

Being a manager

Software Support - 2024-02-20 - Workspace Managers

Being a manager means that you have complete control of a workspace.

Tip: If you're a Manager, you'll see the "Manage Workspace" cogwheel icon in the top right corner.

Managers can:

- View, modify and delete any item in the workspace.
- Change the settings of the workspace.
- Create teams and assign people to them to control permissions.
- Control the membership by inviting and removing people.
- See the recycle bin and restore deleted items.

A workspace can have as many managers as you like; all will have equal powers.

Manager rights are specific to a workspace - you can be a manager of one workspace but a standard member of another.

Related Content

- [Dashboard Item: Workspace Members](#)
- [How-To Add a Workspace Profile Icon](#)
- [Dashboard Items List \(Full details for each Item/Feature\)](#)
- [Sending Private Messages as the Workspace Manager to Everyone](#)
- [Recycle Bin](#)
- [Changing a workspace manager](#)
- [How-To Make someone a Workspace Manager](#)