

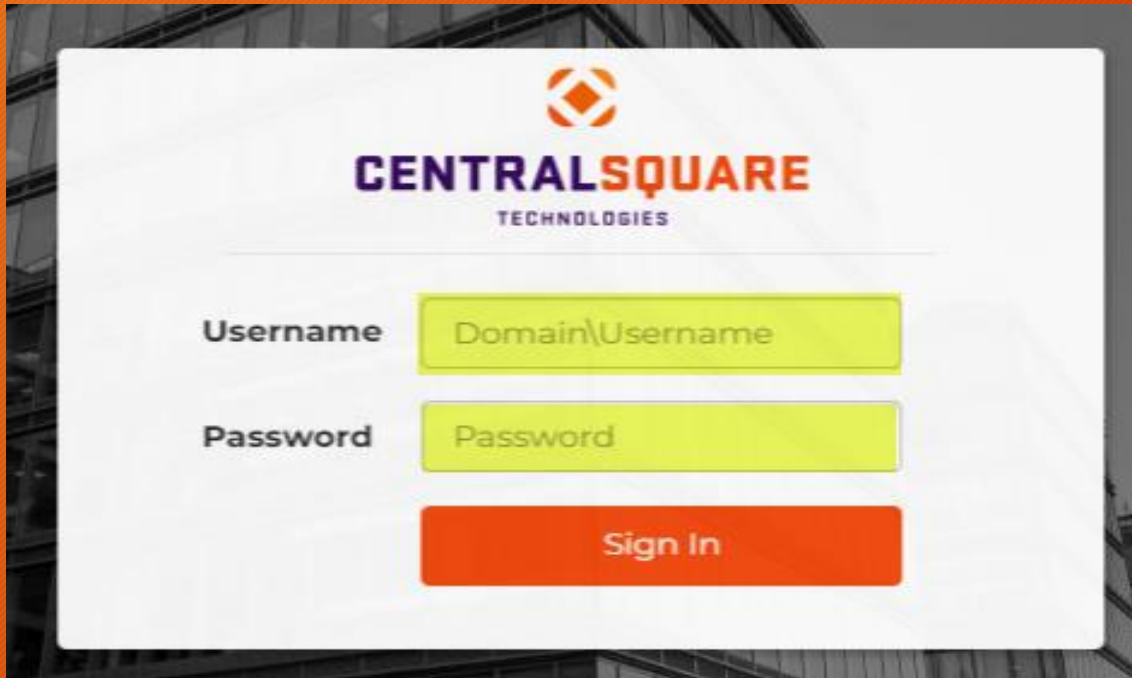


CENTRALSQUARE

TECHNOLOGIES

Add New Workspace

HOW TO ADD/DELETE A NEW WORKSPACE



CENTRAL SQUARE
TECHNOLOGIES

Username

Password

Sign In

Logging in to CentralSquare

- > Key in your username impclد*****
- > Key in your password

When logging in to CentralSquare please note that you have to key in the domain followed by your CentralSquare assigned username. The domain is:

impclد*****

HOW TO ADD A NEW WORKSPACE

Menu X

A Standard User

- Reports
- Purchasing
- Archived Reports
- Task List
- Main Menu

Monthly Reports

- A Comparison of Actual Rev and Exp to Budget V.3
- Daily Cash Balance Report
- GL Detail Transaction Report (Stand Alone)
- DN: GL Sum. Trans. Report (Stand Alone)

My Tasks

Description	Model	Select
Go to Task List		

Advanced Options

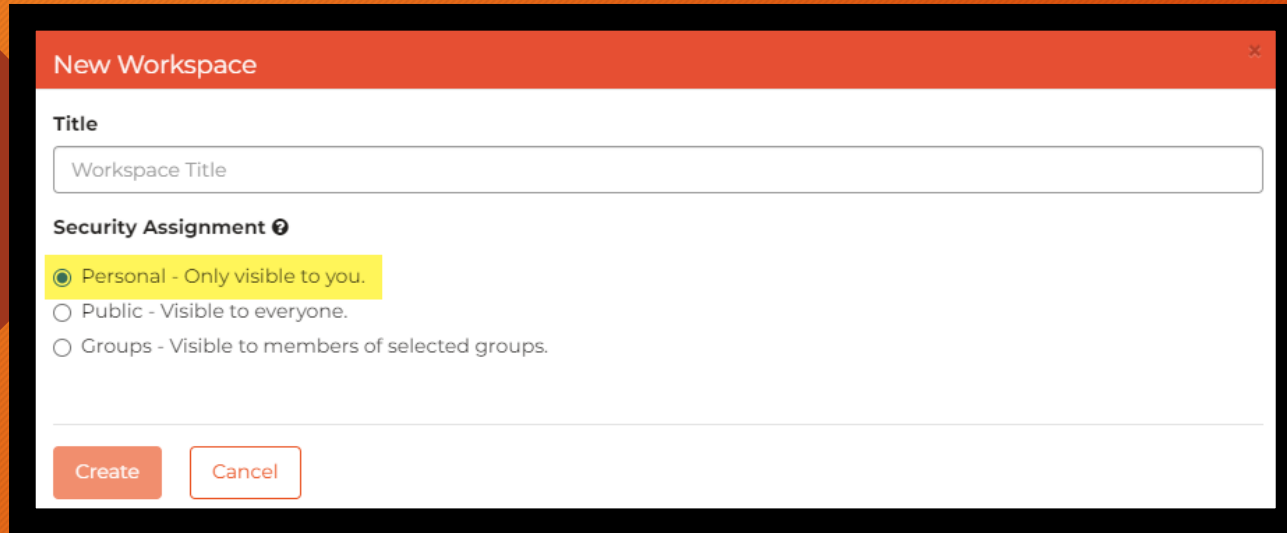
- + Add New Task Center
- + Add New Workspace
- Edit Workspace
- Delete Workspace

Adding a New Workspace

On your **Workspaces**, go to **Advanced Options**

Select **+Add New Workspace**

PERSONAL WORKSPACE



New Workspace

Title

Workspace Title

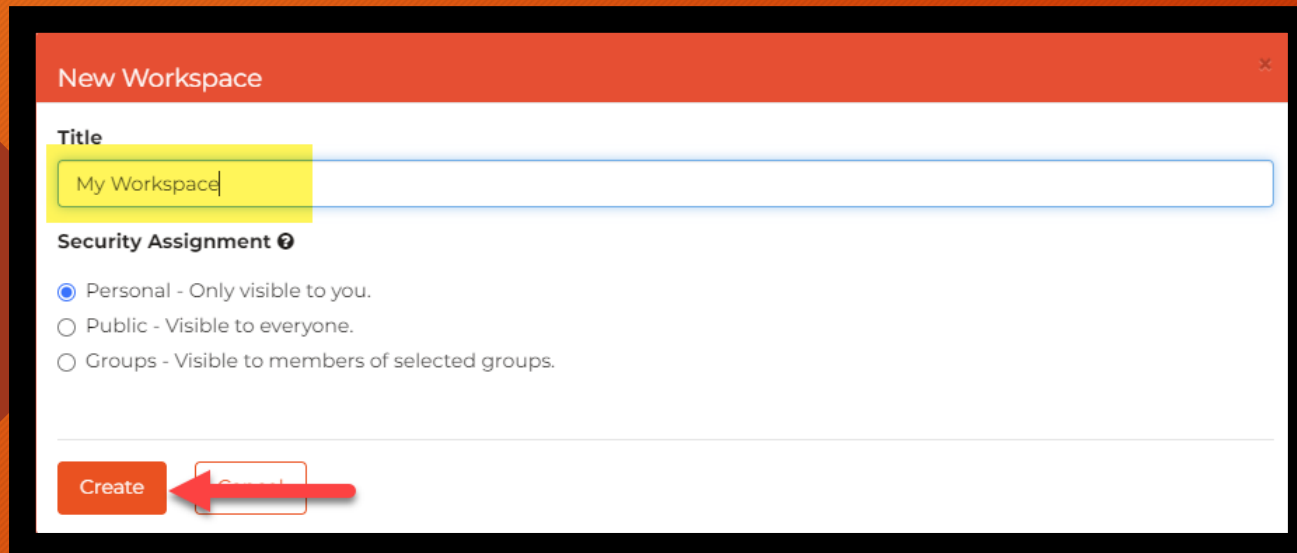
Security Assignment ⓘ

Personal - Only visible to you.

Public - Visible to everyone.

Groups - Visible to members of selected groups.

Create Cancel



New Workspace

Title

My Workspace

Security Assignment ⓘ

Personal - Only visible to you.

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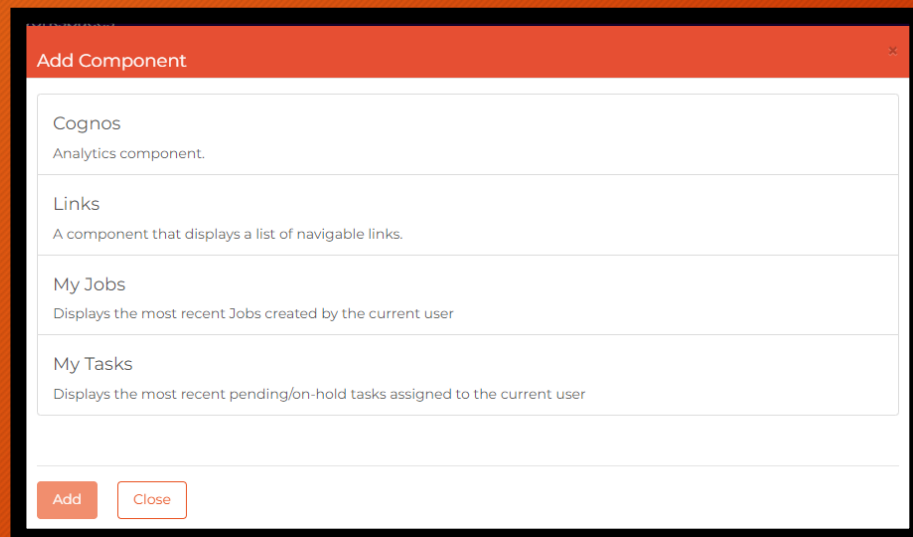
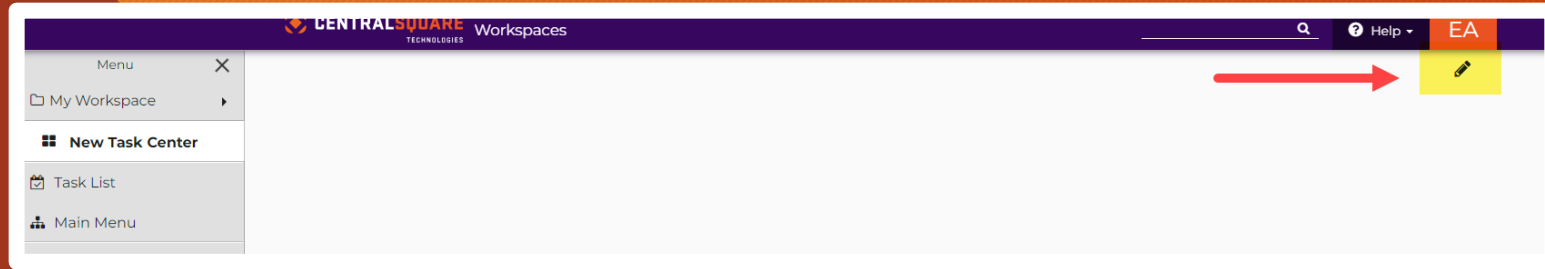
Create Cancel


1 On the New Workspace window select **Personal- Only visible to you**

2 Under **Title**, give it a name.
Example: My Workspace

3 Click **Create**

EDITING WORKSPACE

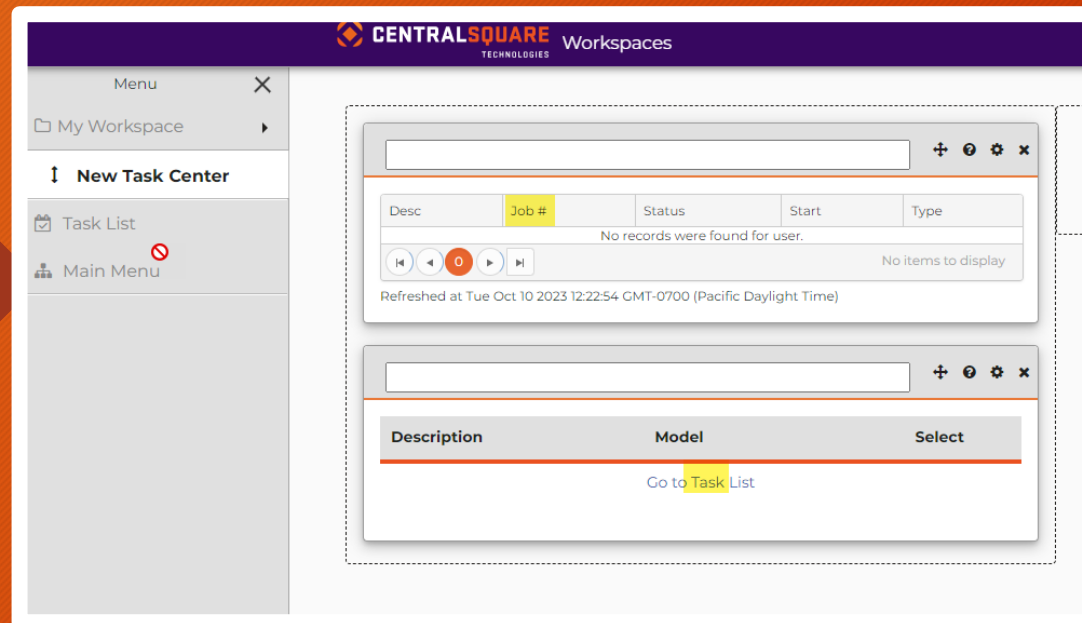
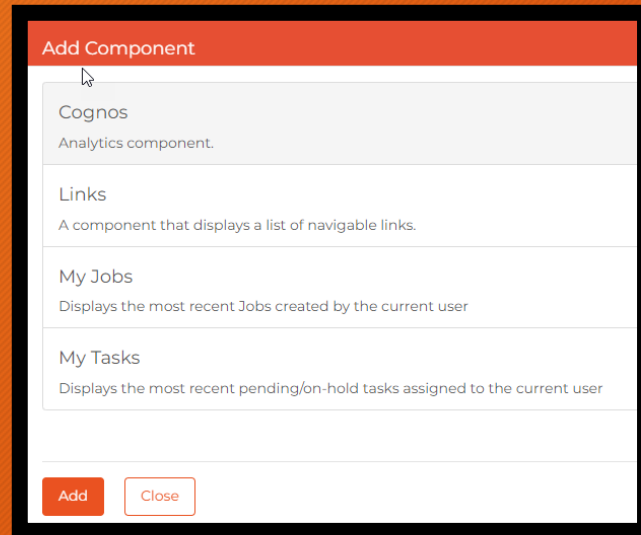


1 Select the Pencil  Icon

2 Select the + icon

3 The Add Component window will pop-up

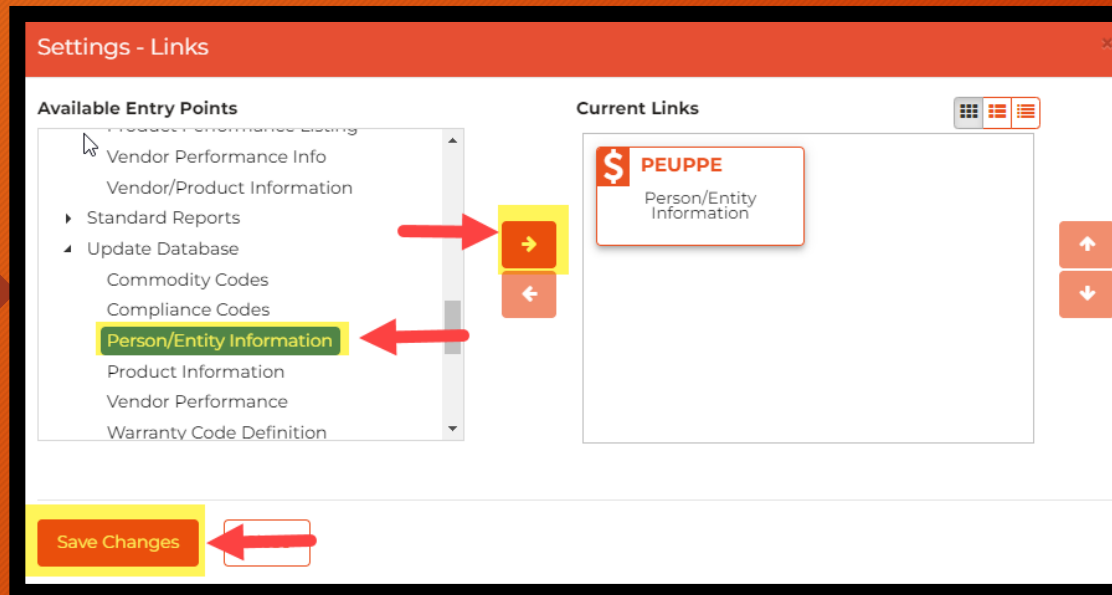
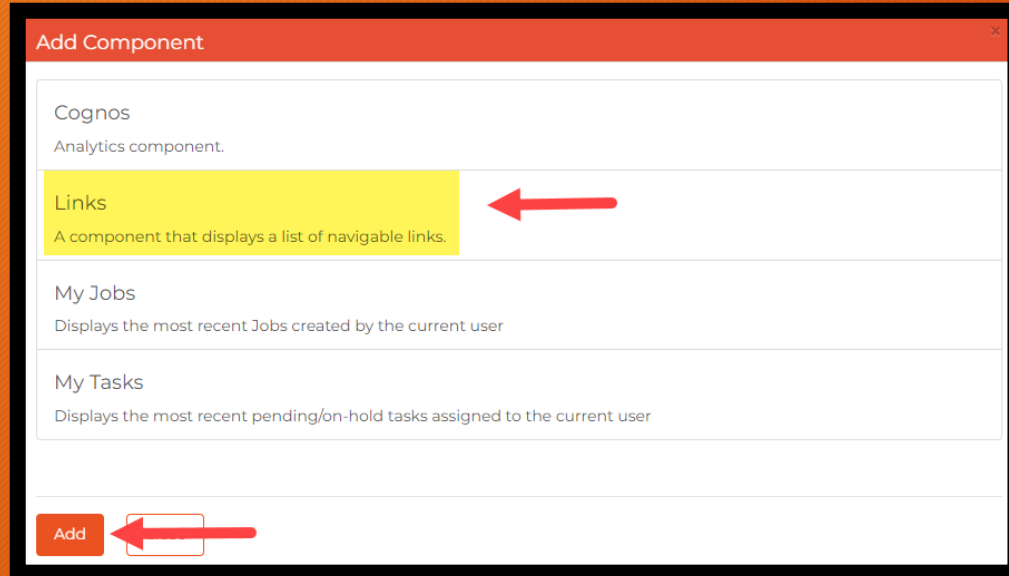
SELECTING COMPONENTS



➤ Depending on user preferences. User may select **Cognos, Links, My Jobs, My Tasks** to be included into user's personalized Workspace.

➤ **My Jobs** and **My Task** will insert those windows into My Workspaces.

SELECTING COMPONENTS



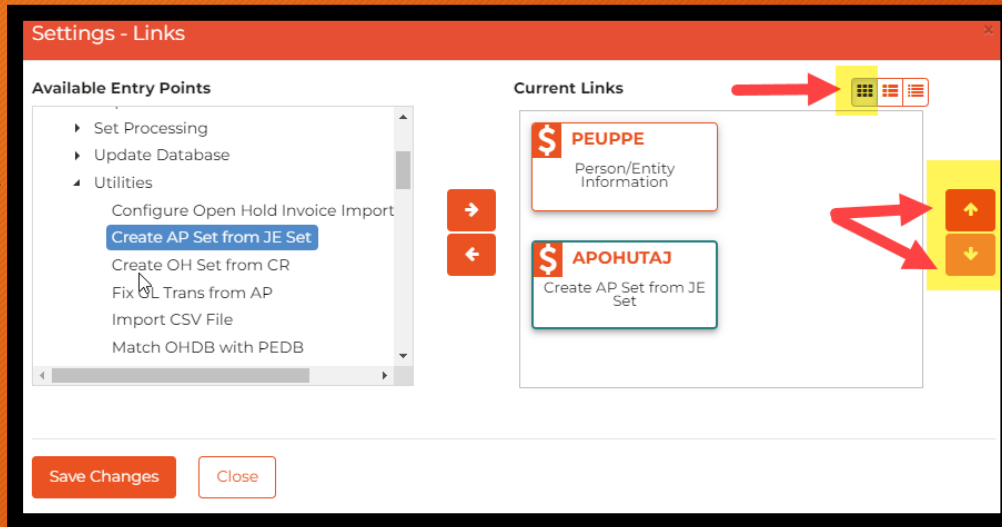
LINKS

To add links, Select Links
Click Add

Settings- Links

1. Under **Available Entry Points**, make your selection
2. To add (\Rightarrow) or remove (\Leftarrow) to **Current Links** selecting the entry point and clicking the arrow
 - Example: Person/Entity Information
3. Once the desired links have been selected. Click **Save Changes**

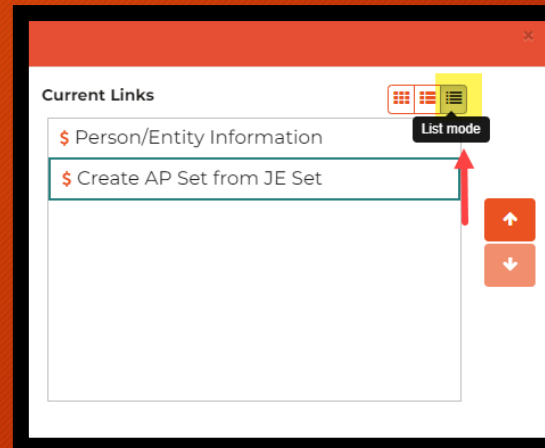
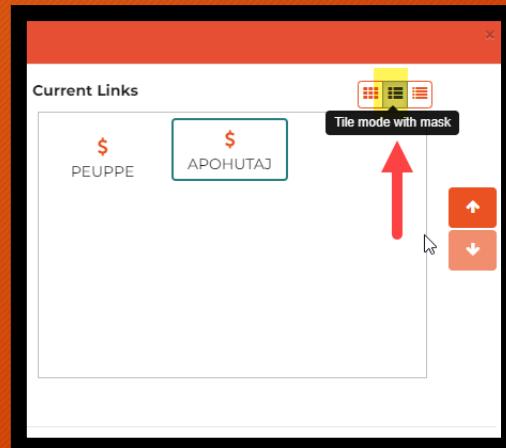
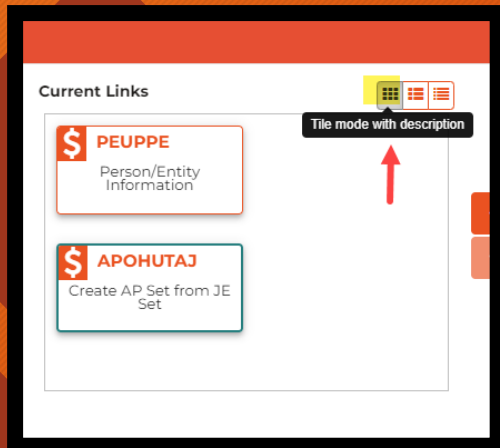
SETTINGS- LINKS



- Once the desired links have been selected, the user has the option to move up or down the links by clicking on the arrows ↑↓

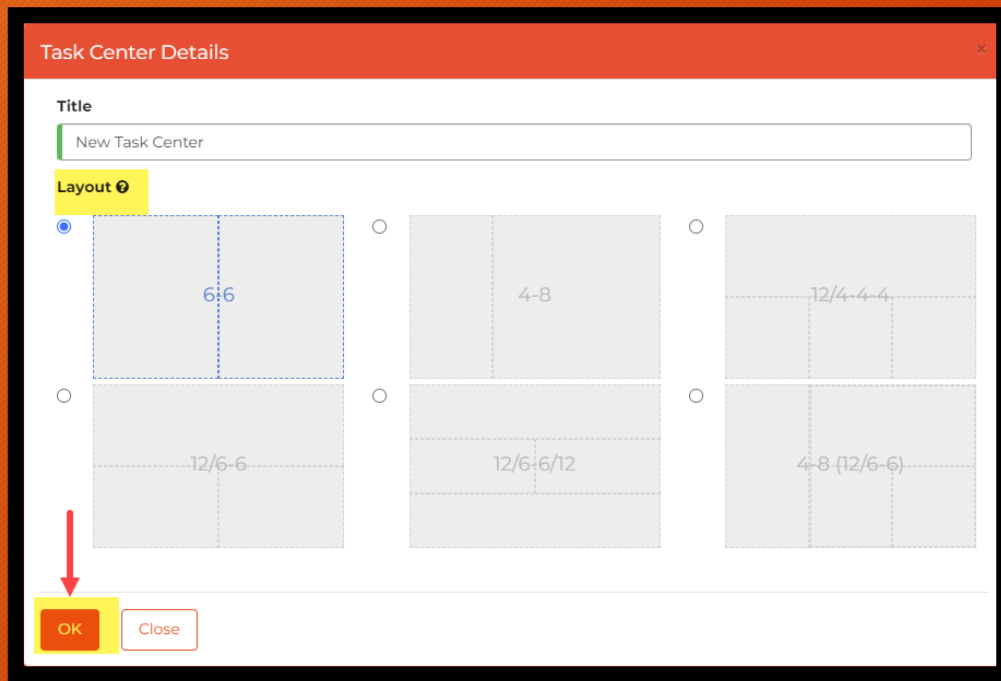
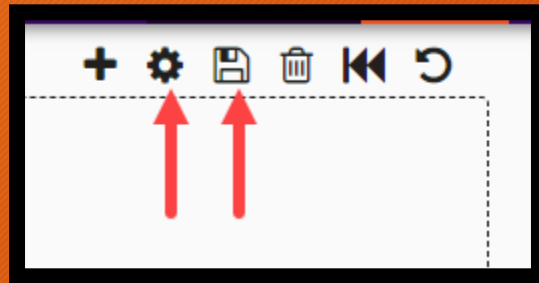
TILE MODE



There are three modes to select from to view links in user's personalized Workspace



- Tile Mode
- Tile Mode with Mask
- List Mode

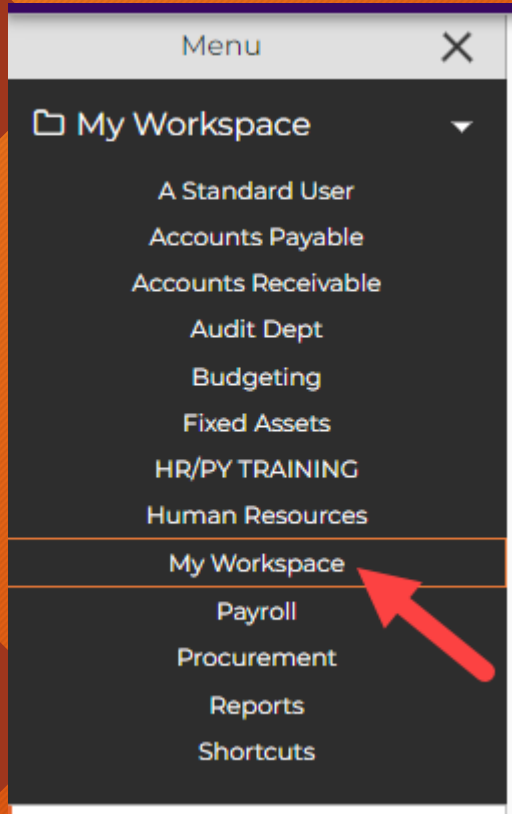
WORKSPACE LAYOUT



- Once Components have been added. User has the option to edit the Layout.
- Select the  settings icon
- Choose the Layout
- Click OK
- Select the  icon to save
- Successful changes

✓ Workspace save completed

WORKSPACE



DELETING WORKSPACE



WORKSPACE

- User's Workspace will appear under menu. Example: My Workspace

DELETING WORKSPACE

1. Select your personalize Workspace
2. Go to Advance Options
3. Select Delete Workspace