# Guide for administrators

The basic Universe settings
can be configured on the Administrator window
(Main menu > Tools > Administrator..)

Users

Add users on the <u>Users</u> tab, New User button on the Administrator window. To add users, you need to enter their emails. In Cerebro there are various types of users, such as Standard, Freelancer, and Email. The cost of licenses depends on the chosen user type, which can be changed later.
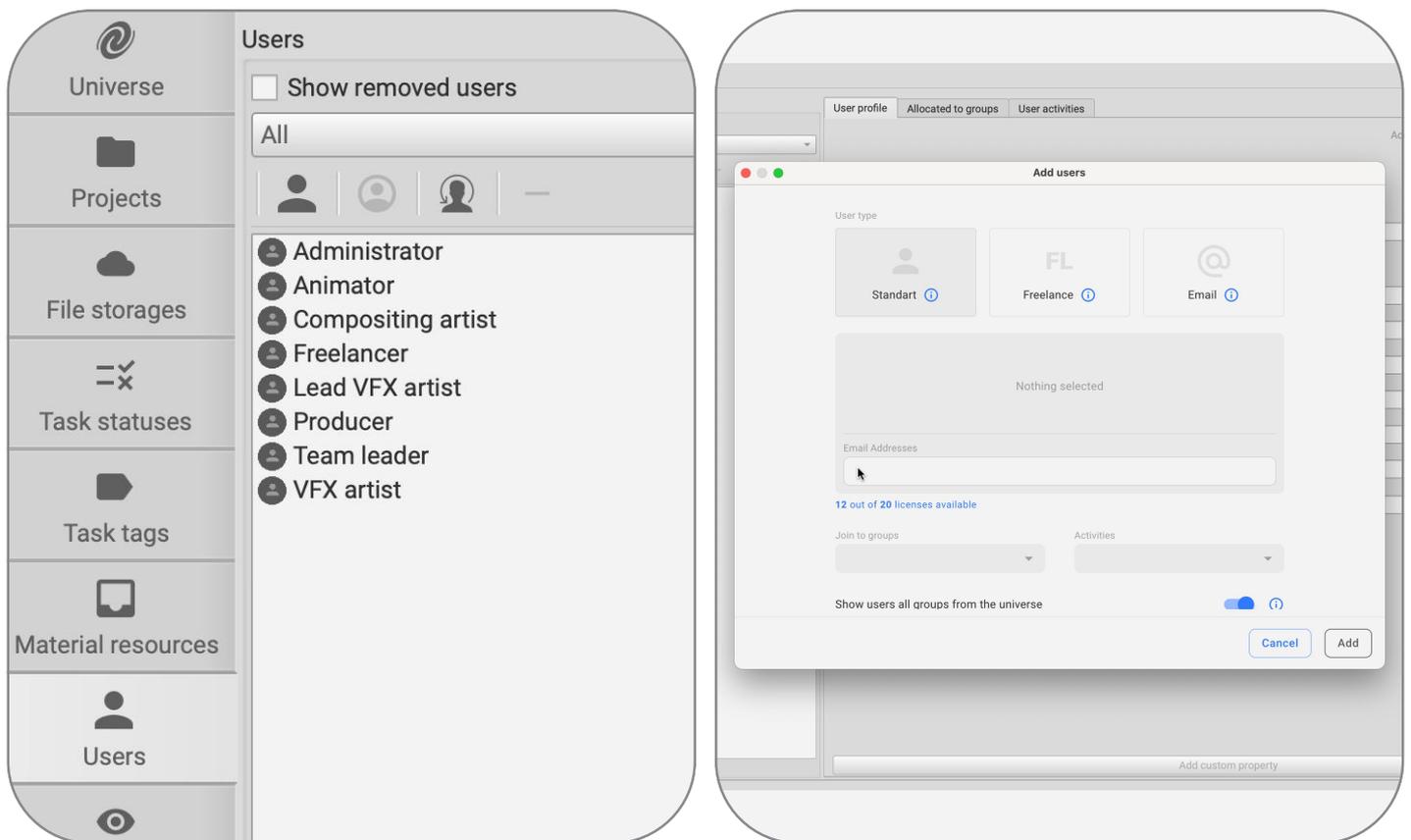
User Groups

Next, create <u>user groups</u> and add users to them. Grouping enables you to manage users, particularly when it comes to assigning access rights. We recommend starting by forming groups and assigning users according to their roles in the team: workers, producers, managers, clients, administrators, etc.
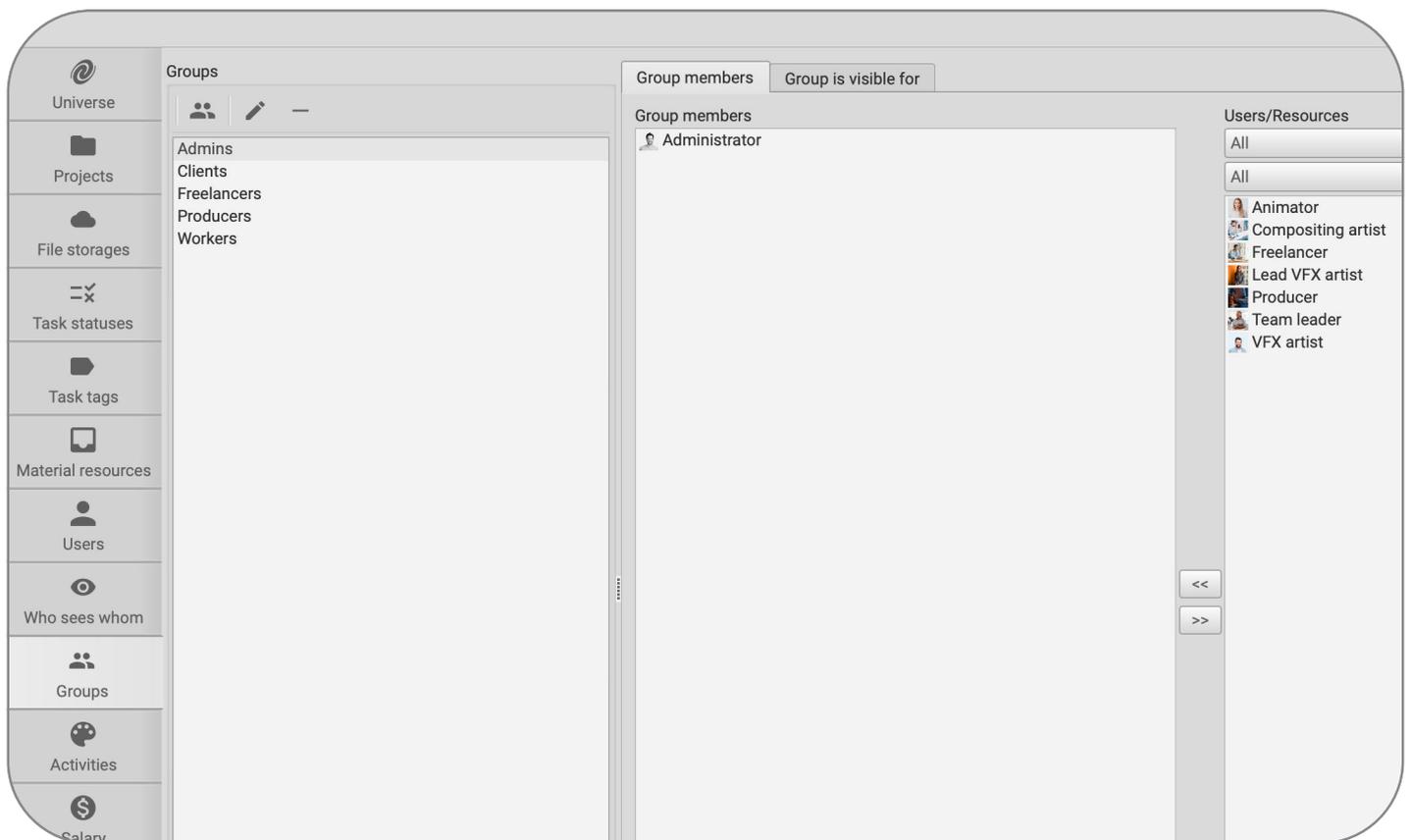
Access Rights

[Access rights](#) can be set up in the Universe tab of the Administrator window. An access right is the ability to view or create/edit certain objects or properties in a specified area. The specified area can be the entire Universe, a project, or a specific task. To set access rights, first add a group using the Add Group button. Then select a role for this group from the list. These settings apply to the entire Universe; if necessary, you can further customize access rights for specific projects/tasks in their properties.
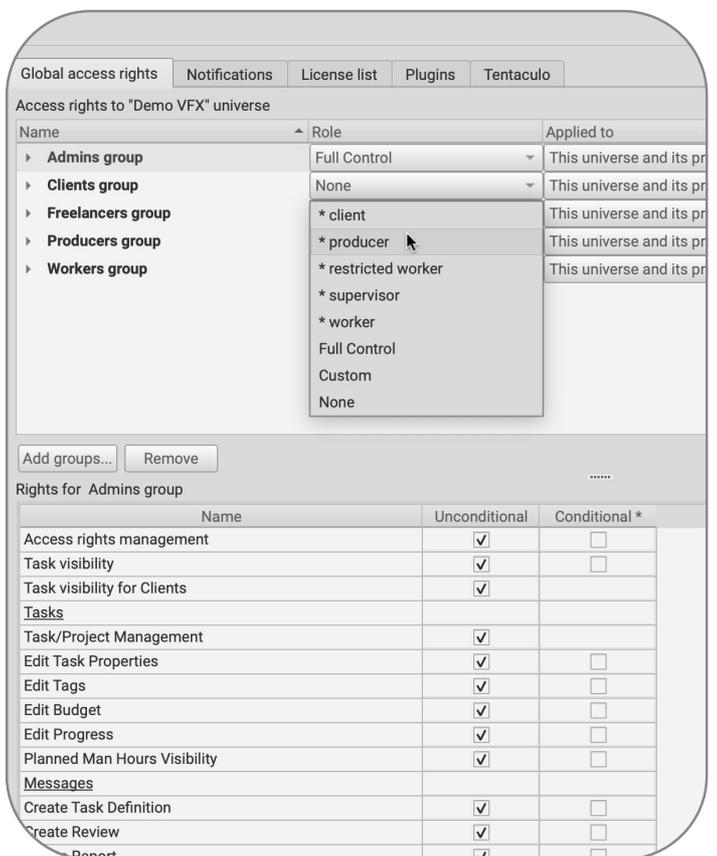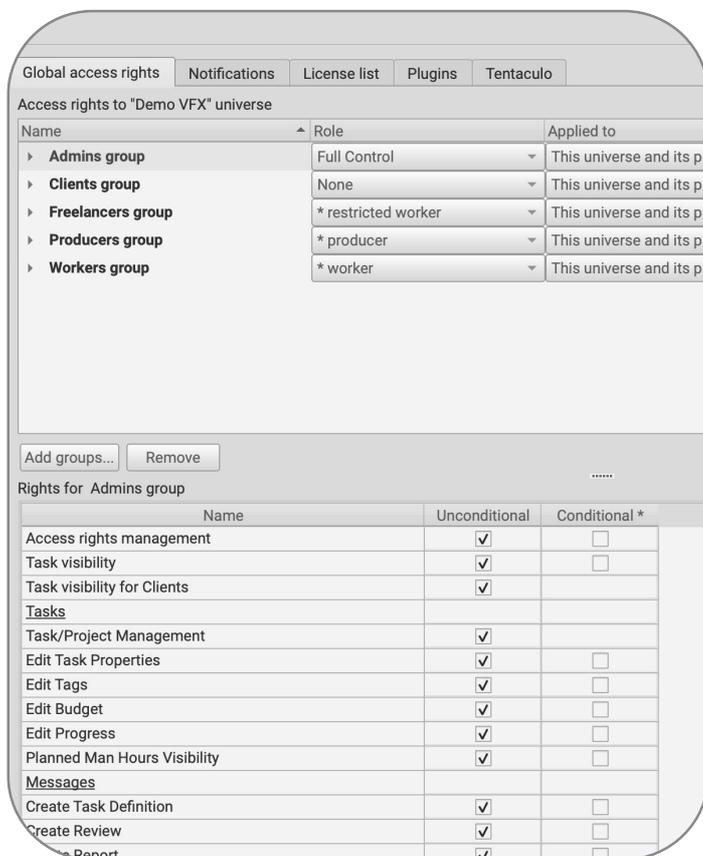
Activities

Activities are assigned according to the company's business scope on the Activities tab of the Administrator window. An activity type is a specific stage of your workflow and can be used as an attribute of a task or a user within the Universe. Based on activity types you can create selections or search.
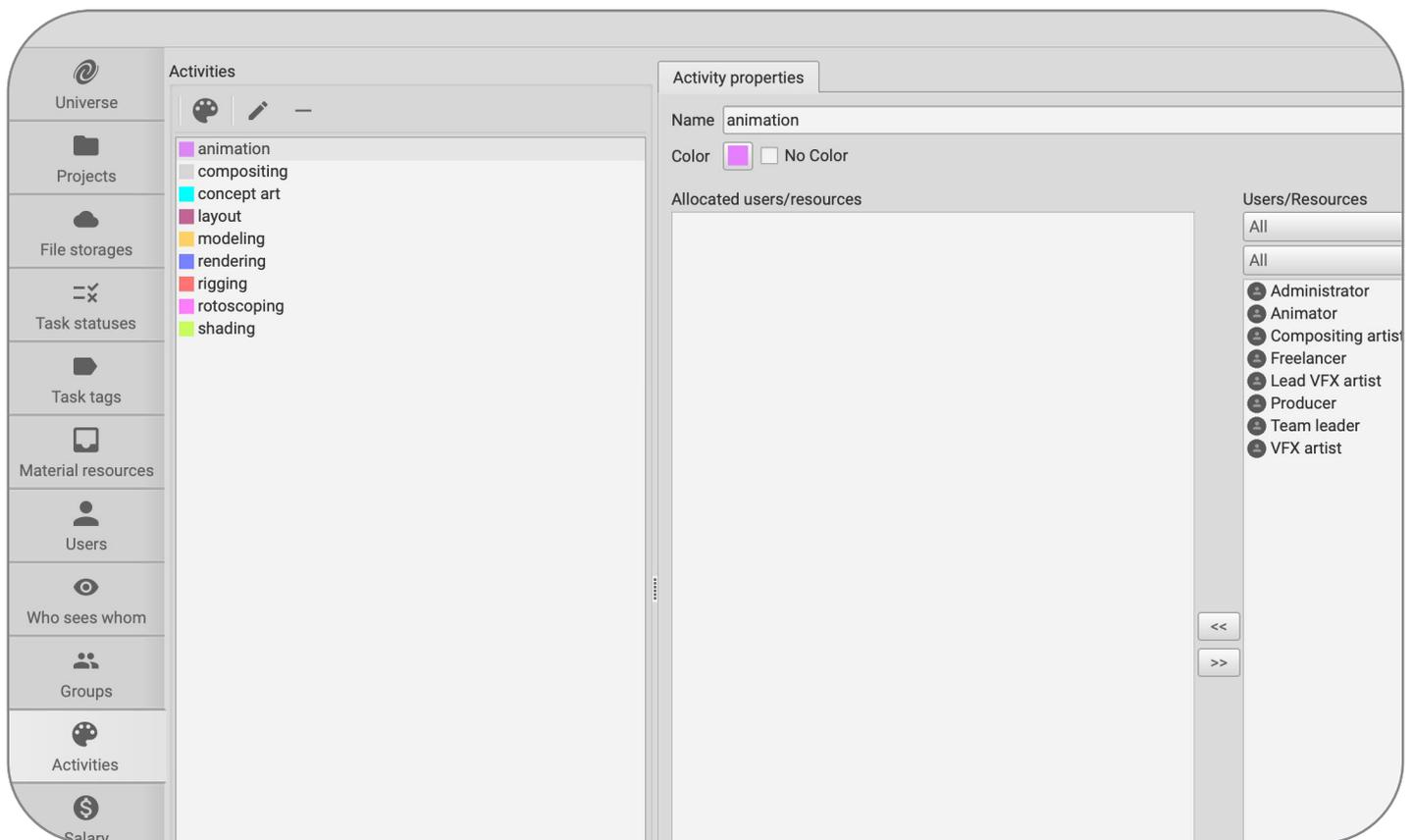
Statuses

With the help of statuses, you can set up the sequence of task stages. The status of a task is a property that describes its current state. Cerebro has its own set of predefined statuses. Additional statuses can be created on the Task Statuses tab on the Administrator window. You can assign activities to statuses. Assigning a status to a specific activity type means that this status will only be available in tasks associated with the chosen activities.
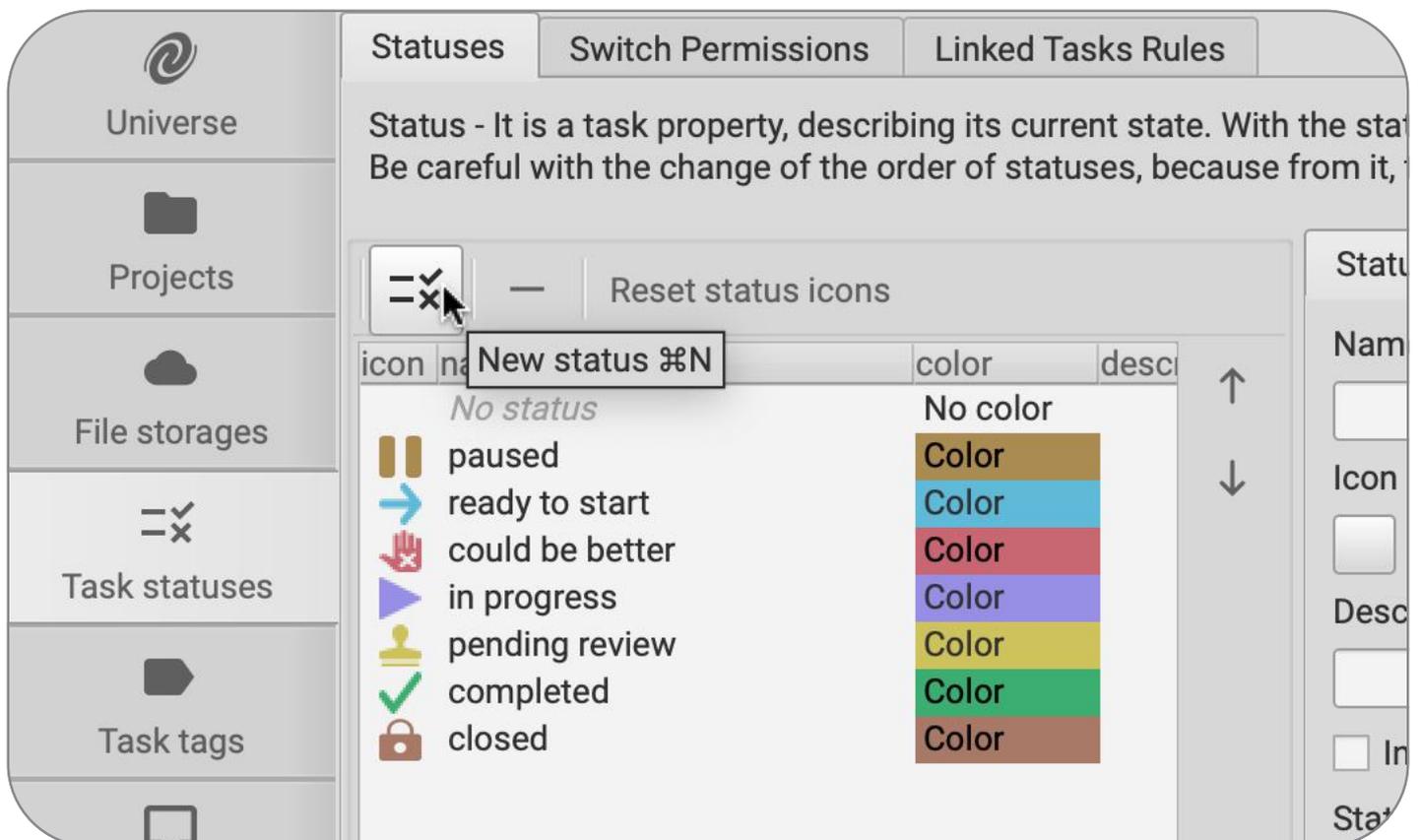
Projects

To create a new project, open the Projects tab on the Administrator window. A list of previously created projects will also be available there. Once a project is established, you can return to the main Cerebro window on the Navigator tab to add tasks to that project.
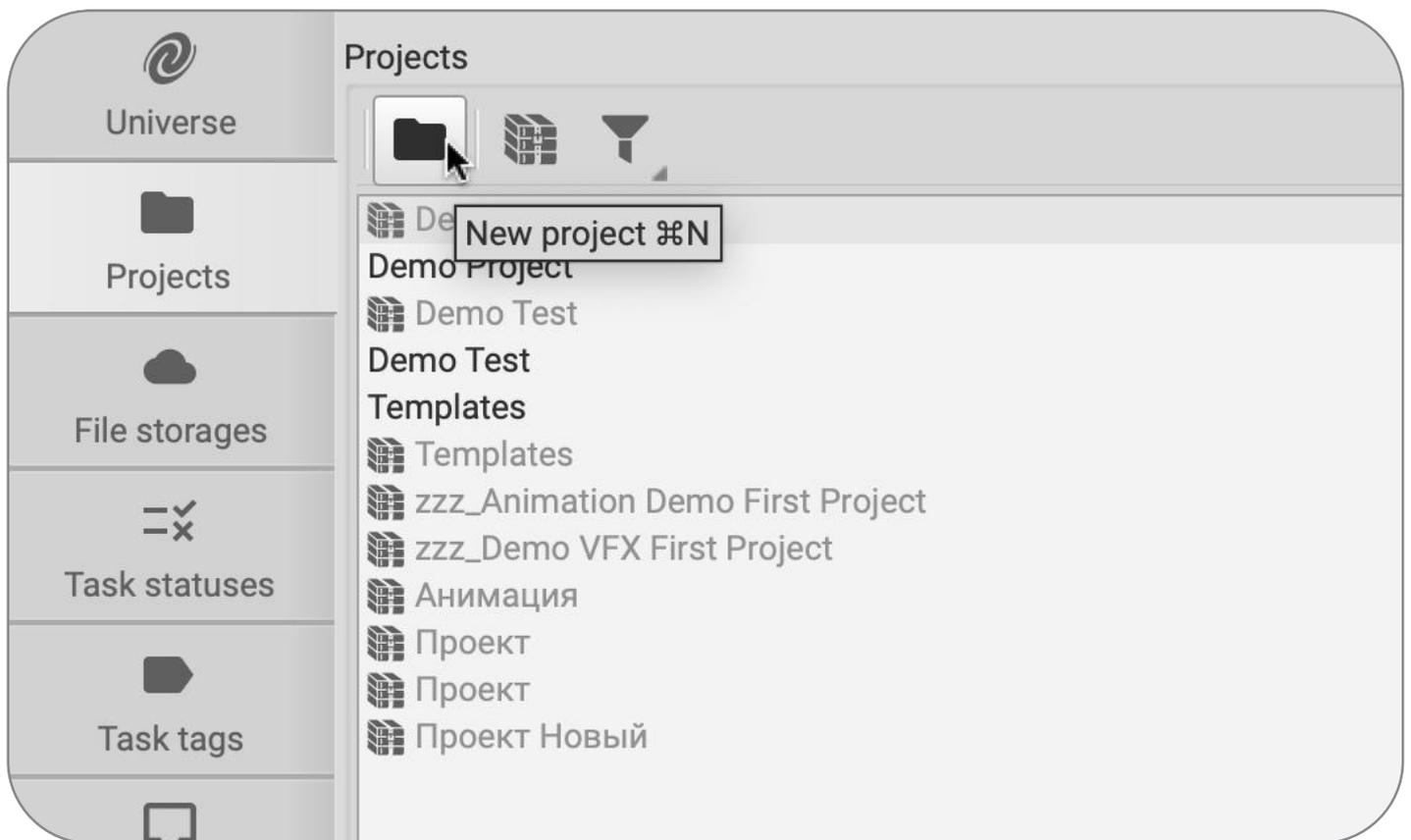
Tags

Tags can be created on the corresponding tab on the Administrator window. A task tag is an additional attribute of a task. To use a tag in tasks, you need to add it to a project. Then, you can use tags to add individual information fields, providing a more detailed description of the task.