



# YouTestMe

Workspaces

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## 1 Introduction

This document explains how to perform UAT for the “**Workspaces**” module that includes the following requirements:

1. Req #56 - Possibility to create an unlimited number of workspaces
2. Req #54 - The dashboard for managing workspaces (edit existing workspaces and create new ones)
3. Req #58 - Introducing the role of a super admin
4. Req #59 - Allowing the creation of multiple super admins
5. Req #64 - Allowing super admins to access and compare the individual reports - Basic reporting
6. Req #60 - Introducing the role of a department admin
7. Req #63 - Enabling department admins to have access to the current full set of standard reports within the workspace scope
8. Req #62 - Enabling multi-layer creation of custom question properties
9. Req #57 - Adding a unique workspace identifier into tests
10. Req #55 - Workspaces - A security layer that allows data separation and permission to access workspaces
11. Req #66 - Allowing unique logo design and color theme for each workspace
12. Req #61 - Enabling automatic assignment of user roles
13. Req #65 - Allowing super admins to access and compare the individual reports - Reports that show workspace activity

## 2 Req #56 - Possibility to create an unlimited number of workspaces

### 2.1 Pre-conditions

To create the workspace, a user must have the following permission in addition to permissions listed in the chapter 7.1:

- Create new workspace

**Note:** The “Access workspaces page” permission will be automatically checked.

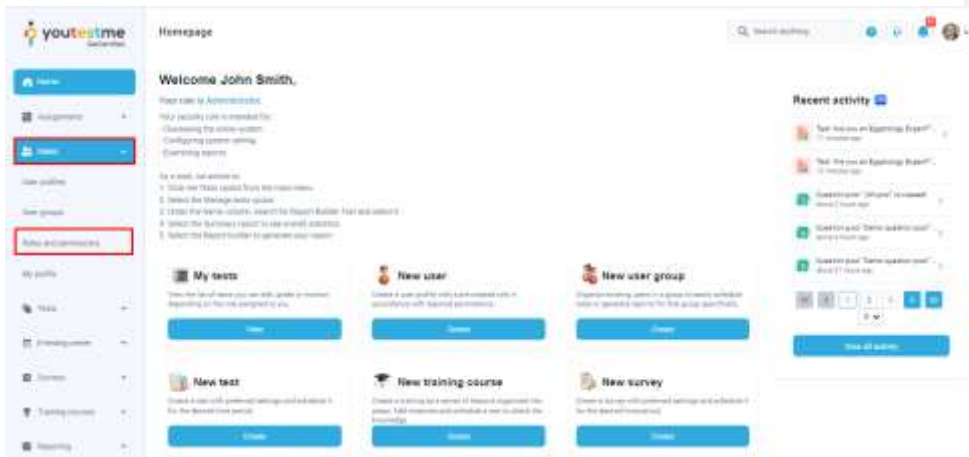
To manage any workspace in the system, a user must have the following permission in addition to permissions listed in the chapter 7.1:

- Manage any workspace

**Note:** The “Access workspaces page” and “Create new workspace” permissions will be automatically checked.

To give the desired permissions to a certain role, you should follow the next steps:

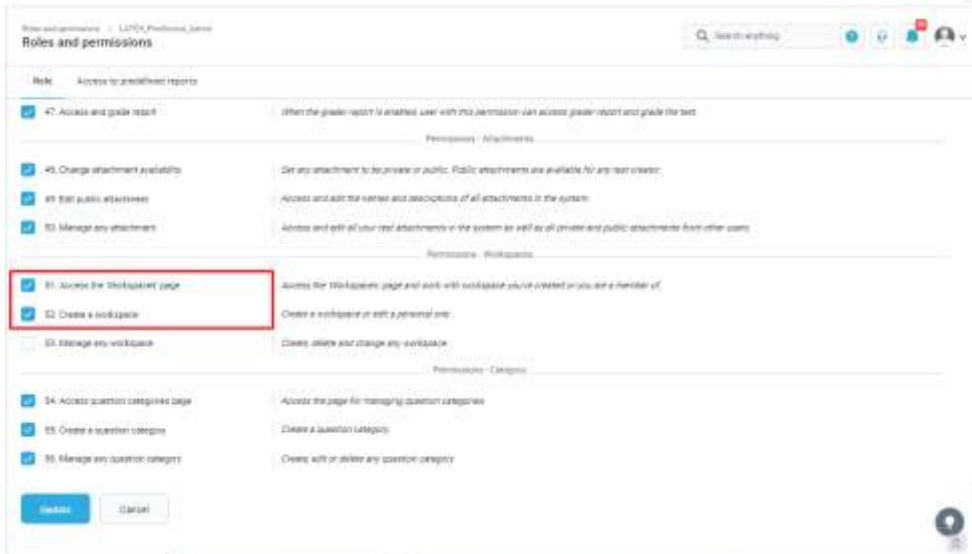
1. Click the “Users” option in the left-side menu, and select the “Roles and permissions” tab.



2. Click the “Edit” option in the action column in a table on the role you want to preview.



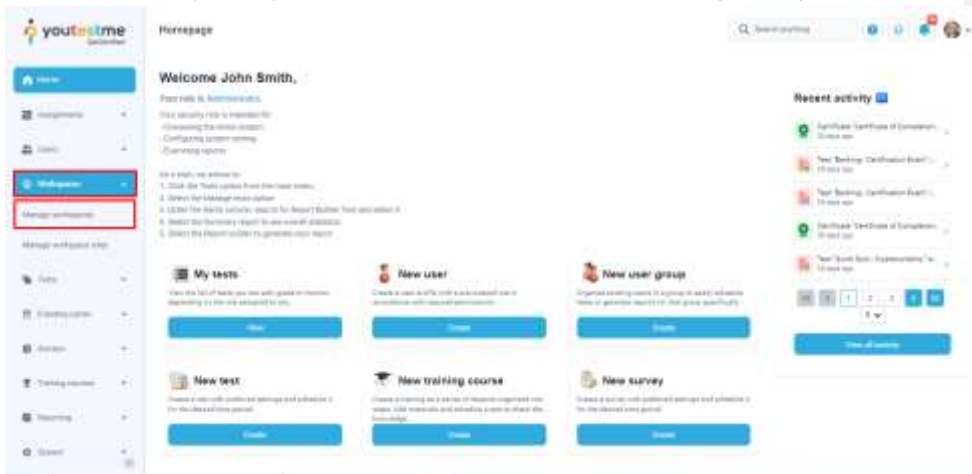
- Ensure the user has at least **“Access workspaces page”** and **“Create new workspace”** permissions, as shown in the image below.



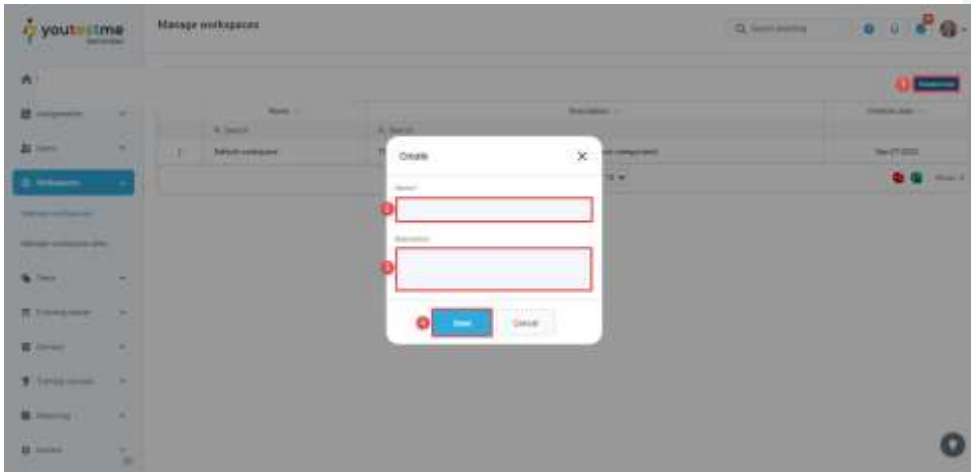
## 2.2 Creating the workspace

To create a workspace, you should follow the next steps:

- Click the **“Workspaces”** option in the left side menu, and select the **“Manage workspaces”** tab.



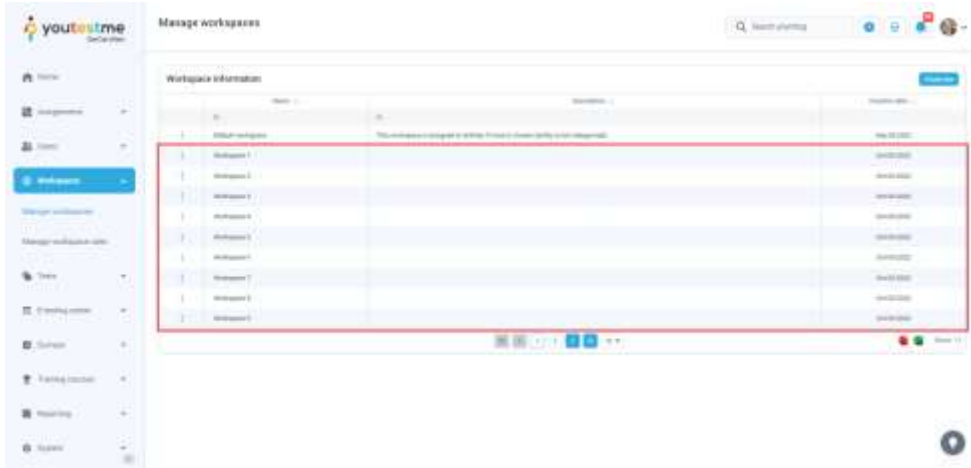
- Click the **“Create new”** button. Provide an optional description and a required name which also has to be unique. Click the **“Save”** button, and the workspace should appear in the table.



3. The created workspace will be presented in the table.



**Note:** You can create as many workspaces as needed by repeating the above steps.



### 3 Req #54 - The dashboard for managing workspaces (edit existing workspaces and create new ones)

#### 3.1 Pre-conditions

##### 3.1.1 Editing "own" workspaces

A user must have the following permission:

- Create new workspace

After creating the workspace, they become the manager of it. This means that they will be able to edit it.

##### 3.1.2 Editing workspaces for which the user is assigned as a manager

A user must have the following permission:

- Create new workspace

Even though a user did not create a certain workspace, they will be able to edit it if they are assigned as managers of that workspace.

##### 3.1.3 Editing any workspace in the system

A user must have the following permission:

- Manage any workspace

This global permission allows the user to manage any workspace in the system.

#### 3.2 Managing a workspace

For an already created workspace, its manager can perform two actions:

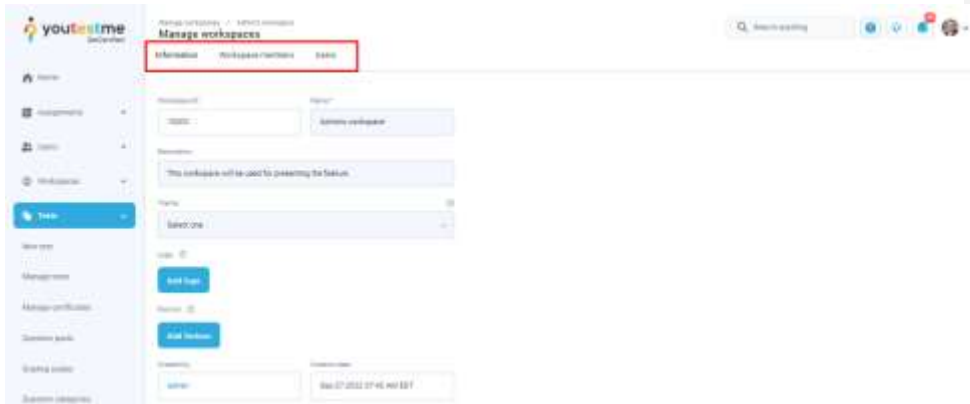
1. Editing
2. Removing



Once you click on edit, you will access the following tabs:

1. **Information** – On this tab, the user can change the following items: name, description, theme, logo, and favicon.
2. **Workspace members** – On this tab, the user can define a membership rule where all users with the specified role are automatically mapped as workspace members.
3. **Users** – On this tab, the user will be able to assign other users to this workspace and specify their roles.

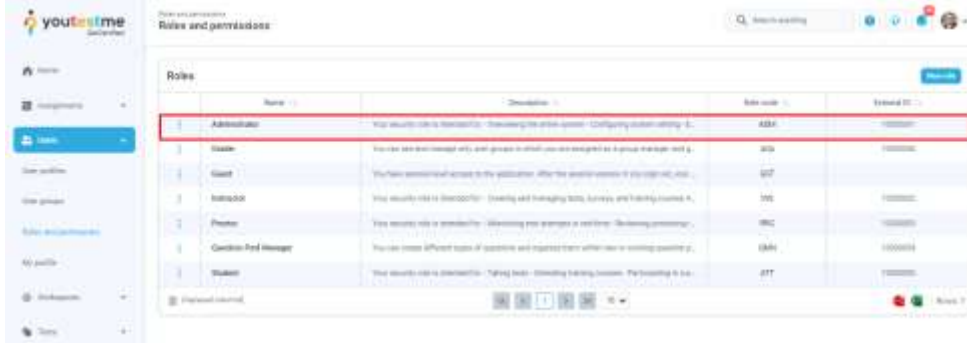
**Commented [AH1]:** Vratite se da linkujete chapter u kojem se ovo detaljnije objašnjava



**Note:** After the change is made, the user should see a notification about a successful update, and the change should be immediately visible in the fields and the data table.

#### 4 Req #58 - Introducing the role of a super admin

Super admin is a user with the default role in the system named “Administrator”. Super admin has all permissions in the system that can fully access and manage all application modules, including all workspaces.



#### 5 Req #59 - Allowing the creation of multiple super admins

The user can create as many users with the “Administrator” role that has all the permissions. To create super admin users, you must have the following permissions:

1. Grant roles to users
2. Access the 'Profiles' page
3. View a list of all users



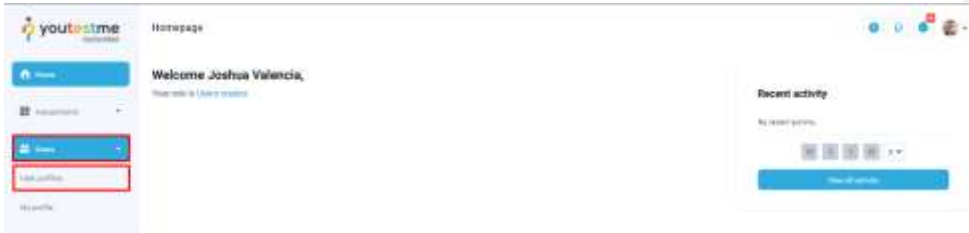
4. Create new users
5. View any user's personal information



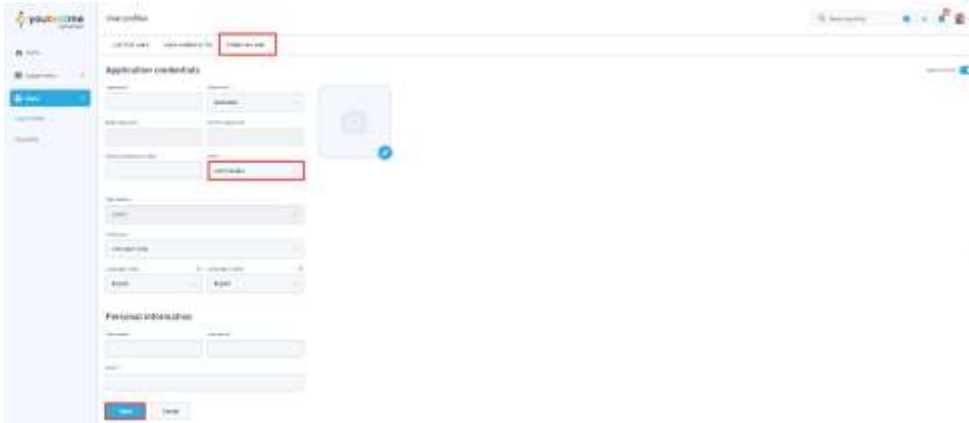
### 5.1 Creating super admin users

To create super admin users, follow the next steps:

1. Click the **“Users”** option in the left-side menu, and select **“User profiles”**.



2. On the **“Create new user”** tab, enter the required fields and select the role **“Administrator”**. Click the **“Save”** button.

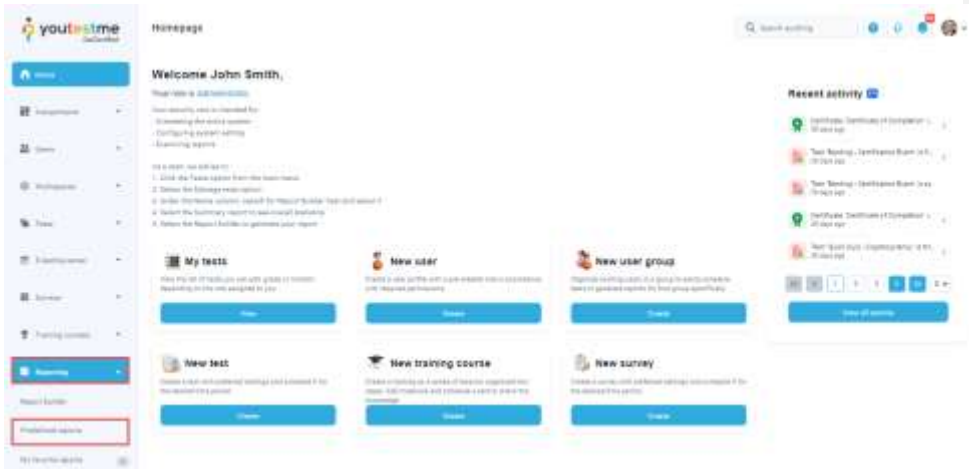


**Note:** Repeat the previous steps to create as many users with the super admin role as you need. Users with this role will be able to see and manage data from all workspaces and configure system parameters.

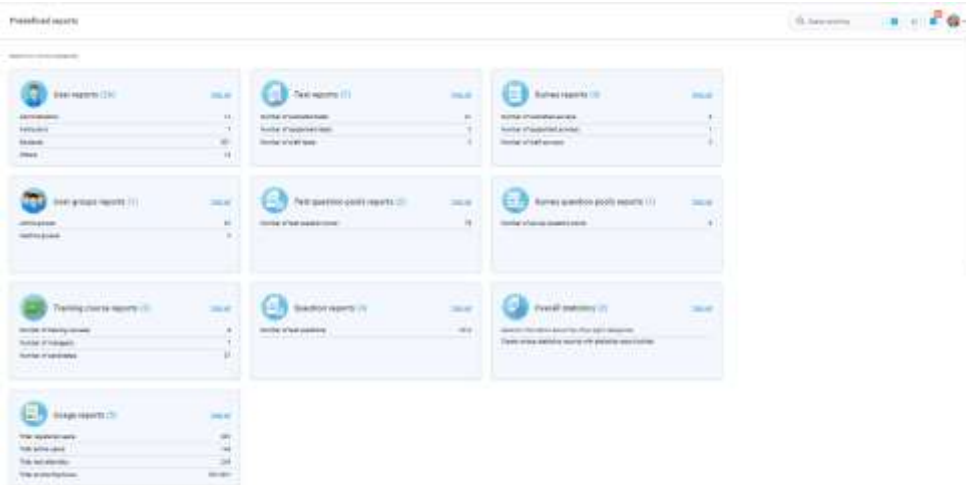
## 6 Req #64 - Allowing super admins to access and compare the individual reports - Basic reporting

Super admin can fully access and manage all application modules, some of which are reports. To access the reports module, follow the next steps:

1. Click the **“Reporting”** option in the left side menu.
2. Select the **“Predefined reports”** item.



**Note:** The super admin will see all available reports in the system and access them by clicking on their name.



## 7 Req #60 - Introducing the role of a department admin

Workspace admin is a user role that allows the user to manage the workspace and all its entities, such as tests, surveys, training courses, question pools, question categories, users, reports, etc.

The user with the necessary permissions for managing the workspace will be assigned as a workspace admin once they become a member of that workspace.

There are two ways for a user to become a workspace admin:

1. By the global role.
2. By the identifier.

### 7.1 Creating a global role

Before assigning members, the user must create a global role suitable for the workspace admin role.

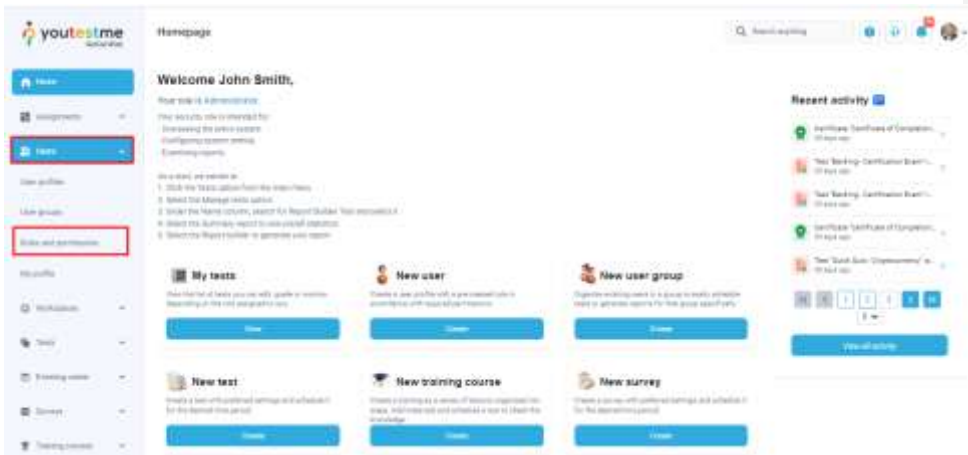
**Note:** Suitable role has all permissions necessary to access entities not affected by the workspaces. For example, attachments are not affected by the workspaces, and therefore Workspace admin must have a global role “**Manage any attachment**” permission and **NOT** the “Manage any test, survey or training” permission.

The user must have the “**Manage a role**” permission to create a global role.

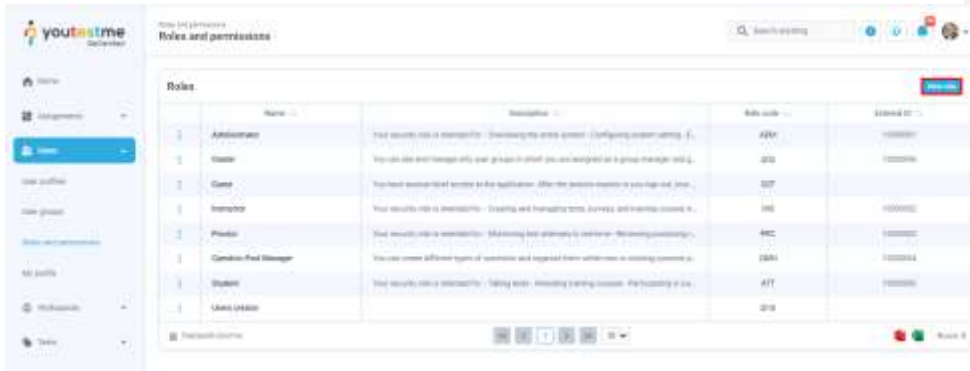


To create a global role for workspace admin, follow the next steps:

1. Click the “Users” option in the left-side menu, and select “Roles and permissions”.



2. Click the “New role” option.



3. Enter a name and select the following permissions:
  - Manage a role
  - Manage subscriptions
  - Manage system settings
  - Access the 'Profiles' page
  - Export users to Excel
  - Manage registration requests
  - Change your personal information
  - Change your password
  - Access the 'My groups' section
  - Access the 'My pools' section
  - Access the 'My certificates' section
  - Access the 'My activity log' section
  - Access the 'My subscribers' section
  - Access the 'Groups' page
  - Access the 'Pools' page
  - Page access for Tests, surveys and training courses
  - Fully manage your tests and surveys
  - View questions
  - Create a test template
  - Set a test template to be public
  - View and manage 'Test results verification' page
  - View all accommodations
  - Manage accommodations
  - Manage quiz authorizations
  - Respond to accommodation requests
  - Access and grade report
  - Change attachment availability
  - Edit public attachment

- Manage any attachment
- Access the 'Workspaces' page
- Access question categories page

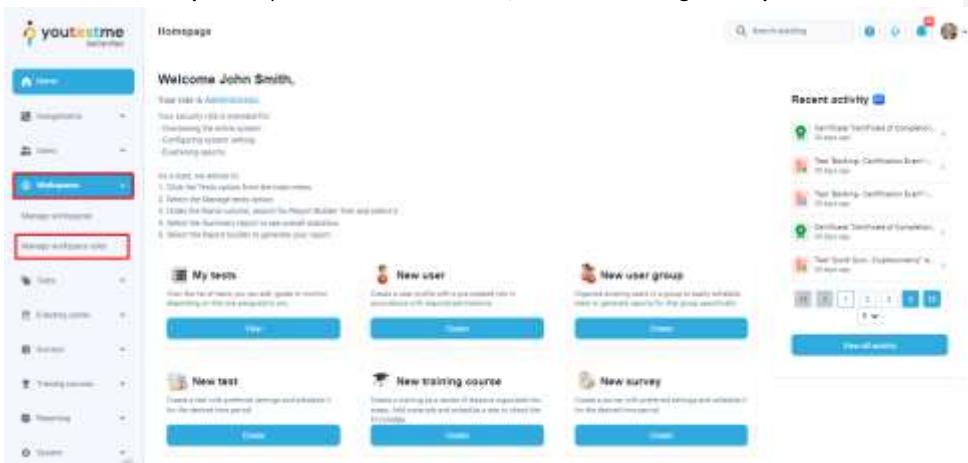
## 7.2 Creating a workspace role

Workspace role will give the user required permissions for workspace entities when one becomes its member.

The user must have the **“Manage any workspace”** permission to access the workspace roles page and manage workspace roles.

To create a workspace role, follow the next steps:

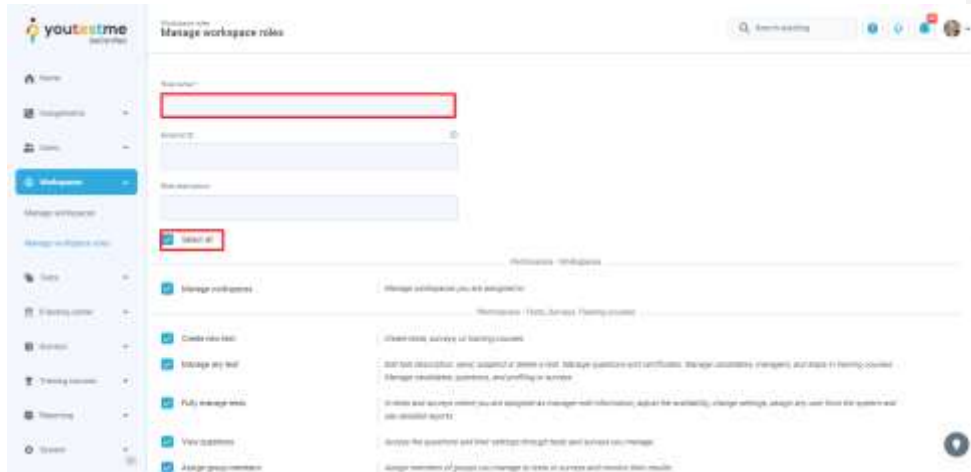
1. Click the **“Workspaces”** option in the left side menu, and select **“Manage workspace roles”**.



2. Click the **“Create new”** option.



3. Enter the name and click the **“Select all”** checkbox to select all the permissions.



4. Scroll down and click the **“Save”** button.



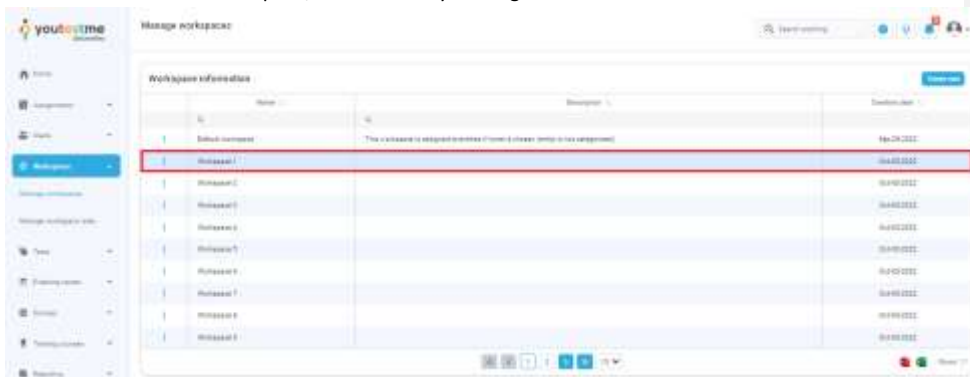
### 7.3 Assign a member by the global role

To assign a new member to a workspace, a user that is a workspace manager should follow the next steps:

1. Click the **“Workspaces”** option in the left side menu, and select the **“Manage workspaces”** item.



2. Select the desired workspace, and enter it by clicking on its row.



3. On the “Workspace members” tab, click the “Assign” button.



4. Select the user (global) role and workspace role.



**Assign members** ✕

Assign new members to a workspace by linking their role to a workspace role. For example, by selecting the role "Instructor" and workspace role "Workspace Instructor", all users in the system with the role "Instructor" will become members of the workspace with workspace role "Workspace Instructor". The selected workspace role will grant users permissions of that workspace role.

User's role\* ⓘ

LATCH\_PilotSchool\_Admin ▼

Workspace role\* ⓘ

Workspace admin ▼

5. Click the "Save" button.

**Assign members** ✕

Assign new members to a workspace by linking their role to a workspace role. For example, by selecting the role "Instructor" and workspace role "Workspace Instructor", all users in the system with the role "Instructor" will become members of the workspace with workspace role "Workspace Instructor". The selected workspace role will grant users permissions of that workspace role.

User's role\* ⓘ

LATCH\_PilotSchool\_Admin ▼

Workspace role\* ⓘ

Workspace admin ▼

**Note:** Once the membership is created, all the users with the selected user role will be assigned within the workspace with the selected workspace role.

Click the "Remove" button in the action column to remove the member.

Manage workspaces

Workspace members

Role name	Workspace role name	Created	
LATCH_PilotSchool_Admin	Workspace admin	05/04/2022	<input type="button" value="Remove"/>

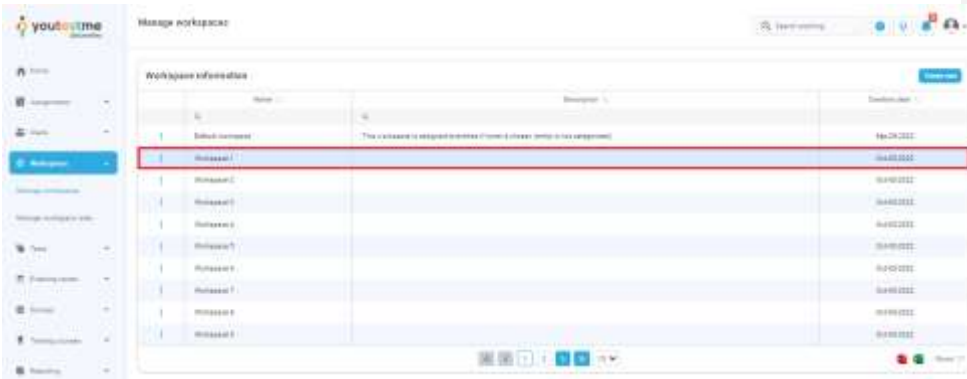
### 7.4 Assign a member by the identifier

To assign a new member to a workspace, the workspace manager user should follow the next steps:

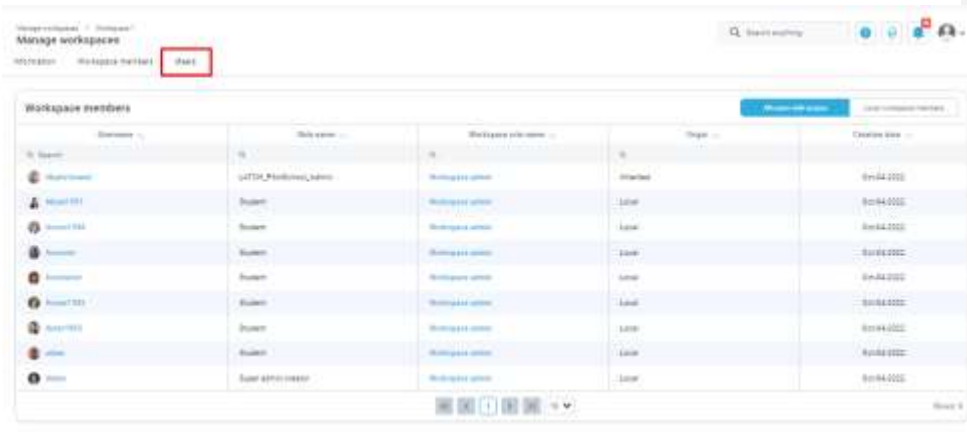
1. Click the **“Workspaces”** option in the left side menu, and select the **“Manage workspaces”** item.



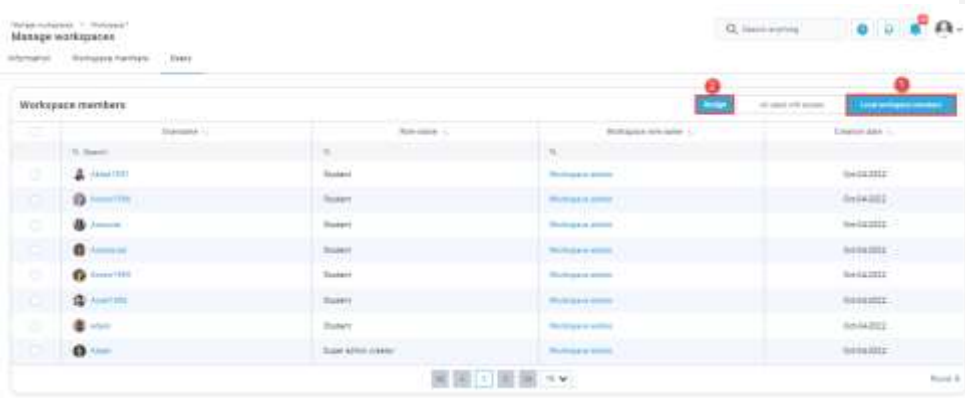
2. Select the desired workspace, and enter it by clicking on its row.



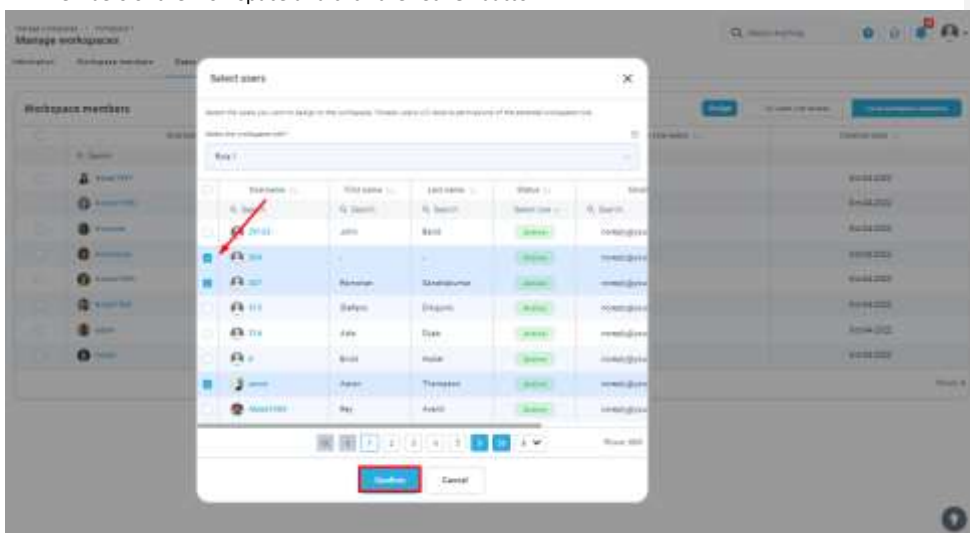
3. On the **“Users”** tab, you will be presented with all the members in the workspace with origin: Inherited (for users assigned by the role) and Local (for users assigned by the identifier).



4. Select the **“Local workspace members”** button and click the **“Assign”** button.



5. A dialog should appear with the list of users you can manage. Select which users will become members of the workspace and click the “Save” button.



**7.5 Confirmation that requirement is met**

The user must be workspace manager to proceed.

On the “Users” tab you should check if you can see the user in the “All users with access view”.

Then, proceed to next chapters to confirm that the workspace admin can manage all the entites in assigned workspace.

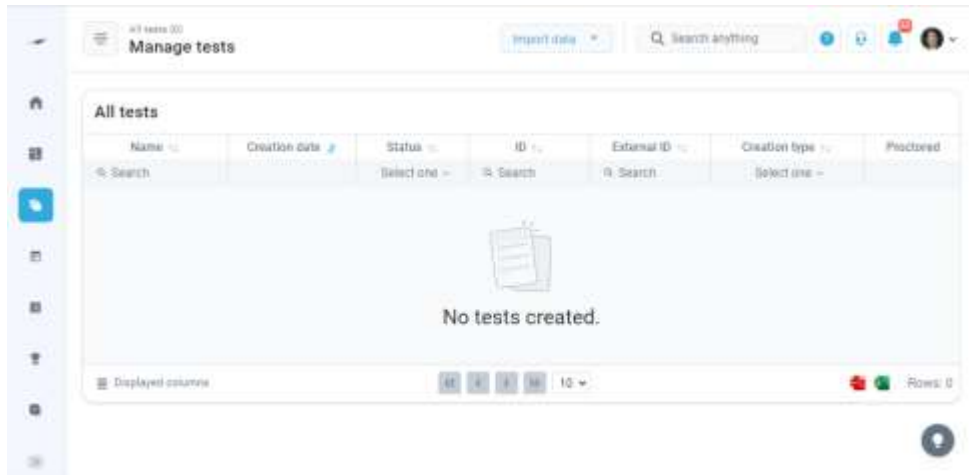
Workspace assignment is required for the following entites: tests, surveys, user groups, question pools and trainging courses. That’s the reason why all the entities are assigned to a predefined workspace named

“Default workspace”. Workspace assignments is not required for question categories and the users. Entites can be reassigned to other workspaces by changing the workspace in a drop down menu found in the information section. What workspaces the user sees depends on the permissions. If the user wants to reassign the test and has “Create new test” workspace role permission, he can place test only in the workspaces he has said permission. If the user has global “Create new test” permission, he can place test in any workspace. The same applies for the other entites. Exception are the users. User assignment on workspaces is managed in the desired workspace as mentioned in the previous chapters. Follow the next steps implementation meets the requirement:

### 7.5.1 Tests

Make sure the workspace admin has required permissions mentioned before or at least Access test page permission.

When the workspace admin opens the list of all tests, it should be empty if there are no tests in the workspaces he is member of.



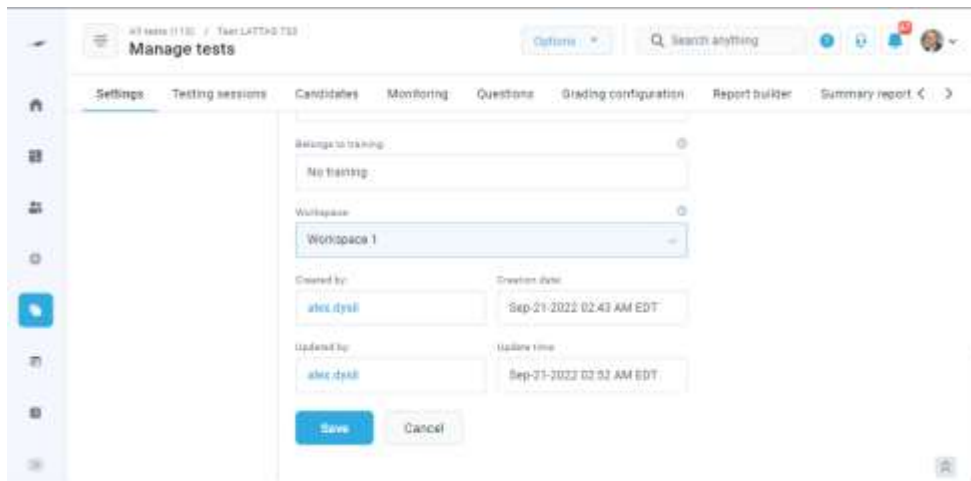
Workspace admin can create a new test in the workspaces he’s member of or the super admin can help by reassigning the tests outside of workspace admin’s scope.

#### 7.5.1.1 Reassigning the test

To reassign a test, make sure you have required permission to do so. To reassign any test, “Manage any test, survey or training” permission is required to open the test and manage it. To reassign a certain test, you have to be a test manager. So, this action depends on two conditions: open the test and manage it.

Follow next steps to proceed with reassigning:

1. Click the **“Tests”** option in the left side menu.
2. Select the **“Manage tests”** item.
3. Select the desired test.
4. Scroll down to find the Workspace drop down menu.
5. Click on the menu and choose the workspace you want to place the test in.
6. Click the **“Save”** button.



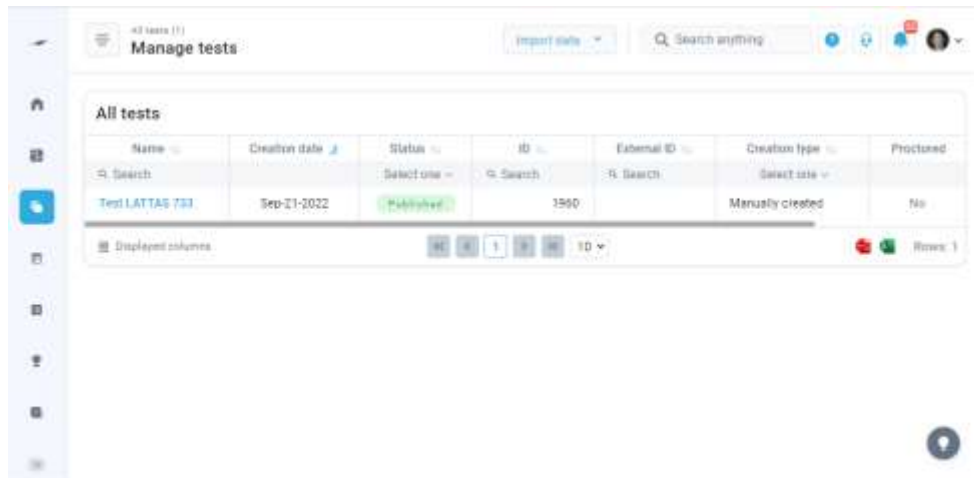
The screenshot shows the 'Manage tests' interface. At the top, there is a navigation bar with 'Manage tests' and a search bar. Below the navigation bar, there are tabs for 'Settings', 'Testing sessions', 'Candidates', 'Monitoring', 'Questions', 'Grading configuration', 'Report builder', and 'Summary report'. The 'Settings' tab is active. The main content area shows a form with the following fields:

- Belongs to training:** No training
- Workspace:** Workspace 1
- Created by:** alex.dyski
- Creation date:** Sep-21-2022 02:43 AM EDT
- Updated by:** alex.dyski
- Update time:** Sep-21-2022 02:52 AM EDT

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

### 7.5.1.2 Confirmation

To confirm that the requirement is met, workspace admin should be now able to see the test in the list of manage tests, as shown in the picture below.



Conditions to see and open the test are met, next one is manage condition. Workspace admin has a Manage any test, survey or training workspace role permission in the “Workspace 1”. This test is now assigned in the “Workspace 1” and the user should be able to edit the test. To confirm the manager condition is met, open the test and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the tests in the assigned workspace.

## 7.5.2 Surveys

Make sure the workspace admin has required permissions mentioned before or at least Access test page permission.

When the workspace admin opens the list of all surveys, it should be empty if there are no surveys in the workspaces he is member of.

<odati sliku stranice manage sruveys u kojoj (pozeljno) nema rekorda>

Workspace admin can create a new survey in the workspaces he’s member of or the super admin can help by reassigning the surveys outside of workspace admin’s scope.

### 7.5.2.1 Reassigning the survey

To reassign a survey, make sure you have required permission to do so. To reassign any survey, “Manage any test, survey or training” permission is required to open the survey and manage it. To reassign a certain

survey, you have to be a manager. So, this action depends on two conditions: open the survey and manage it.

Follow next steps to proceed with reassigning:

1. Click the **“Surveys”** option in the left side menu.
2. Select the **“Manage surveys”** item.
3. Select the desired survey.
4. Scroll down to find the Workspace drop down menu.
5. Click on the menu and choose the workspace you want to place the survey in.
6. Click the **“Save”** button.

<Dodati sliku na kojoj se vidi survey settings I odabran workspace>

### 7.5.2.2 Confirmation

To confirm that the requirement is met, workspace admin should be now able to see the survey in the list of managed surveys, as shown in the picture bellow.

<Dodati sliku iz Manage surveys liste koju vidi Workspace Admin i u njoj survey koji je gore editovan>

Conditions to see and open the survey are met, next one is manage condition. Workspace admin has a Manage any test, survey or training workspace role permission in the “Workspace 1”. This survey is now assigned in the “Workspace 1” and the user should be able to edit it.

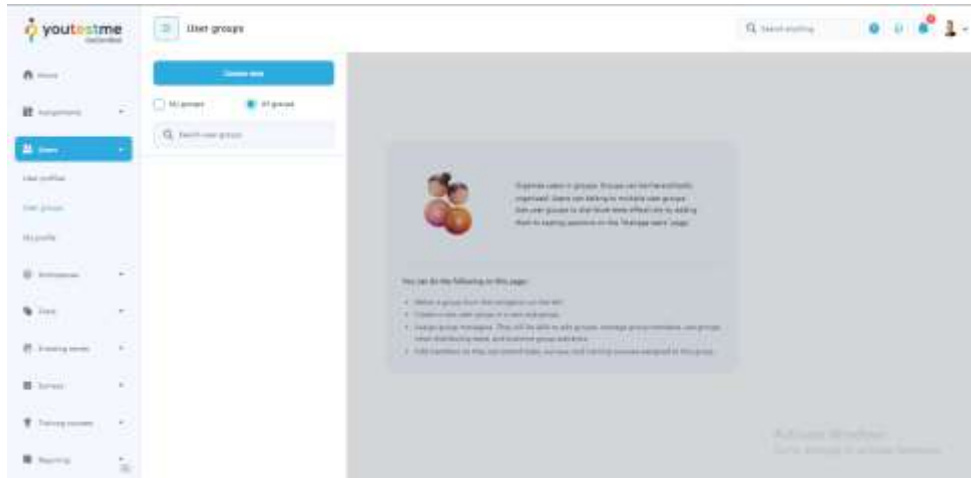
To confirm the manager condition is met, open the survey and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the surveys in the assigned workspace.

### 7.5.3 User groups

Make sure the workspace admin has required permissions mentioned before or at least **“Access the 'Groups' page”** permission.

When the workspace admin opens the list of all groups, it should be empty if there are no groups in the workspaces he is member of.



Workspace admin can create a new group in the workspaces he's member of or the super admin can help by reassigning the groups outside of workspace admin's scope.

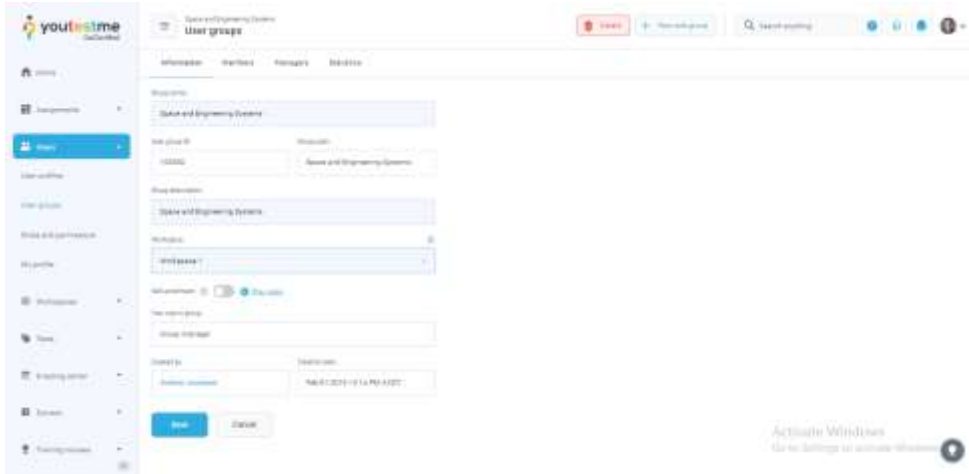
### 7.5.3.1 Reassigning the group

To reassign a group, make sure you have required permission to do so. To reassign any group, "Manage any group" permission is required to open the group and manage it. To reassign a certain group, you have to be a manager. So, this action depends on two conditions: open the group and manage it.

Follow next steps to proceed with reassigning:

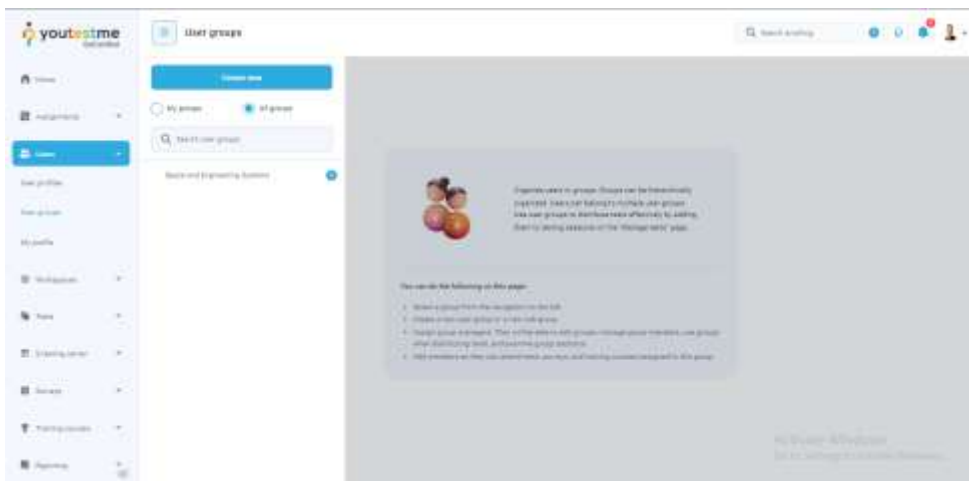
7. Click the "Users" option in the left side menu.
8. Select the "User groups" item.
9. Select the desired group.
10. Find the Workspace drop down menu.
11. Click on the menu and choose the workspace you want to place the group in.
12. Click the "Save" button.





### 7.5.3.2 Confirmation

To confirm that the requirement is met, workspace admin should be now able to see the group in the list of managed groups, as shown in the picture below.



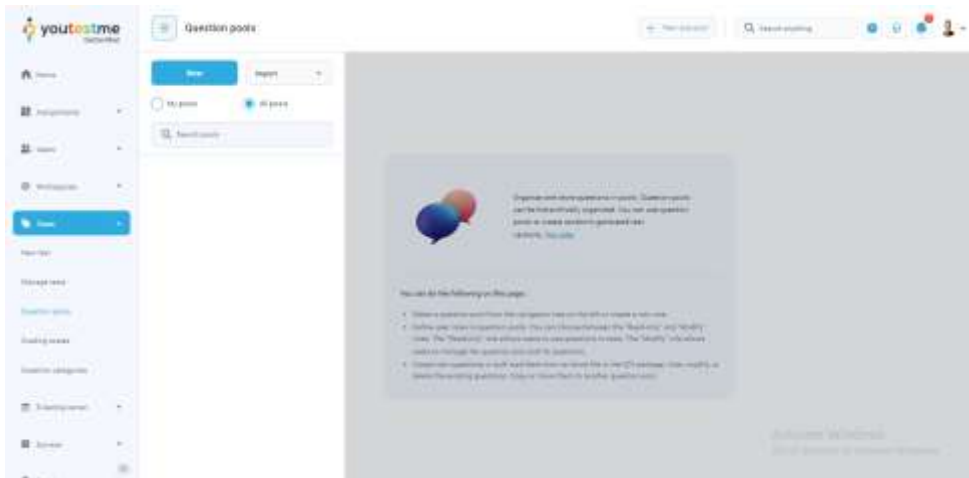
Conditions to see and open the user group are met, next one is manage condition. Workspace admin has a Manage any group workspace role permission in the "Workspace 1". This group is now assigned in the "Workspace 1" and the user should be able to edit it. To confirm the manager condition is met, open the group and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the groups in the assigned workspace.

### 7.5.4 Question pools

Make sure the workspace admin has required permissions mentioned before or at least **“Access the 'pools' page”** permission.

When the workspace admin opens the list of all pools, it should be empty if there are no pools in the workspaces he is member of.



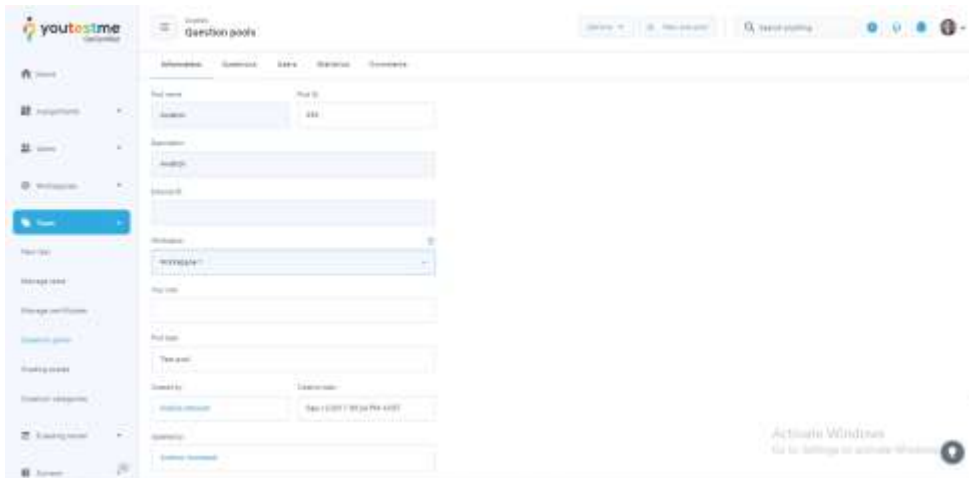
Workspace admin can create a new pool in the workspaces he’s member of or the super admin can help by reassigning the pools outside of workspace admin’s scope.

#### 7.5.4.1 Reassigning the pool

To reassign a pool, make sure you have required permission to do so. To reassign any pool, **“Manage any pool”** permission is required to open the pool and manage it. To reassign a certain pool, you have to be a manager. So, this action depends on two conditions: open the pool and manage it.

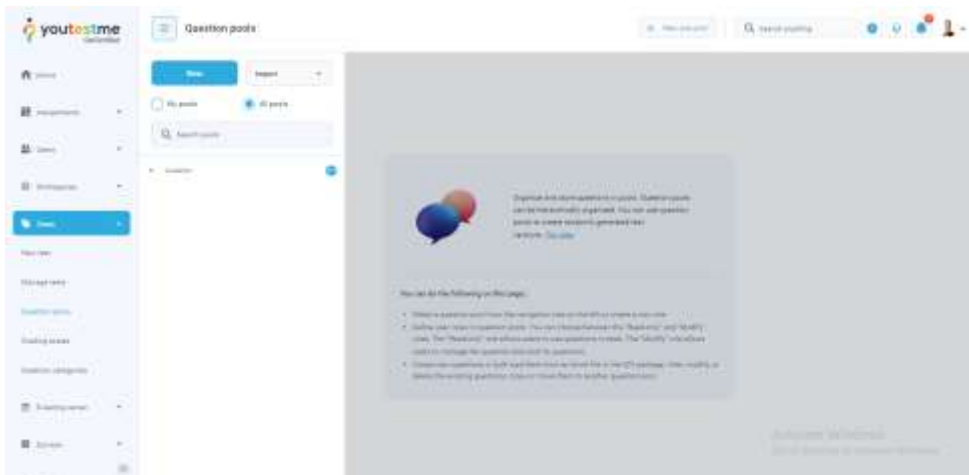
Follow next steps to proceed with reassigning:

13. Click the **“Tests”** option in the left side menu.
14. Select the **“Question pools”** item.
15. Select the desired pool.
16. Find the Workspace drop down menu.
17. Click on the menu and choose the workspace you want to place the pool in.
18. Click the **“Save”** button.



#### 7.5.4.2 Confirmation

To confirm that the requirement is met, workspace admin should be now able to see the pool in the list of managed pools, as shown in the picture below.



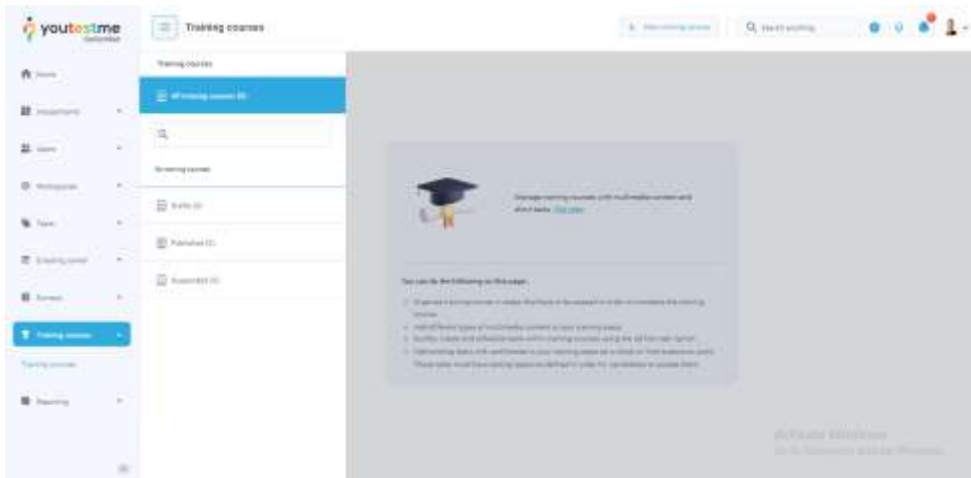
Conditions to see and open the pool are met, next one is manage condition. Workspace admin has a Manage any pool workspace role permission in the “Workspace 1”. This pool is now assigned in the “Workspace 1” and the user should be able to edit it. To confirm the manager condition is met, open the pool and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the pools in the assigned workspace.

### 7.5.5 Training courses

Make sure the workspace admin has required permissions mentioned before or at least **“Access the 'training courses' page”** permission.

When the workspace admin opens the list of all training courses, it should be empty if there are no training courses in the workspaces he is member of.



Workspace admin can create a new training course in the workspaces he’s member of or the super admin can help by reassigning the training courses outside of workspace admin’s scope.

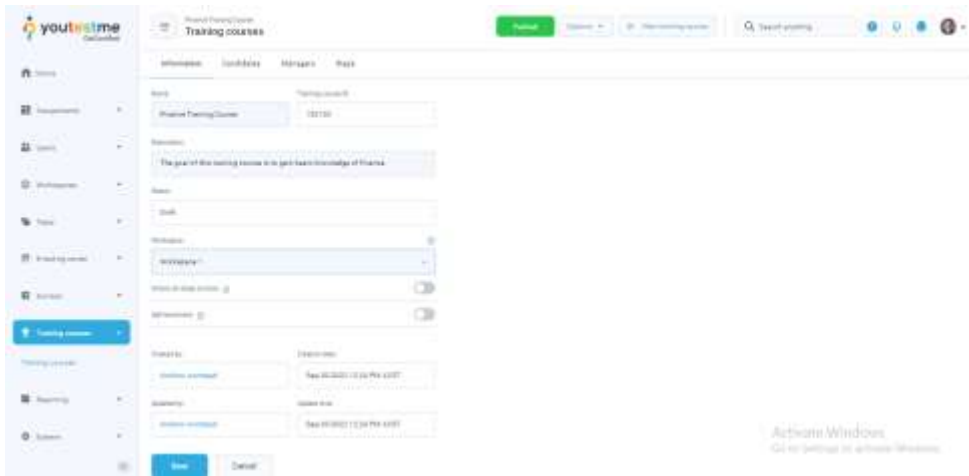
#### 7.5.5.1 Reassigning the training course

To reassign a training course, make sure you have required permission to do so. To reassign any training course, “Manage any test, survey or training” permission is required to open the training course and manage it. To reassign a certain training course, you have to be a manager. So, this action depends on two conditions: open the training course and manage it.

Follow next steps to proceed with reassigning:

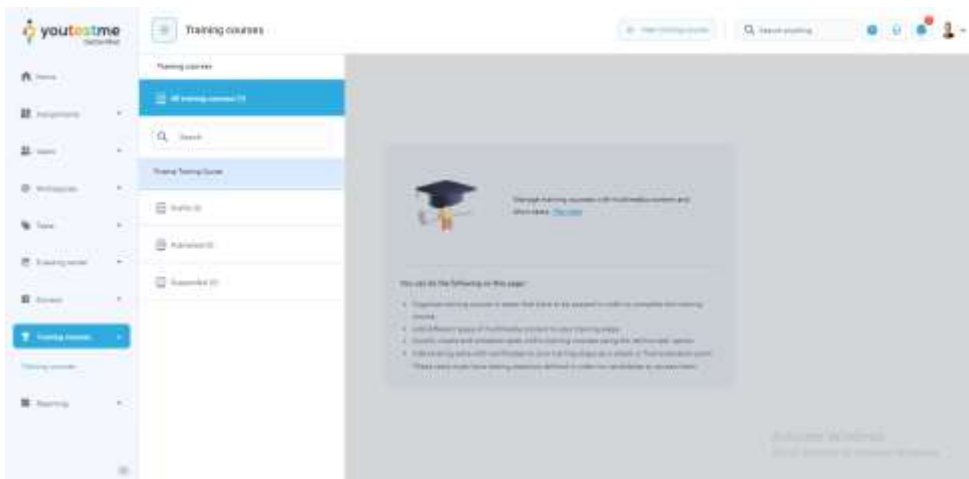
19. Click the **“Training courses”** option in the left side menu.
20. Select the **“training courses”** item.
21. Select the desired training course.
22. Find the Workspace drop down menu.

- 23. Click on the menu and choose the workspace you want to place the training course in.
- 24. Click the **“Save”** button.



**7.5.5.2 Confirmation**

To confirm that the requirement is met, workspace admin should be now able to see the training course in the list of managed training courses, as shown in the picture below.



Conditions to see and open the training course are met, next one is manage condition. Workspace admin has a Manage any test, survey or training workspace role permission in the “Workspace 1”. This training course is now assigned in the “Workspace 1” and the user should be able to edit it. To confirm the manager condition is met, open the training course and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the training courses in the assigned workspace.

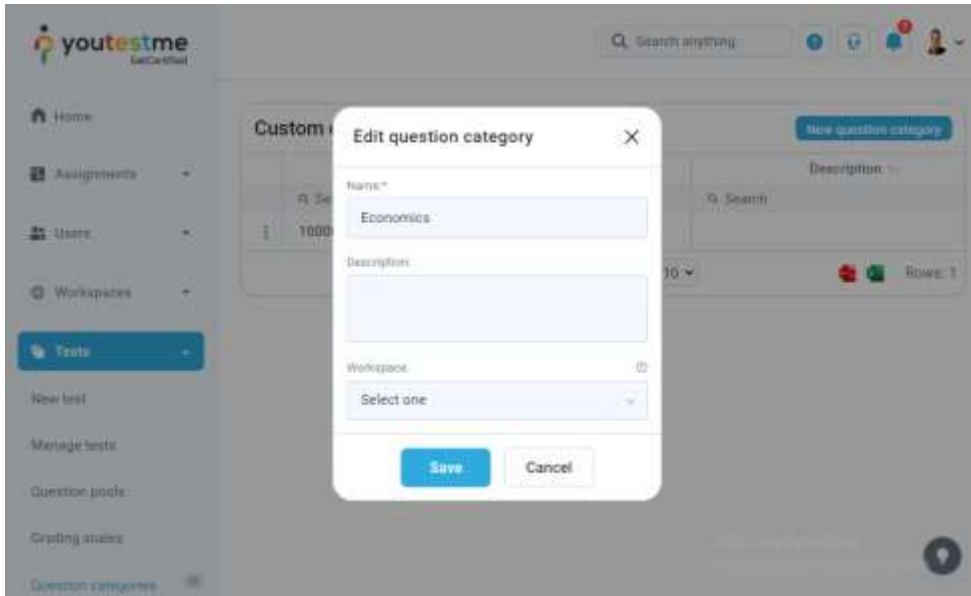
### 7.5.6 Question categories

Make sure the workspace admin has required permissions mentioned before or at least “**Access the 'question categories' page**” permission.

When the workspace admin opens the list of all question categories, it should be empty if there are no question categories in the workspaces he is member of and there are no global question categories. In the example below, there is one question category without the workspace.



To check this, open the question category edit dialog by clicking the “**Edit**” button from the action column. Workspace shouldn’t be displayed, meaning it isn’t set.



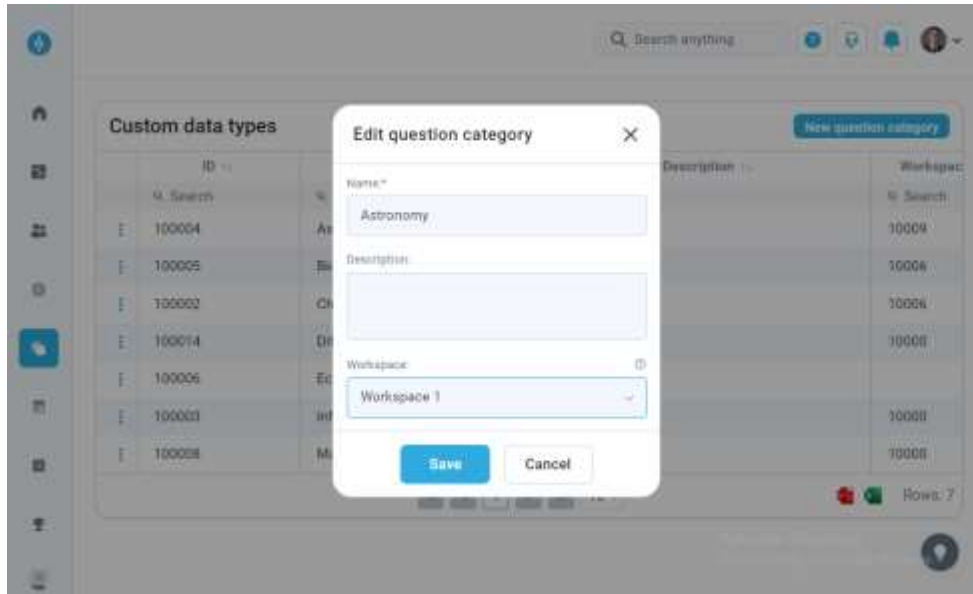
Workspace admin can create a new question category in the workspaces he’s member of or the super admin can help by reassigning the question categories outside of workspace admin’s scope.

#### 7.5.6.1 Reassigning the question category

To reassign a question category, make sure you have required permission to do so. To reassign any question category, “Manage any test, survey or training” permission is required to open the question category and manage it. To reassign a certain question category, you have to be a manager. So, this action depends on two conditions: open the question category and manage it.

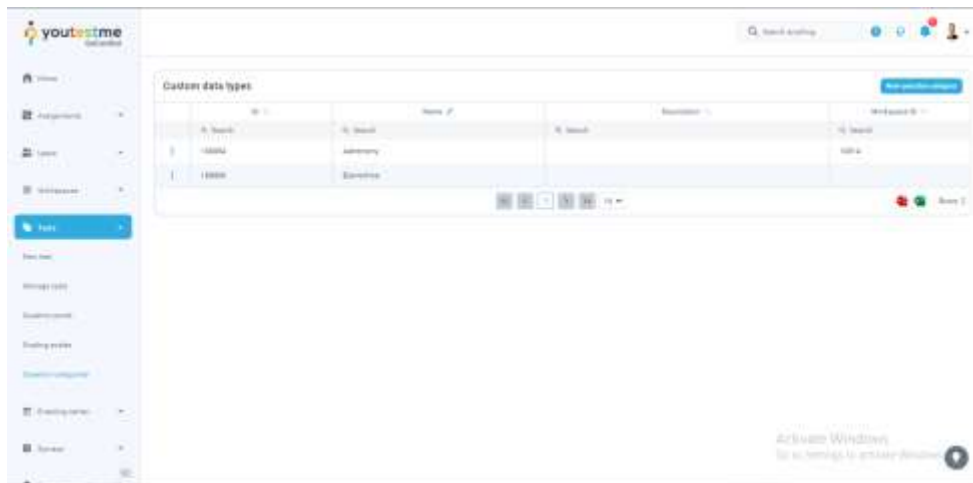
Follow next steps to proceed with reassigning:

25. Click the “**Tests**” option in the left side menu.
26. Select the “**Question categories**” item.
27. Select the desired question category and click the “**Edit**” button form the action column.
28. Click on the workspace menu and choose the one you want to place the question category in.
29. Click the “**Save**” button.



### 7.5.6.2 Confirmation

To confirm that the requirement is met, workspace admin should be now able to see the question category in the list of managed question categories, as shown in the picture below.





Conditions to see and open the question category are met, next one is manage condition. Workspace admin has a Manage any question category workspace role permission in the “Workspace 1”. This question category is now assigned in the “Workspace 1” and the user should be able to edit it. To confirm the manager condition is met, open the question category and update it. Success notification should popup.

With both conditions met, we can conclude that the workspace admin is a manager of all the question categories in the assigned workspace.

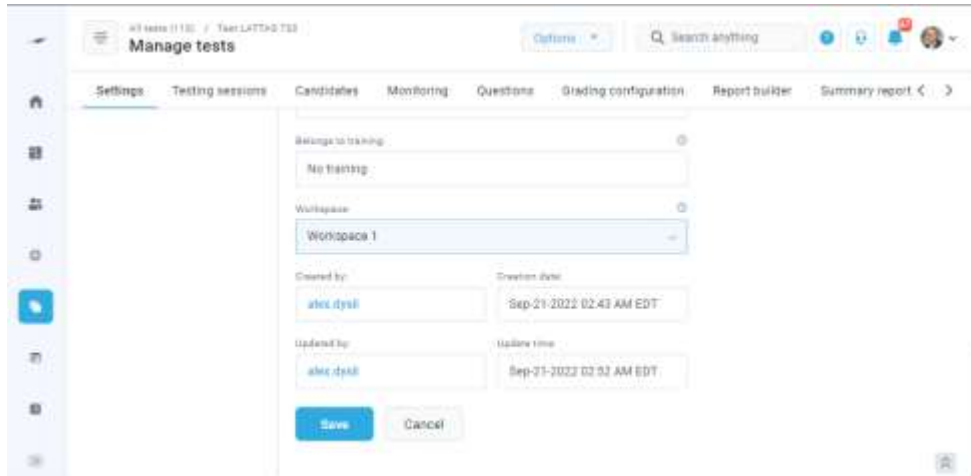
### 7.6 Req #62 - Enabling multi-layer creation of custom question properties

Workspace admin manager on the entity is able to see and manage all the data within the entity. If the entity has other workspace data, it would be still presented to the workspace admin. For example, all test proctors will be visible even if the users belong to the workspace outside of the workspace admin’s workspace.

### 7.7 Adding a unique workspace identifier into tests

To confirm that the requirement is met, follow the steps:

1. Click the “**Tests**” option in the left side menu.
2. Select the “**Manage tests**” item.
3. Select the desired test.
4. Scroll down to find the Workspace drop down menu.
5. Click on the menu and choose the workspace you want to place the test in.
6. Click the “**Save**” button.



## 7.8 Enabling multi-layer creation of custom question properties

Changes made to the question categories:

1. Question categories can now be found both in System settings and in a it's individual page
2. Question categories can now be assigned to a workspace. If the workspace is not set, question category will be available to any manager, making it globally available. Question category manager is a user with permissions: Access question categories page, Create question category and Manage any question category. Users without Manage any question category can also be managers when they create it or if they have workspace role Manage any question category permission in the same workspace.
3. Question category name is now unique in the same workspace or without workspace.

### 7.8.1 Creating the question category

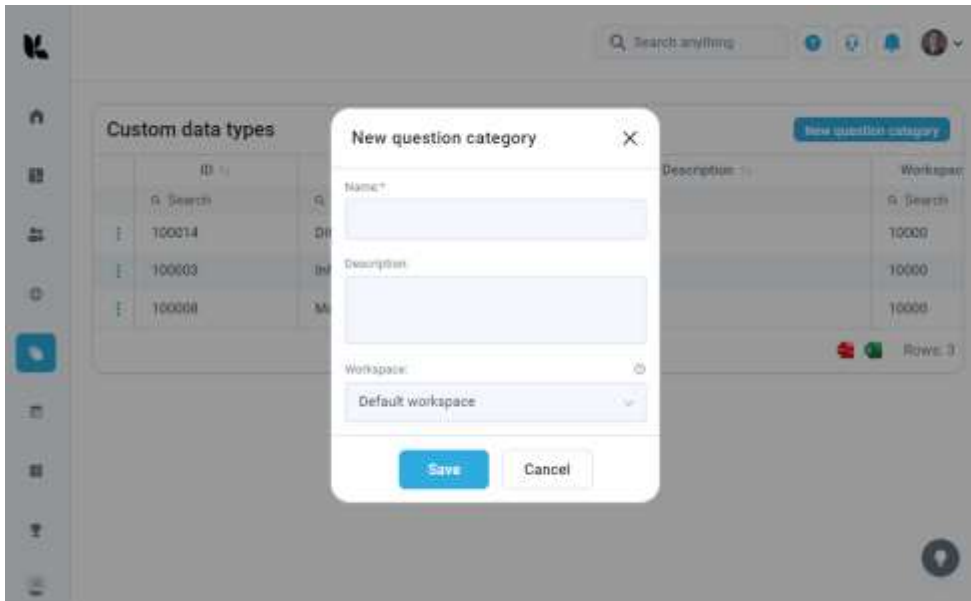
To confirm that the requirement is met, follow the next steps to create question category in a workspace.

To create a question category, the user is required to have page access global permission and global or workspace role create question category permission.

To proceed, follow the steps:

1. Click the **"Tests"** option in the left side menu.
2. Select the **"Question categories"** item.
3. Click the **"New question category"** button.

4. Provide a unique **“name”**.
5. Select the workspace you want to assign the question category to.
6. Click the **“Save”** button.



Success message should appear with question category in the table.

## 7.9 A security layer that allows data separation and permission to access workspaces

This requirement is implemented by introducing the workspace parameter for the entities and new roles and permissions for the users.

### 7.9.1 Data separation

Data separation is implemented with the separation of the entities in the workspaces. Separated entities are: tests, surveys, training courses, question pools, user groups, users and question categories. The workspace assignment is required for all the entities except for users and question categories.

### 7.9.2 Permission to access workspaces

To create the workspace, user must have “Access workspaces page” and “Create new workspace” permissions. To be able to edit the workspace, user has to be a workspace manager. Workspace manager is a user with “Manage any workspace” global or “Manage workspace” workspace role permission. To be able to view the “Users” tab in the workspace, user must have the global or workspace role “View all users” permission.

To access the data in a workspace, for example, named “Workspace 1”, the user must be a member of the “Workspace 1” and have a suitable workspace role permission for the access. For example, to see and manage all the question categories, user must have the workspace role “Manage any question category” permission in the membership for the “Workspace 1”. Also, the user must have “Access question category” global permission to view the dashboard for the question categories. Note that the page access is not required for a user to view the list of question categories when editing the question in the pool.

Note that the manager can view all the entity’s data. For example, “Workspace 1” test manager will be able to see all the test candidates, even the ones outside of his workspace.

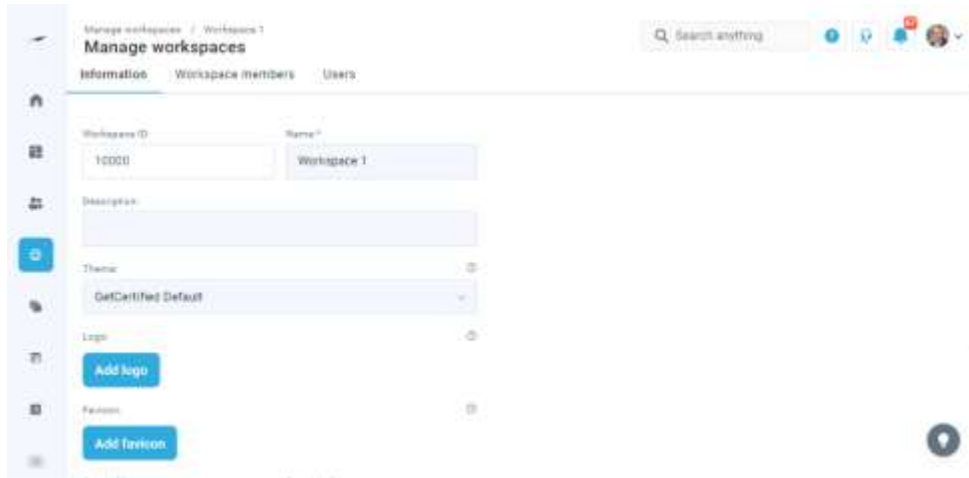
When it comes to users, workspace admin can see the list of users that have a role with the flag “Users with this role will be publicly available”. This way, workspace admin could assign new members to the workspace, without having the global “View all users” permission. This flag can be set for example to the “Student” role and all the students will be available to workspace admins.

View the chapter “Introducing the role of a workspace admin” on how to assign a member and reassign the entity’s workspace.

## 7.10 Allowing unique logo design and color theme for each workspace

To confirm that the requirement is met, follow the next steps:

1. Click the “**Workspaces**” option in the left side menu.
2. Select the “**Manage workspaces**” item.
3. Select the desired workspace.
4. In the information tab user will be able to select the theme and upload the logo or favicon.
5. Click the “**Save**” button to update the workspace.



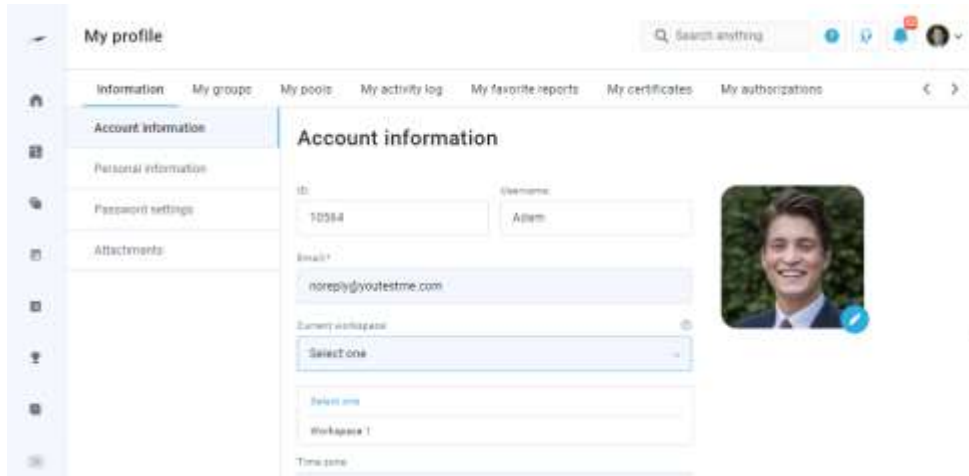
To apply a customization, the user has to be a member of a workspace. Workspace role in a membership doesn't matter. To proceed, follow the steps:

1. Click the User profile image in the top right corner.
2. Select the "View profile" item.
3. Select the current workspace as desired.
4. Click the "Save" button to update the workspace.

Success notification should pop up and theme, logo and favicon should be applied.

When Current workspace is set, entities are also filtered by the selected workspace. This means that the user with current workspace sees only the entities assigned to that workspace.

This action is available only to the account owner with the global permission "Change your personal information", and activating this option will not affect the data (data is not lost) or other users (only the user's presentation is changed).



### 7.11 Enabling automatic assignment of user roles

Enabling automatic assignment of user roles is implemented with the user membership in a workspace. The user becomes the member, when the membership is created in a workspace. Membership gives the user certain workspace role, that defines the sum of permissions on the entities in the workspace. For example, if the user has “Workspace Admin” (all the workspace permissions) workspace role in some workspace named “Workspace 1”, that user will be manager of all the tests in the “Workspace 1”. This also goes for the users. The user with “Workspace Admin” workspace role or the workspace role with all the users related permissions will be the manager of the users assigned to a workspace. “Workspace user manager” can view all the users in a workspace, create new and update their data. View the chapter “Introducing the role of a workspace admin” on how to assign a member and reassign the entity’s workspace.

### 7.12 Allowing super admins to access and compare the individual reports - Reports that show workspace activity

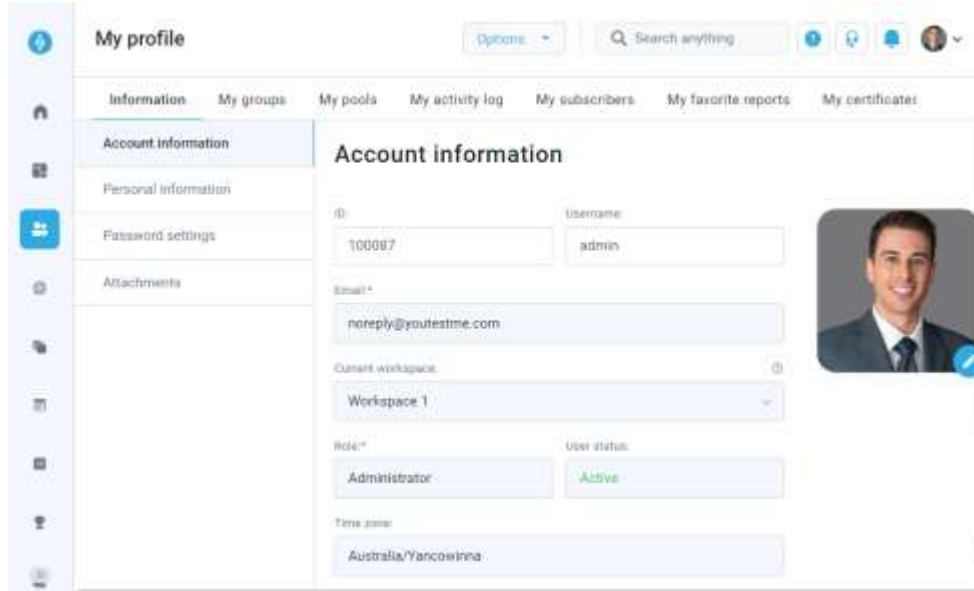
The user can see the workspace activity (the number of test attempts and created items such as user groups, questions, users, pools, training courses, etc.) report in the Predefined reports page.

To confirm that the requirement is met, first set the desired workspace as current by following the steps:

1. Click the User profile image in the top right corner.
2. Select the “View profile” item.

3. Select the current workspace as desired.
4. Click the **“Save”** button to update the workspace.

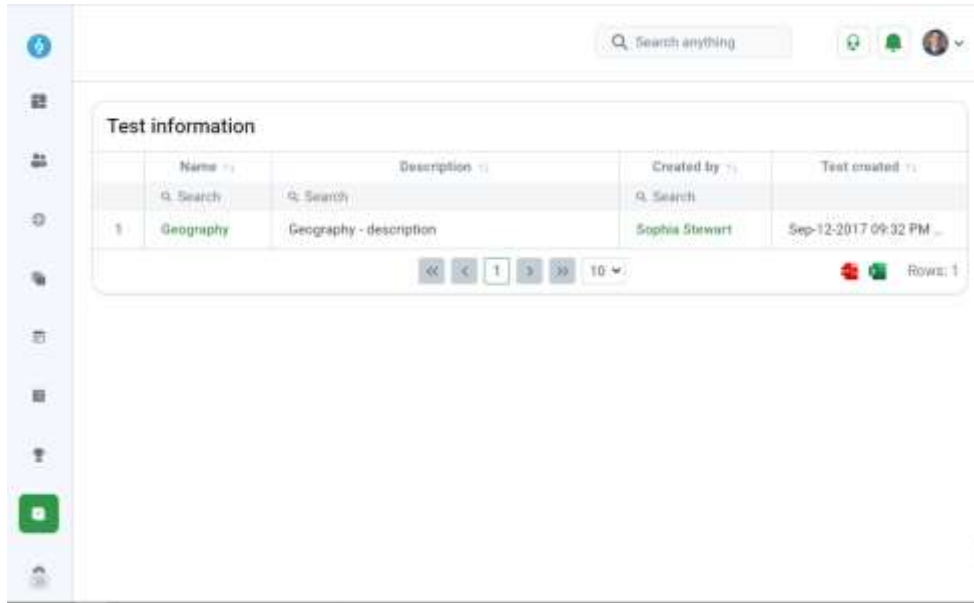
With the workspace set, all the entities and reports will be filtered by that one workspace.



Administrator role is required for the next step.

Then, follow the steps to view the report for the created tests in that workspace:

1. Click the **“Reporting”** option in the left main menu.
2. Select the **“Predefined reports”** item.
3. Click the **“View all”** button for **“Test reports”**.
4. Select the report **“Tests basic info”**.
5. The user will be presented with all the tests by the selected workspace.



The screenshot shows the Youtestme interface. At the top right, there is a search bar with the text "Search anything" and a user profile icon. Below this is a "Test information" table. The table has four columns: "Name", "Description", "Created by", and "Test created". The first row of data shows a test named "Geography" with the description "Geography - description", created by "Sophia Stewart", and created on "Sep-12-2017 09:32 PM". Below the table is a pagination control showing "1" of "10" rows. On the left side of the interface, there is a vertical sidebar with various icons, including a green square icon at the bottom.

	Name	Description	Created by	Test created
1	Geography	Geography - description	Sophia Stewart	Sep-12-2017 09:32 PM

To confirm that the requirement is met, click on the test name and make sure that the test's workspace matches user's current workspace.