

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.

0	Users				
Universe	Show removed users		Liser profile Allocated to grou	ne lleer activities	
	All		Allocated to grou	ps Oser activities	
Projects				Add users	
File storages	 Administrator Animator Compositing artist 		Standart ()	FL Freelance (j)	Email 🗿
= ¥ Task statuses	Freelancer Lead VFX artist Producer	Nothing selected			
	 Team leader VFX artist 		Email Addresses		
Task tags			Join to groups	Activities	*
			Show users all groups from th	ne universe	••••
Material resources					Cancel
Users					Add custom property
0					

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.

0	Groups	Group members Group is visible for	
Universe		Group members	Users/Resources
Projects	Admins Clients Freelancers	Administrator	All All
File storages	Producers Workers		Ginnator Compositing artist Freelancer
Task statuses			VFX artist
Task tags			
Material resources			
Users			
O Who sees whom			<
Groups			
Activities			
Salary			

Access Rights

<u>Access rights</u> 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.

Global access rights	Notifications	License list	Plugins	Tentacu	llo	Glo
ccess rights to "Demo	o VFX" universe					Acc
Name		▲ Role			Applied to	Na
Admins group		Full Contro		~	This universe and its	pr 🕨
 Clients group 		None	Ione 👻 This universe		This universe and its	pr 🕨
Freelancers group)	* restricted worker This		This universe and its	pr 🕨	
Producers group		* producer 👻		This universe and its	pr +	
Workers group		* worker		~	This universe and its	nr k
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Global access rights	obal access rights Notifications License list Plu		Plugins	Tentacu	lo
Access rights to "Demo	VFX" universe				
Name		▲ Role			Applied to
Admins group		Full Control		This universe and its	
Clients group		None		This universe and its	
Freelancers group		* client		This universe and its	
Producers group		* producer	k.	This universe and its	
Workers group		* restricted	worker	This universe and its	
		* superviso	r		
		* worker			
		Full Contro			
		Custom			
		Nene			
		None			
Rights for Admins grou	.ip		Unoo	nditional	
Access rights manage	ment		Unco		Conditional *
Task visibility	anient			V	
Task visibility for Clients				V	
Tasks					
Task/Project Manager	ment			✓	
Edit Task Properties				\checkmark	
Edit Tags				✓	
Edit Budget				\checkmark	
Edit Progress				\checkmark	
Planned Man Hours Visibility			✓		
Messages					
Create Task Definition				\checkmark	
Create Review				\checkmark	
Report				1	

Activities

<u>Activities</u> 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 <u>statuses</u>, 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 <u>Projects</u> 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.

