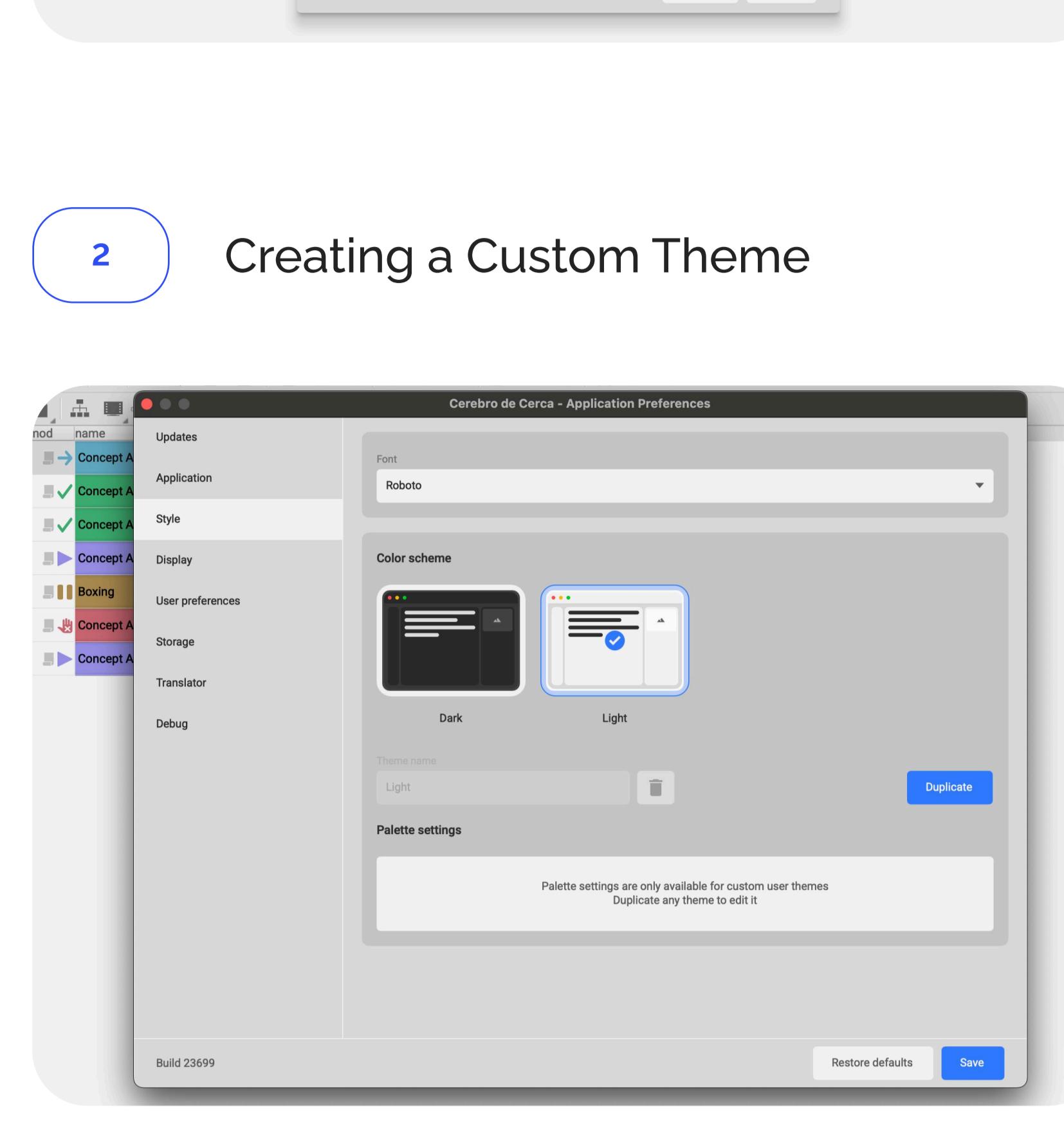


How to Set Up the Workspace in Cerebro

1 Choosing a Role



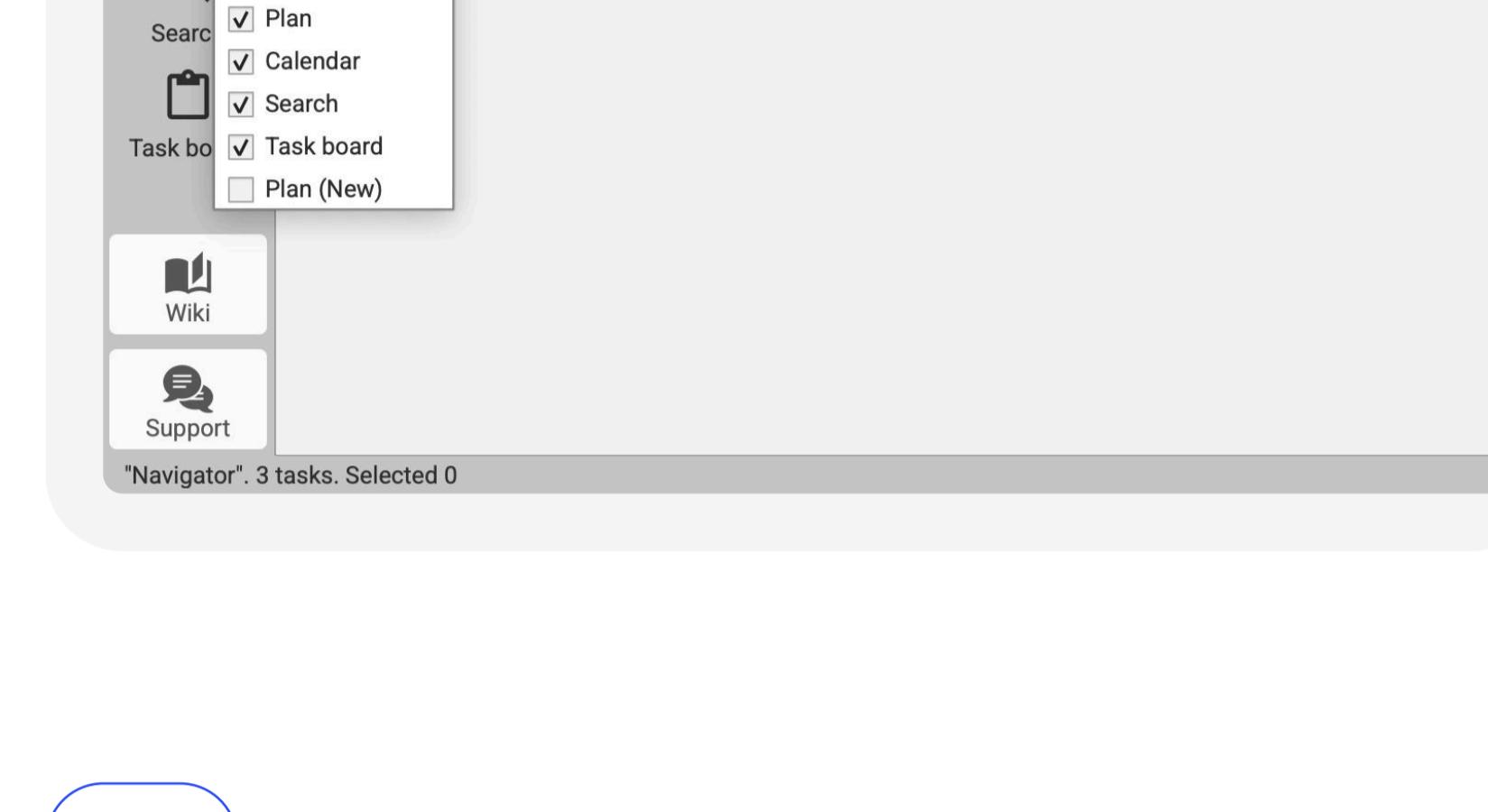
Go to Tools > Assistants and open the Workspace Setup Assistant.

Choose one of the four roles:

- ♦ Performer
- ♦ Supervisor
- ♦ Producer
- ♦ Administrator

Your recommended role is highlighted in green

2 Creating a Custom Theme

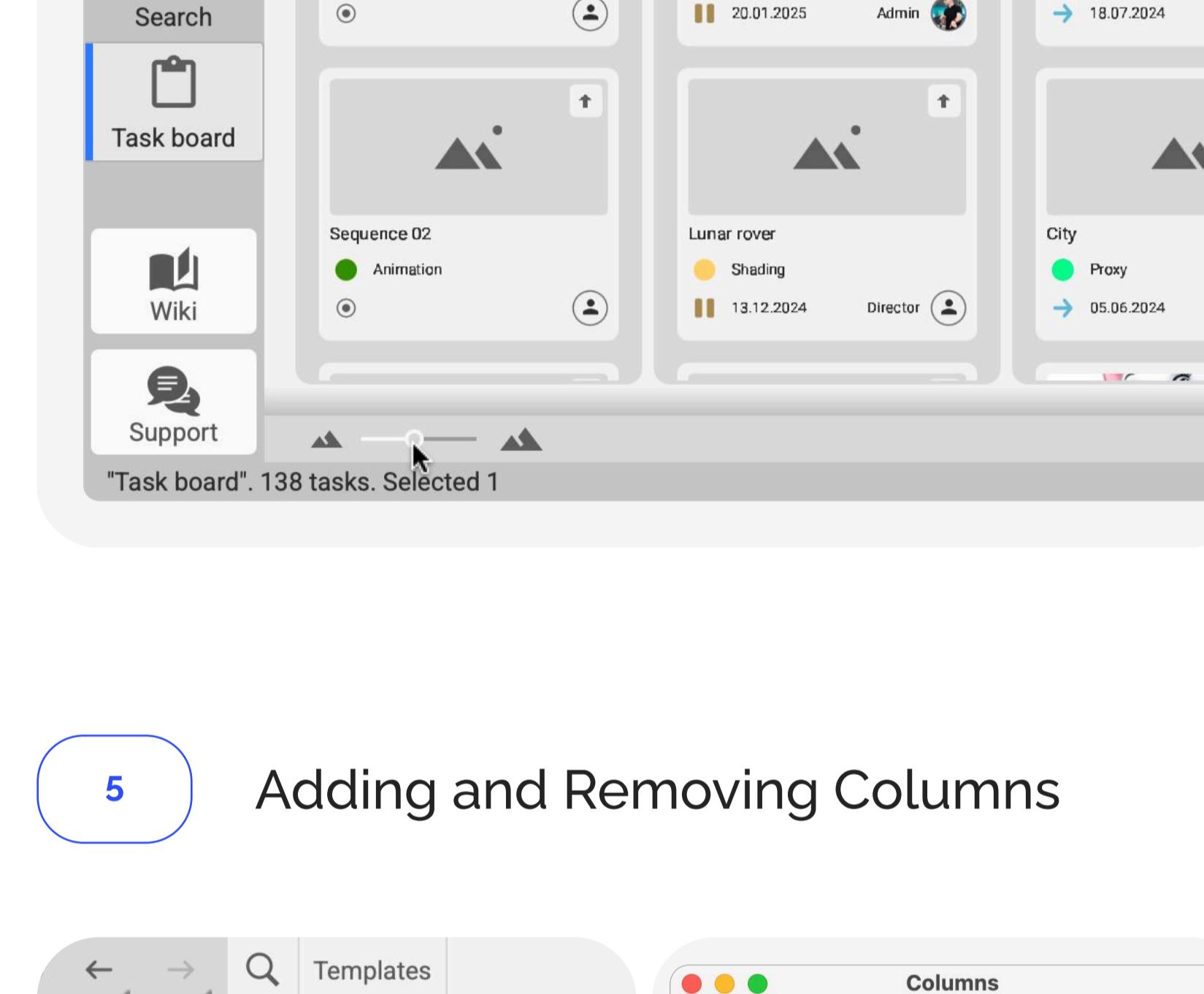


Here, you can also choose a theme:

- ♦ Dark
- ♦ Light

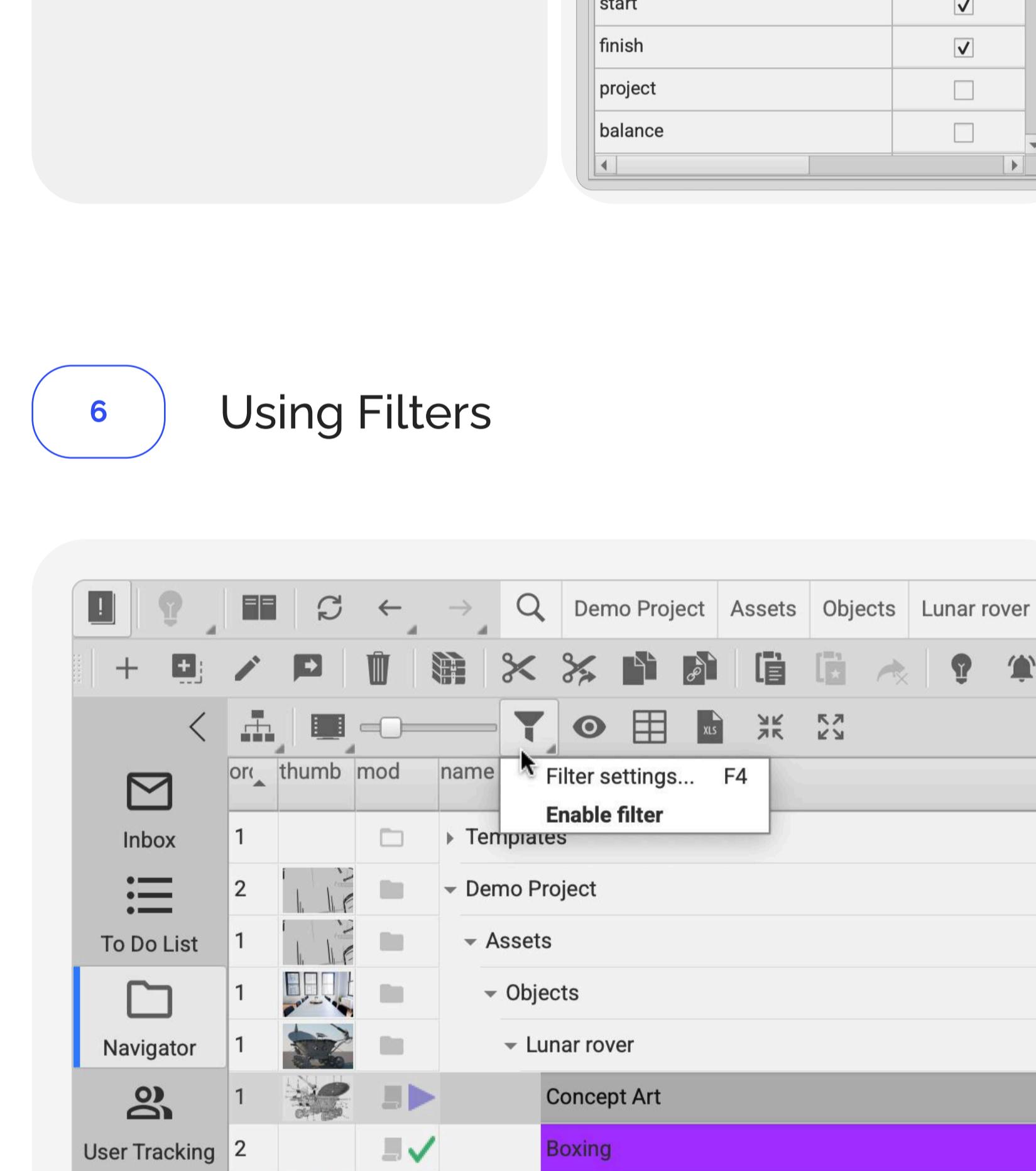
Use custom themes for palette settings

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.

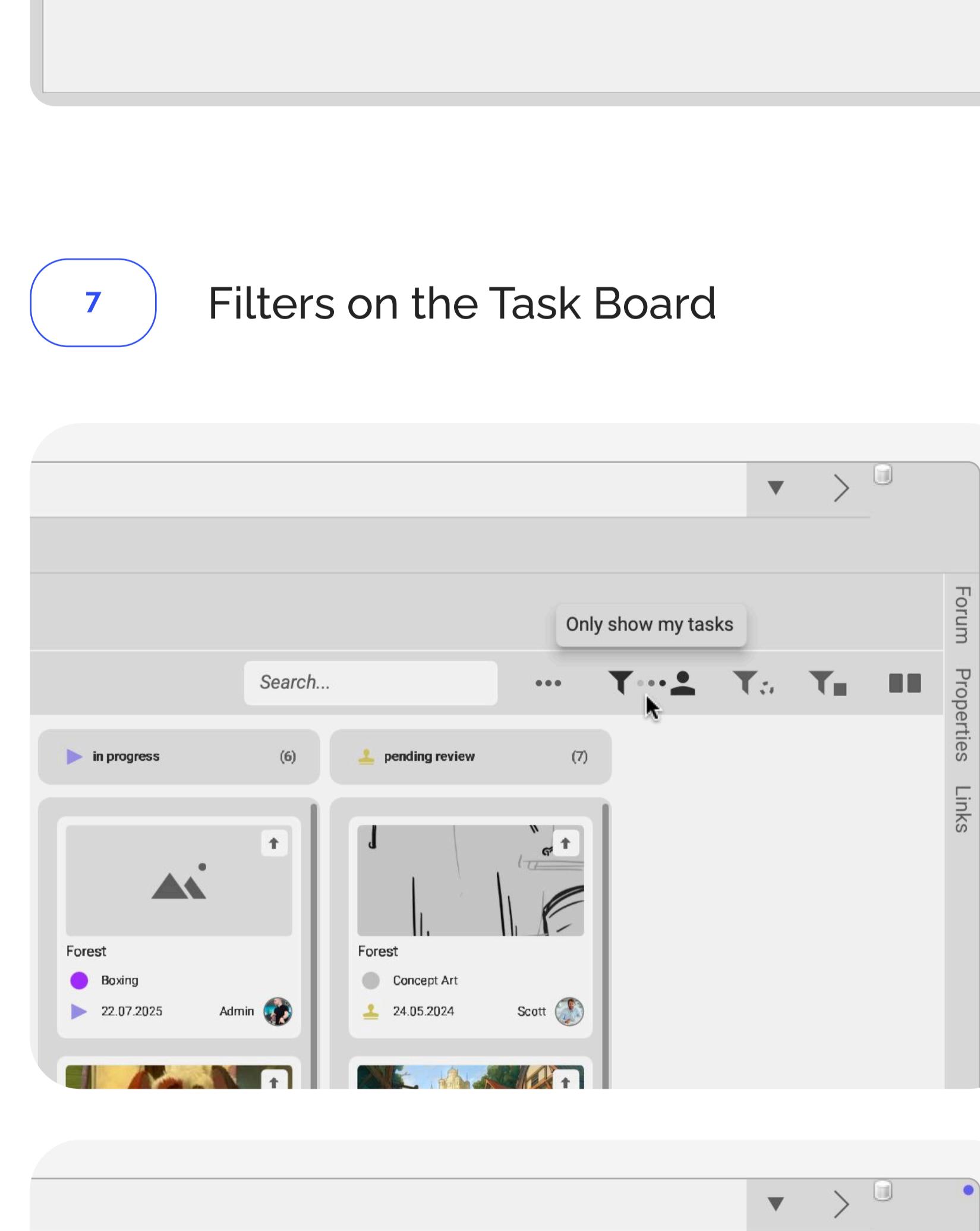
4 Changing Row Size



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

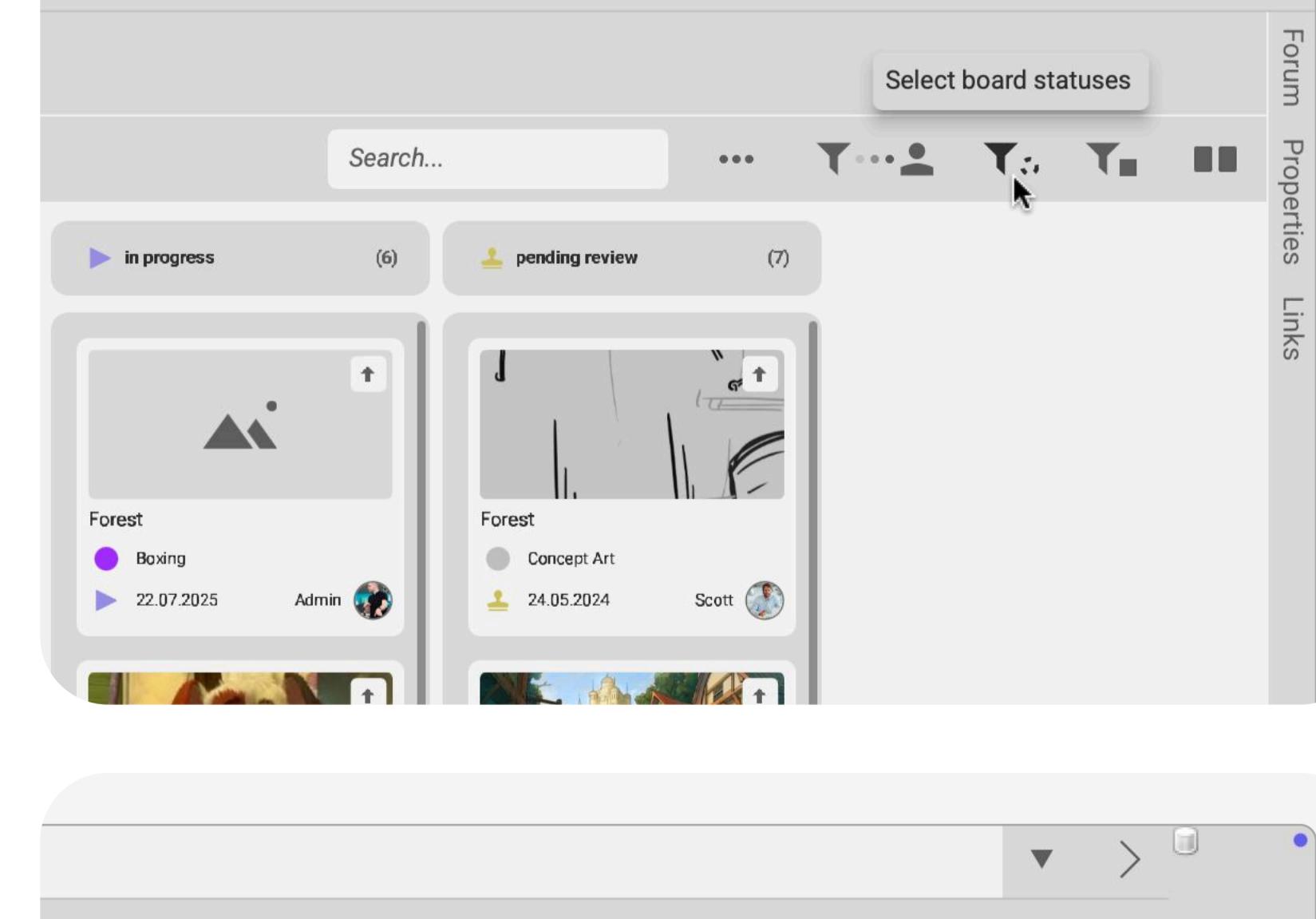
In the **My Space** and **Task Board** tabs, this button is located at the bottom left.

5 Adding and Removing Columns



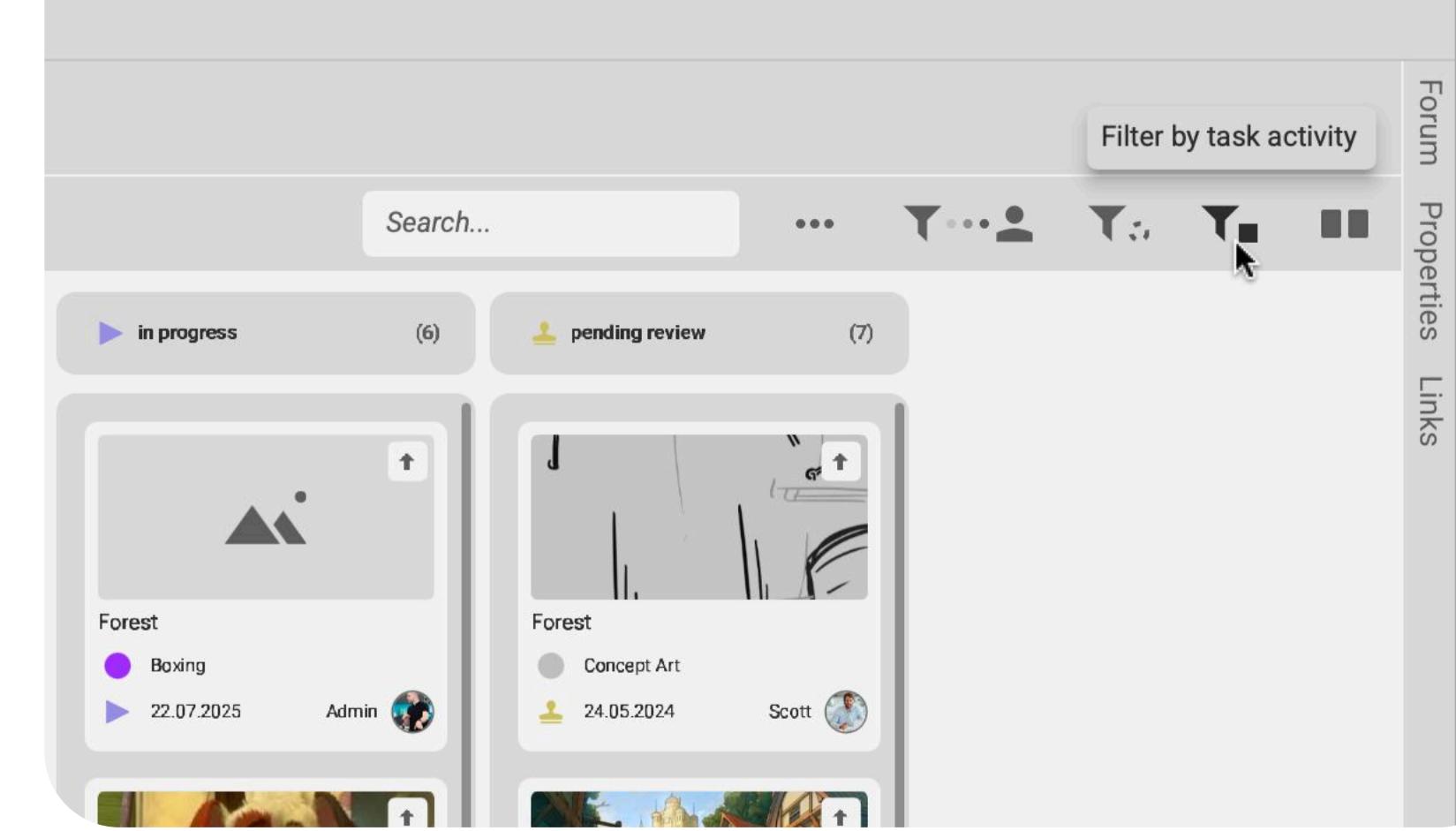
In tabs with table views, you can add or hide columns. Click the **Columns** button and select everything you need from the list that appears.

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.



If you're using the Task Board, this button includes built-in filters:

- ♦ Only show my tasks

♦ Select board statuses

♦ Filter by activity types

♦ Change layout

♦ Change view

♦ Change view