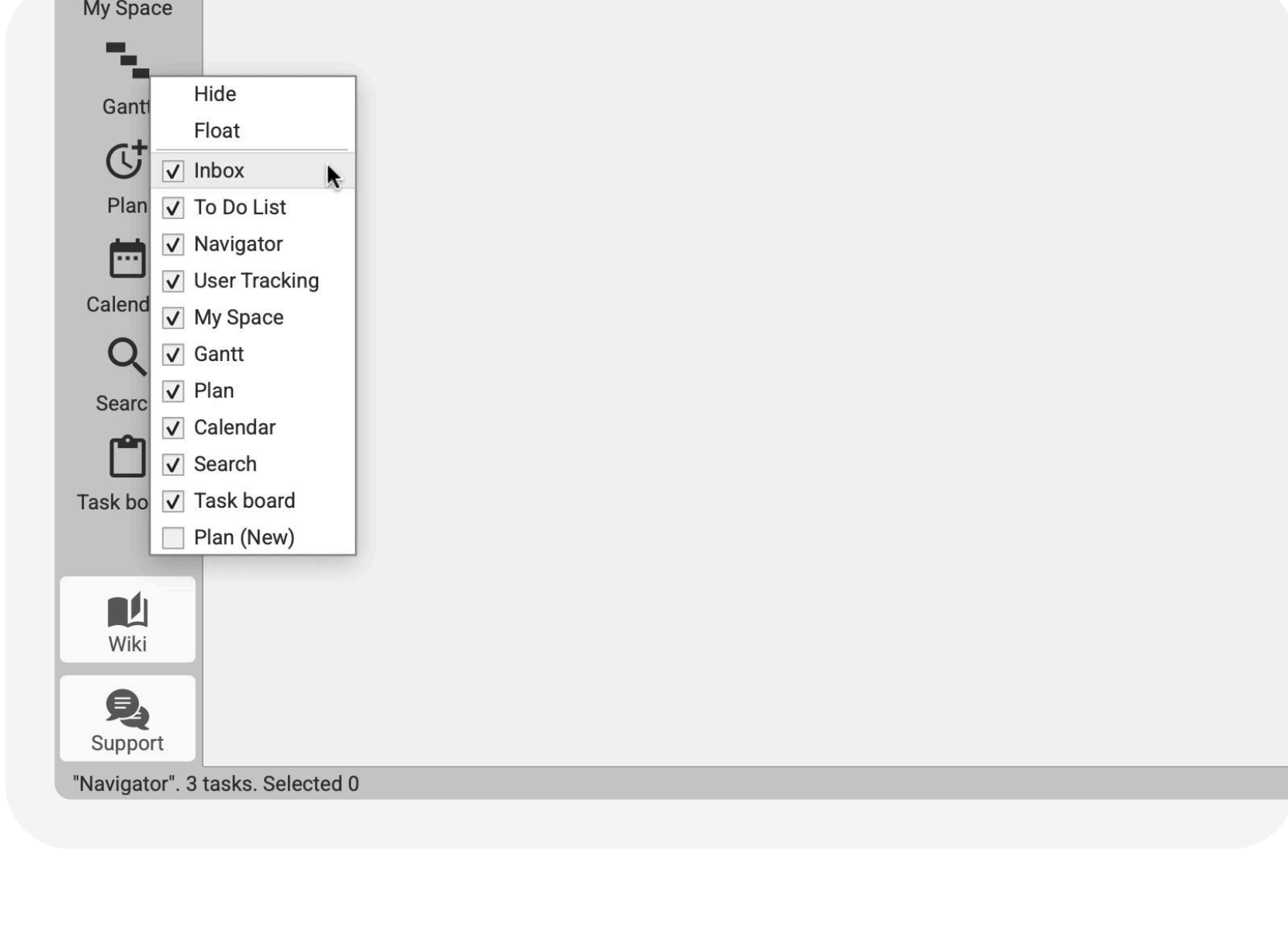


Here, you can also choose a theme:

- ◆ Dark
- ◆ Light

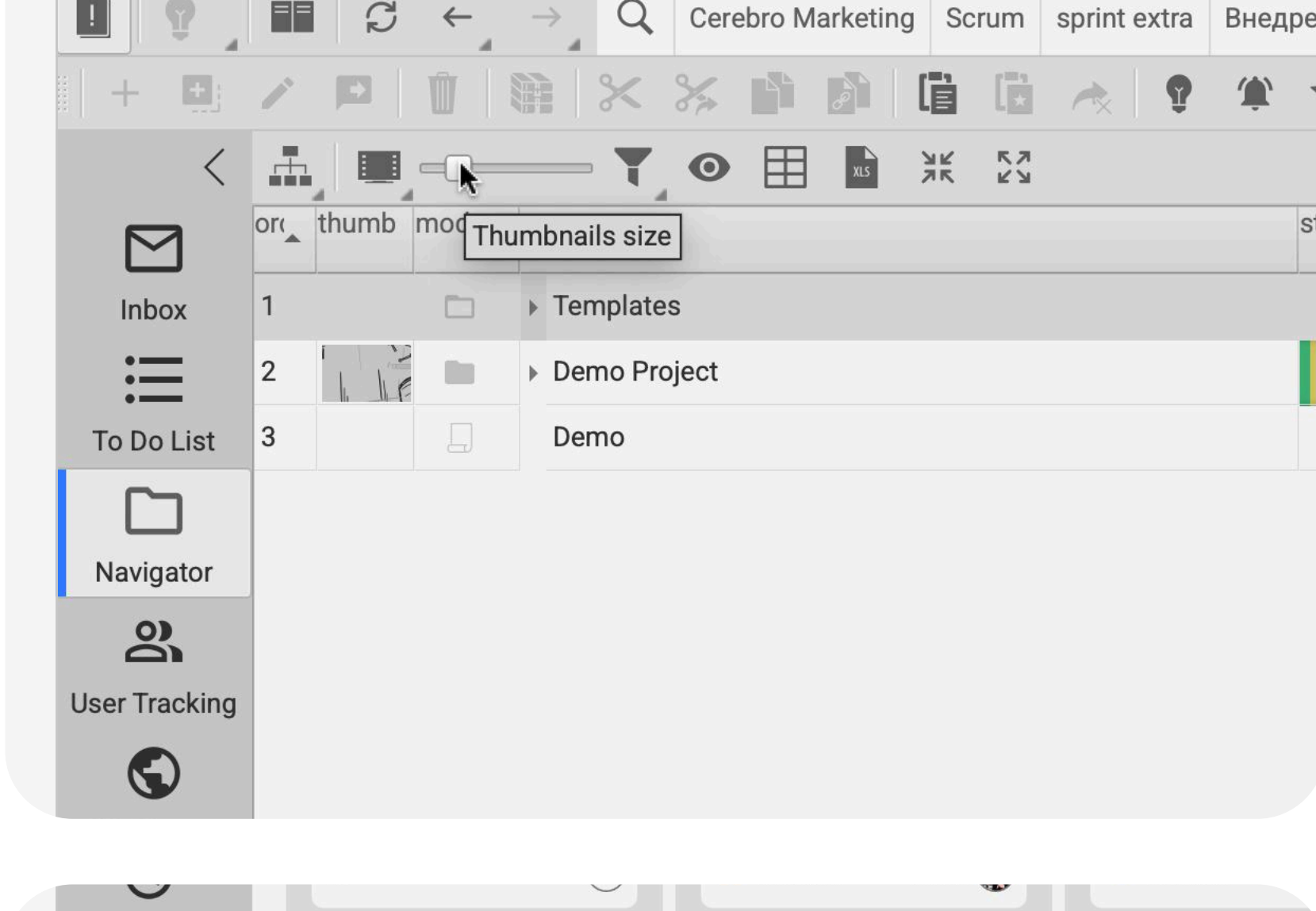
Use custom themes for palette settings

## 3 Customizing the Tab Panel

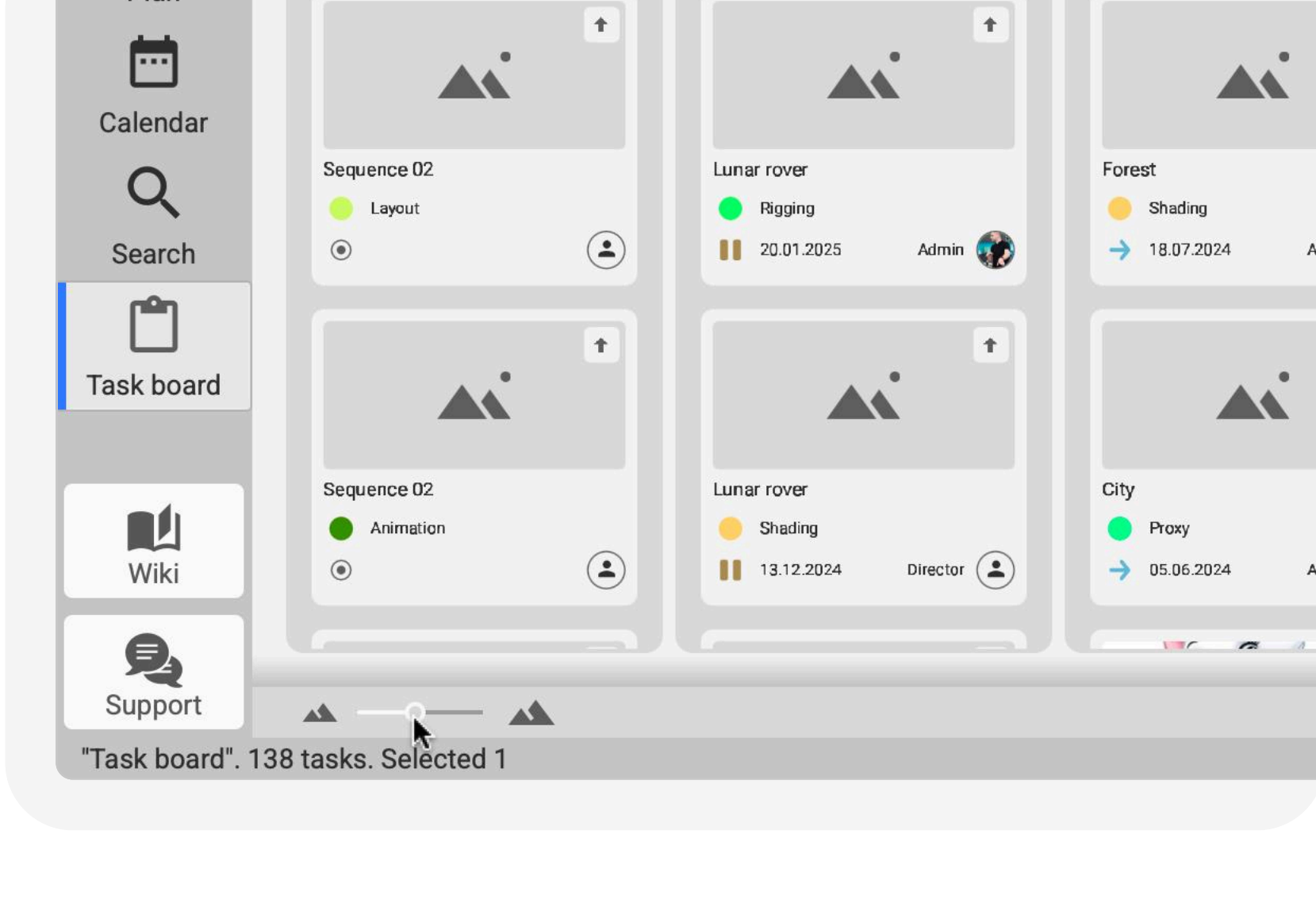


To add or remove tabs on the left panel, right-click on it and check or uncheck the boxes next to the tabs you want to show or hide.

## 4 Changing Row Size

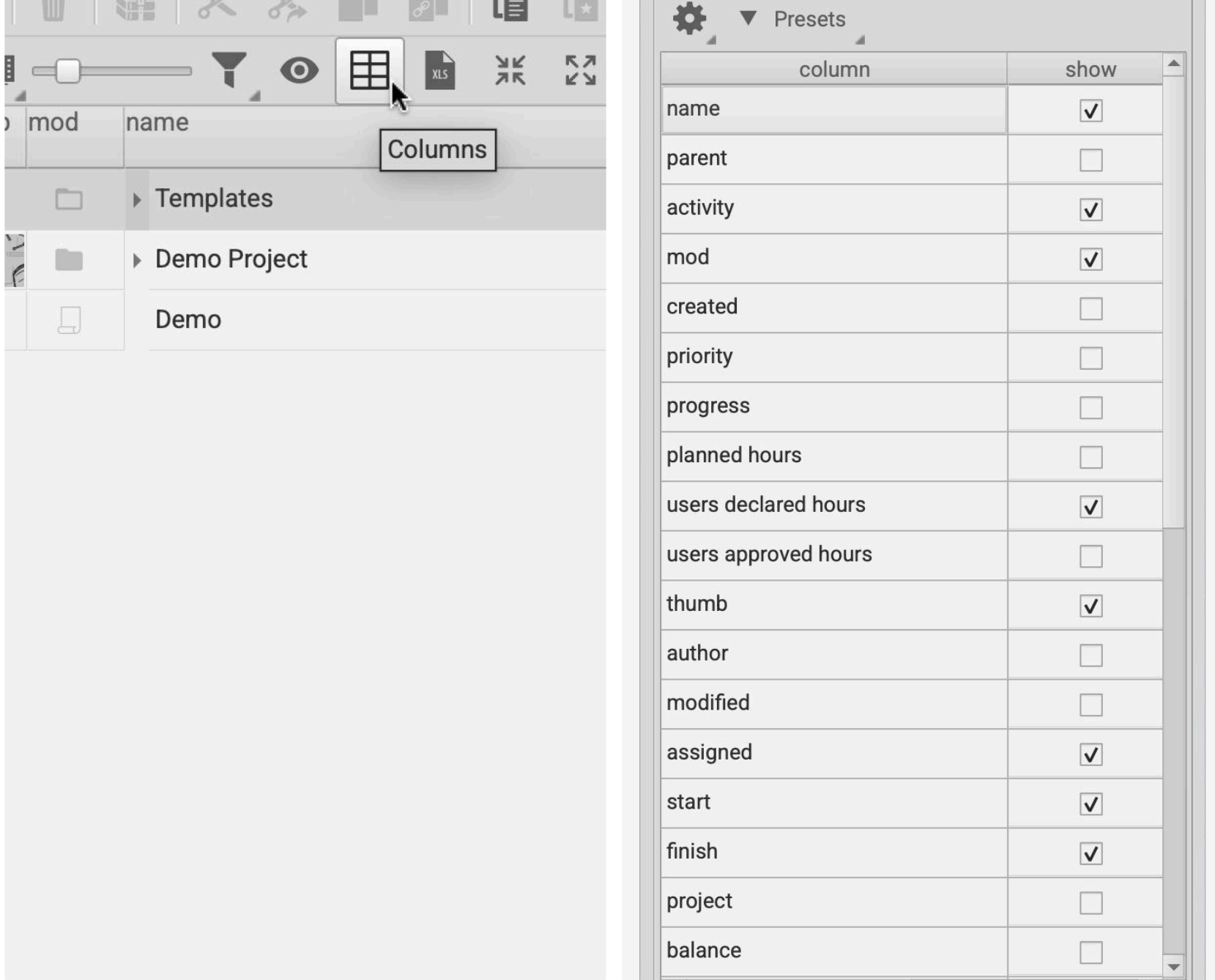


You can increase or decrease the size of rows (thumbnails) using the *Thumbnails Size* button on the toolbar.



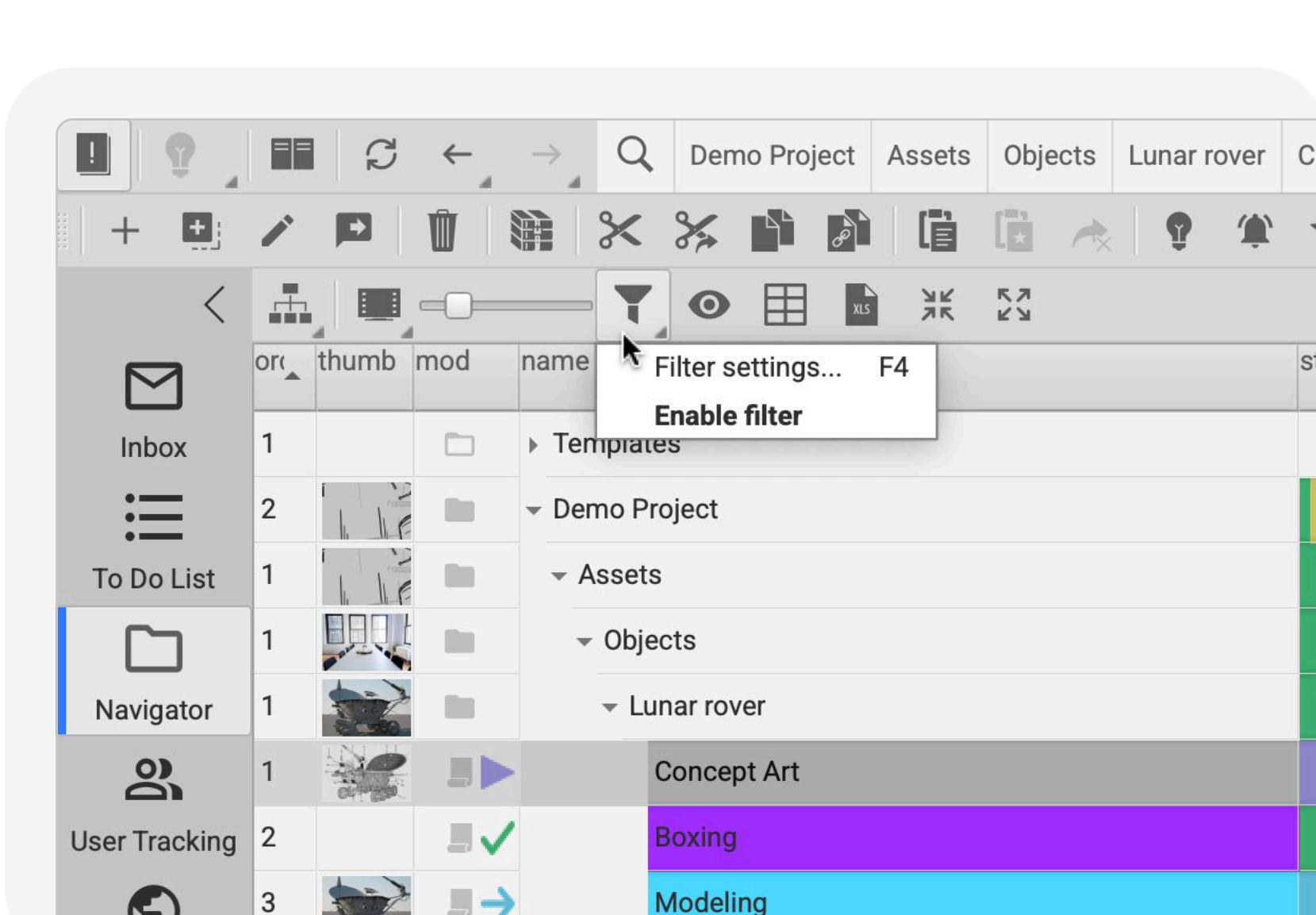
In the *My Space* and *Task Board* tabs, this button is located at the bottom left.

## 5 Adding and Removing Columns

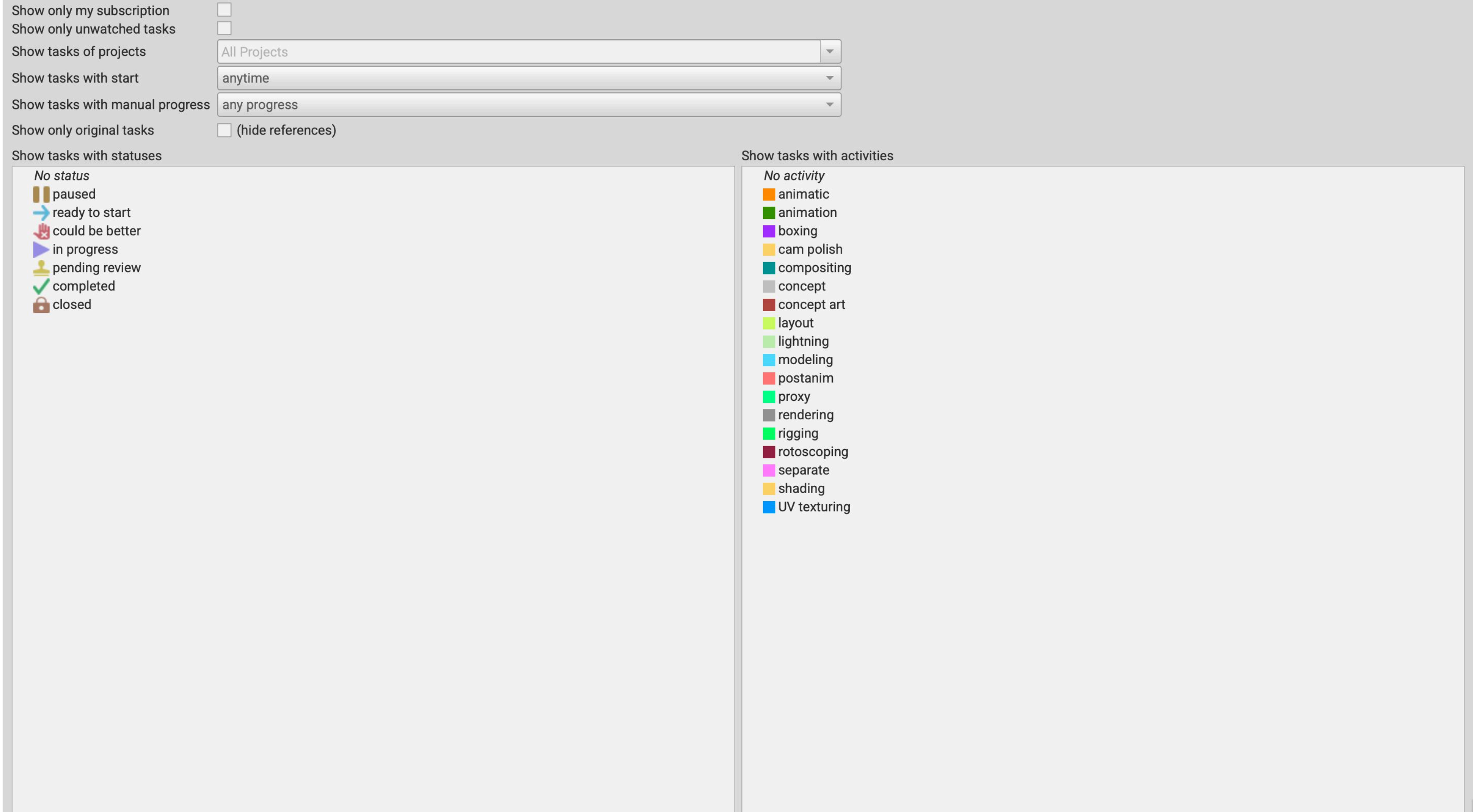


In tabs with table views, you can add or hide columns. Click the *Columns* button and select everything you need from the list that appears.

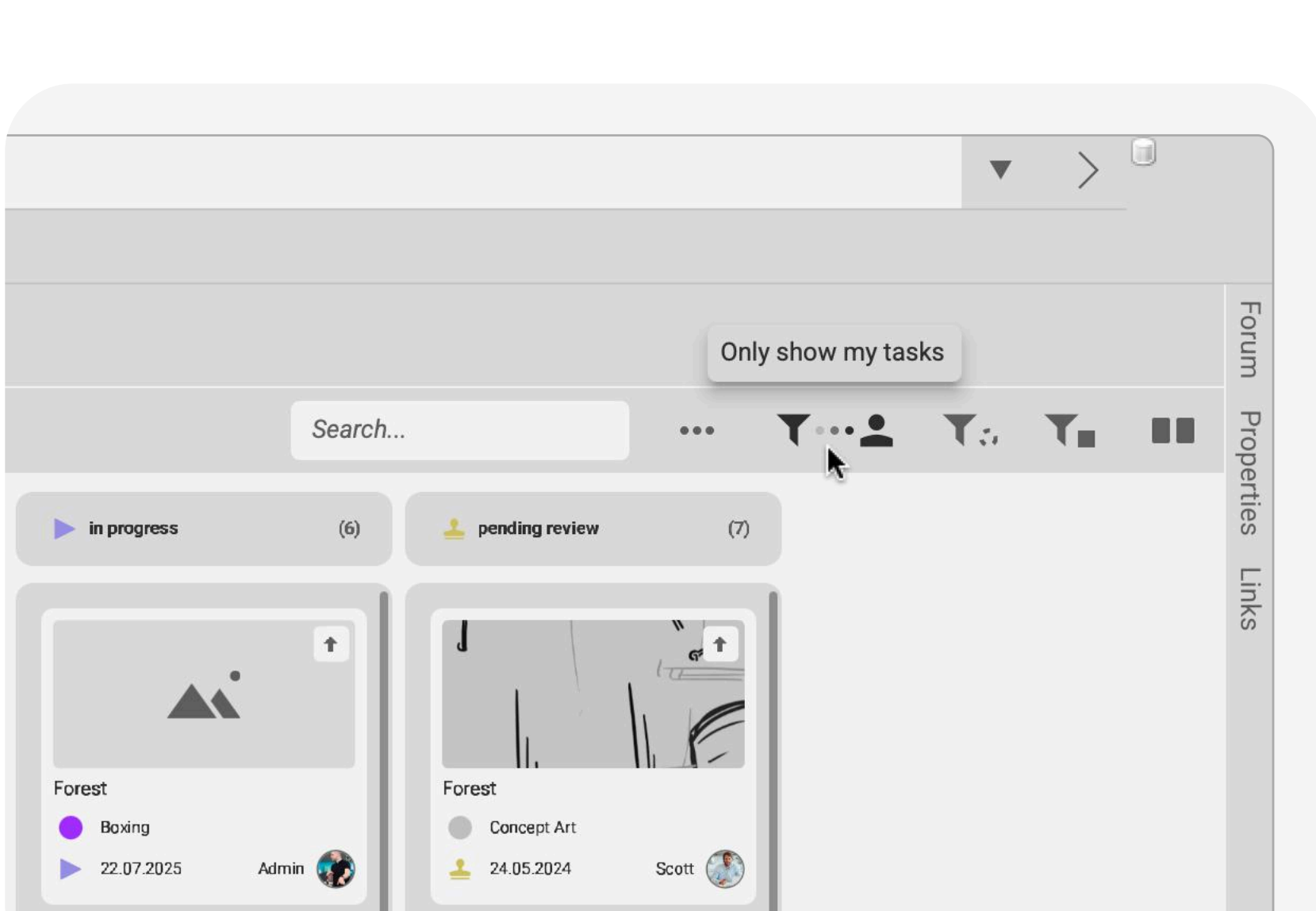
## 6 Using Filters



Cerebro has convenient filters. In the *Task Filter* window, configure the necessary parameters and apply them. If needed, you can switch between all tasks and your filtered selection.

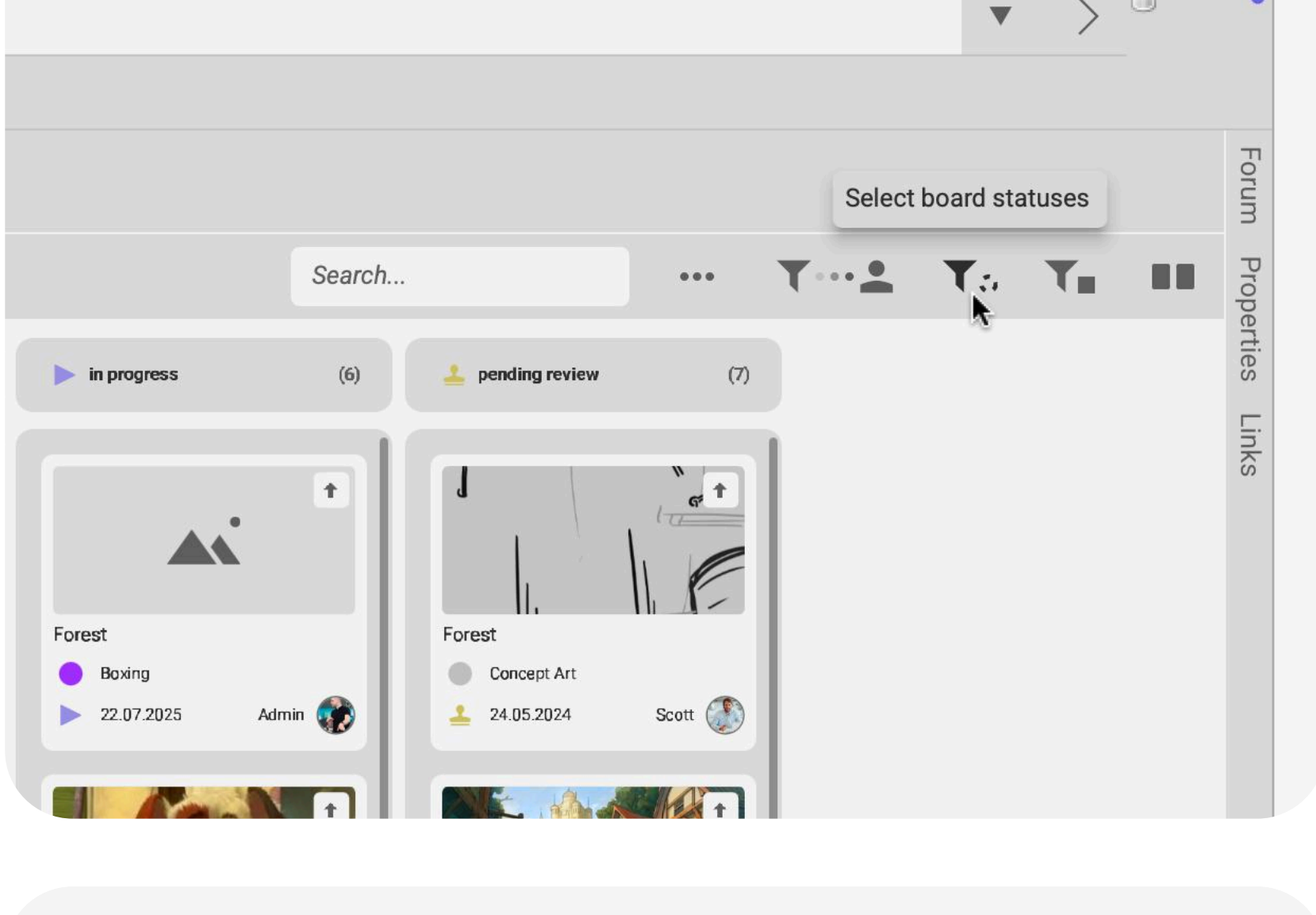


## 7 Filters on the Task Board

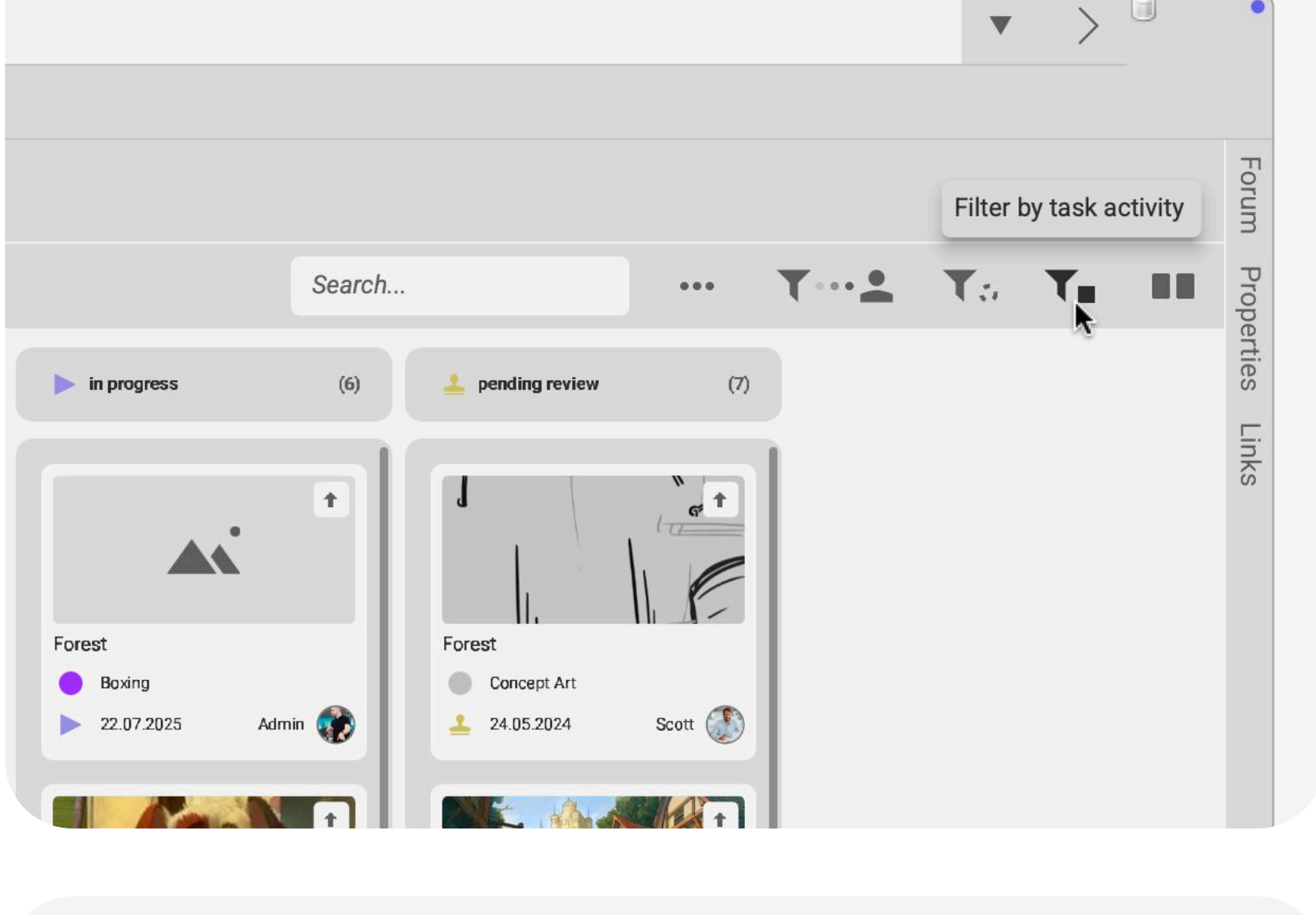


If you're using the Task Board, it already includes built-in filters:

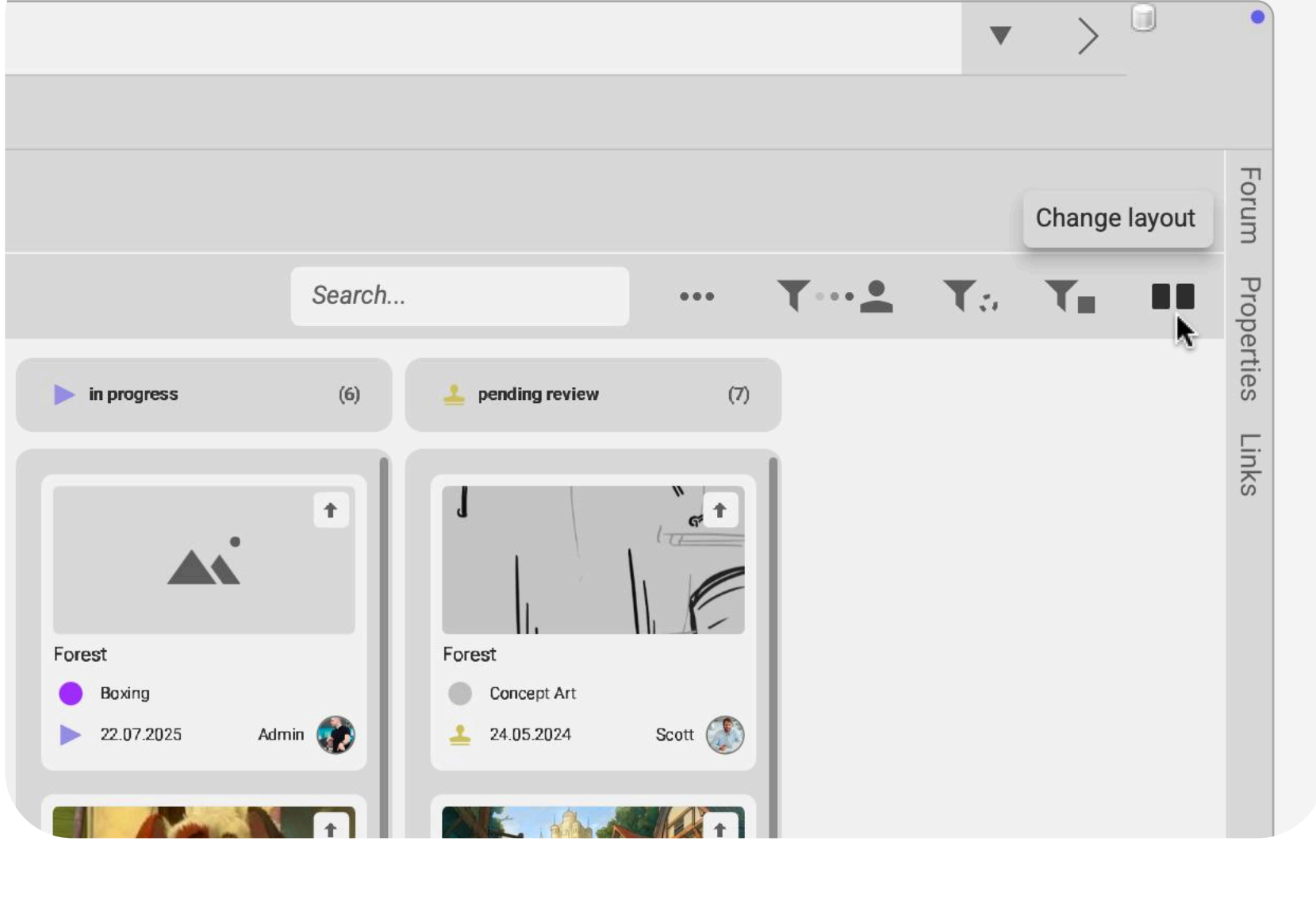
- ◆ Only show my tasks



◆ Select board statuses



◆ Filter by activity types



Additionally, you can change the task view using the

- ◆ *Change Layout* button