

## Workspaces

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# Contents

**Creating a workspace.....4**

**Editing a workspace..... 6**

**Deleting a workspace.....7**

## Creating a workspace

In addition to the standard public workspace that is shared by all users, and the single private workspace that each user has, you can create custom workspaces in Cloudera Data Visualization. Custom workspaces can provide you a designated area to collaborate and organize visual elements. Workspaces can be tailored to specific user groups or business lines for efficient dashboard development and viewing.

### About this task

Workspaces may be shared with specific users and user groups to develop and view dashboards that are inherently useful to their line of business. Within each of these workspaces, each user has a defined access level: View Only, Edit, or Manage.

Only users with Create Workspace system-level privilege can perform this task.



**Note:** Administrators have full privileges. Users without a defined access level cannot see the workspace or any of its artifacts.

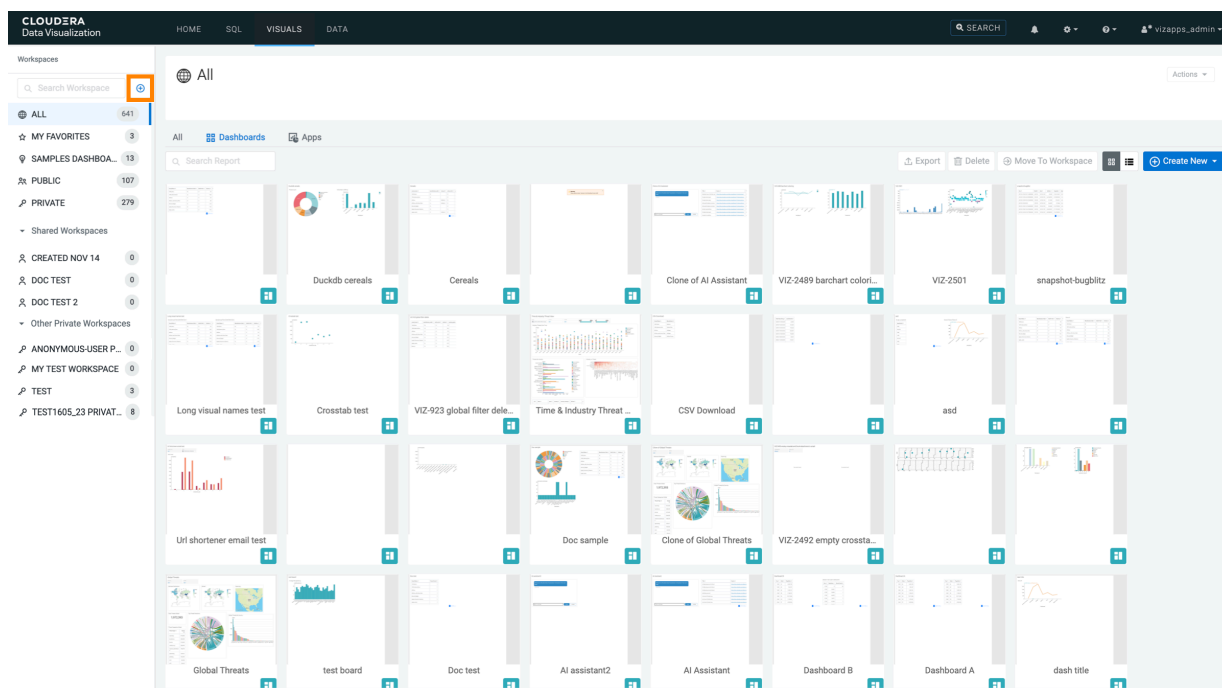
For information about the different types of workspaces, see *Workspaces in Cloudera Data Visualization*.

### Procedure

1. On the main navigation bar, click VISUALS.
2. On the left-side menu, click the Plus icon next to the Search Workspace box.



**Note:** This icon is only available to users who have the Create Workspace privilege.



3. In the Add Workspace modal window, enter the name of the new workspace.

Optionally, you can also provide a short description for the workspace.

**Add Workspace**

**Name**  
enter workspace name

**Description**  
enter workspace description

**Add User(s) or Group(s)**

Search for User(s) Search for Group(s) Permission

Q Search Q Search View Only

+ Add

Name	Type	Permission
vizapps_admin	user	Manage

Cancel Save

4. You can add users or user groups to the workspace.



**Note:**

If a user has a permission either through their username and group membership, or through multiple groups, that user has the broadest possible permissions. For example, if the user is part of "visual viewer" group and "dashboard editor" group (which has manage permission), that user has the manage permission.

As you enter a user or group name, the autocomplete functionality makes it easier to find an existing user or group.

5. Click Add.
6. Choose the access level for each user or group: View Only, Edit, or Manage.

- View Only

Users can see the contents of the workspace in View mode but cannot make changes.

- Edit

Users can move dashboards in and out of the workspace. With adequate dataset permissions, they can also edit, delete, or clone any visuals, dashboards, or apps within this workspace.

- Manage

Users can change the name of the workspace, delete it when it is empty, add and remove users or user groups. This also includes all Edit privileges.



**Note:** The Admin user is part of the access matrix, as the creator of this new workspace. If the creator is removed, and the creator is not an administrator, they lose access to this workspace.

7. Click Add.

The workspace appears in the list of workspaces. This new workspace does not have any dashboards or visuals assigned to it at this time.

### Related Information

[Workspaces in Cloudera Data Visualization](#)

## Editing a workspace

In Cloudera Data Visualization, you have the flexibility to modify the visibility and accessibility of workspaces. This process allows users to tailor workspace properties based on evolving collaboration needs.

### About this task

All users can edit the Public workspace by default. Administrators have the capability to manage the Public workspace and edit permissions for all users, excluding the changing the name and description of the workspace, or deleting it.

For information about the different types of workspaces, see *Workspaces in Cloudera Data Visualization*.

### Procedure

1. On the main navigation bar, click VISUALS.
2. Choose the workspace to be deleted from the Workspaces section of the left-side menu.
3. Click **Actions Delete Workspace** in the top-right corner of the screen.

The Edit Workspace modal window appears.

Alternatively, you can hover over the name of the workspace in the left menu until the (pencil) icon appears and click it to open the modal window.

4. Make the required changes to the workspace properties.

For example, add a new user or a user group. You can also remove users or groups from the access list.



**Note:**

Remember to set the correct access level for the newly added users.

Edit Workspace

×

Name

Doc test

Description

doc test

Add User(s) or Group(s)

Search for User(s)

Search for Group(s)

Permission

Q Search

Q Search

View Only

+

Add

Name	Type	Permission
vizapps_admin	user	Manage

Cancel

Save

5. Click Save to confirm the changes.

**Related Information**

[Workspaces in Cloudera Data Visualization](#)

## Deleting a workspace

You can delete workspaces in Cloudera Data Visualization.

**About this task**

To delete workspaces, you must have Manage privilege for the workspace.

For information about the different types of workspaces, see *Workspaces in Cloudera Data Visualization*.

**Procedure**

1. On the main navigation bar, click VISUALS.
2. Choose the workspace to be deleted from the Workspaces section of the left-side menu.
3. Click **Actions Delete Workspace** in the top-right corner of the screen.  
The Delete Workspace modal window appears.
4. Type DELETE and then click Delete to confirm the action.

**Results**

The workspace no longer appears in the list of workspaces.

**Related Information**

[Workspaces in Cloudera Data Visualization](#)