

First Time User Guide: Managing Your Workspace

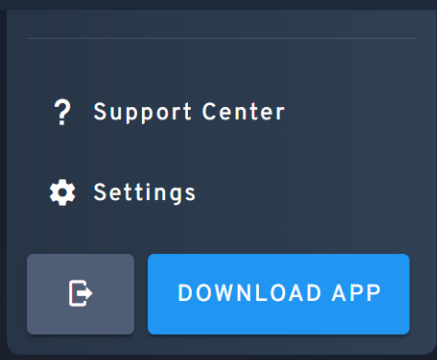
As part of our latest update ([Changelog - TopMod](#)), we have made a number of changes to the way Managers manage their teams Workspace. A Workspace is a collection of your teams users and the Projects they can upload bug footage into.

This article provides a guide on how to use this Workspace Management area to perform two key interactions. Firstly, adding new users to your Workspace, and second, setting up Projects for your users to upload to.

Adding Users To Your Workspace

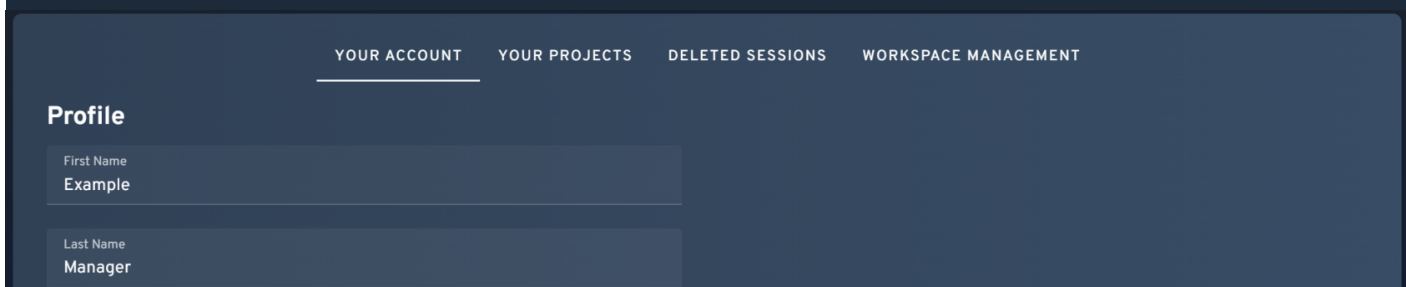
1. Navigate to the Settings Page

To start this process, login to the TopMod QA dashboard and navigate to your Settings page by either visiting <http://app.topmodqa.com/settings> or by clicking on the Settings icon in the sidebar navigation.



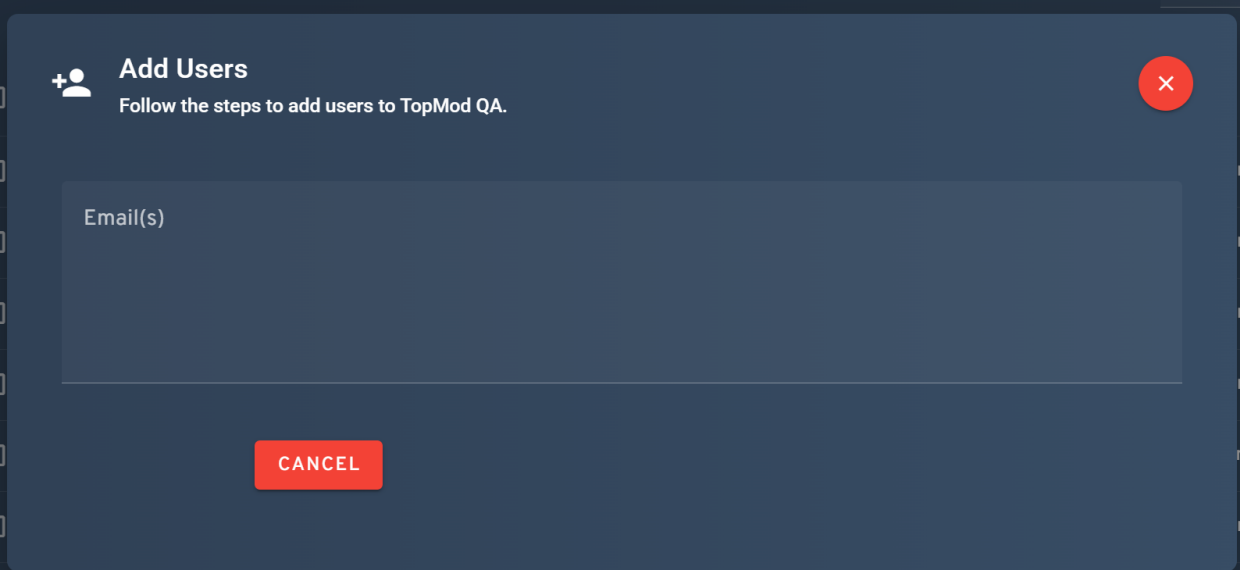
2. Select Workspace Management

With the Settings page opened, navigate to the "Workspace Management" tab. Please note, if you do not see the Workspace Management tab then you may not have the required permissions as this section is only available to Managers & Admins.



3. Click "Add Users" Button

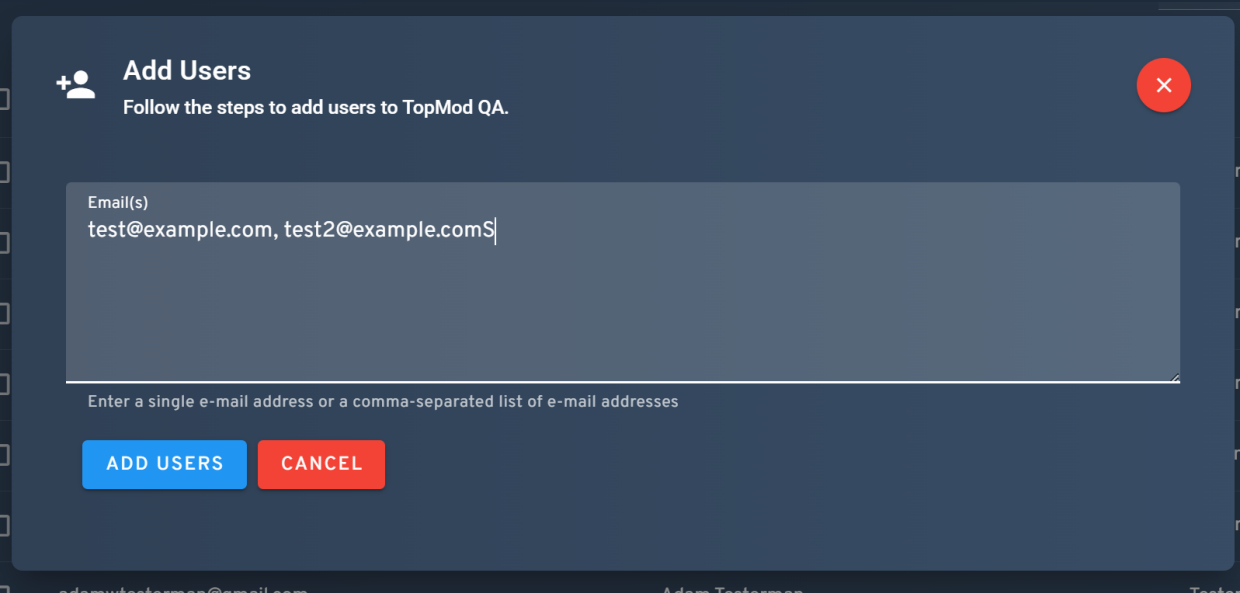
Once the Workspace Management tab has been selected, you should be presented with two tables. The first is the Workspace User Management table. In this section, you'll find a blue "Add Users" button. Clicking this will open a modal that allows you to add new users to the Workspace.



4. Enter Email Addresses for New Users

From here, enter in the email addresses for all users you'd like to add to this Workspace and click "Add Users" to confirm. Upon clicking "Add Users", all new TopMod QA users will be sent an invite email and be prompted to create a TopMod QA account.

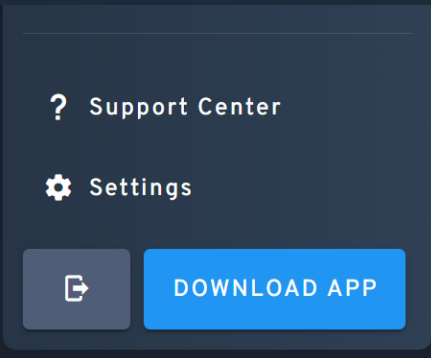
Please note, to enter more than one user at a time, add a comma between email addresses.



Creating Your First Project

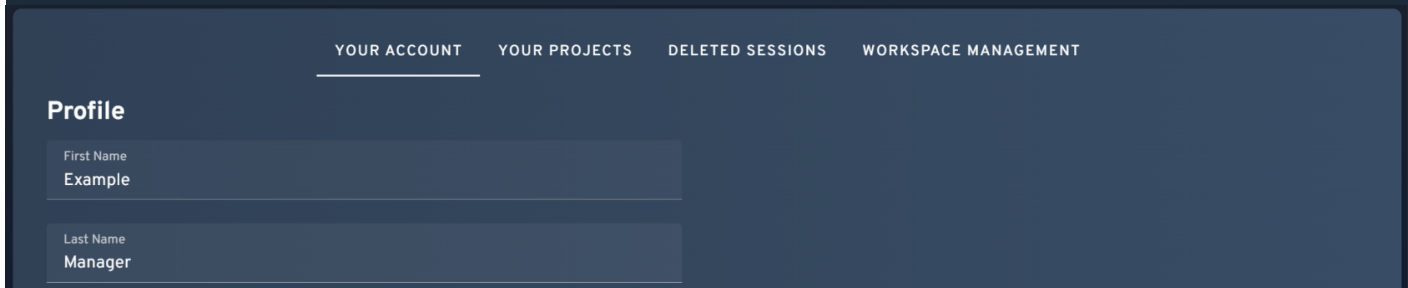
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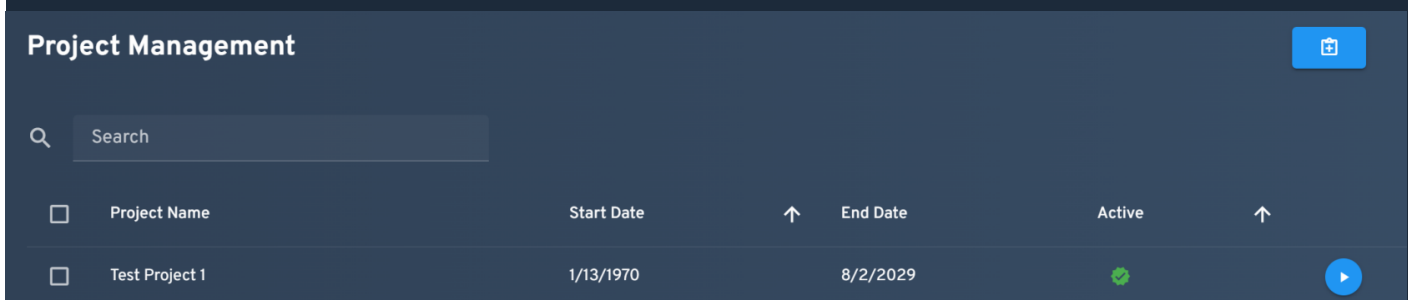
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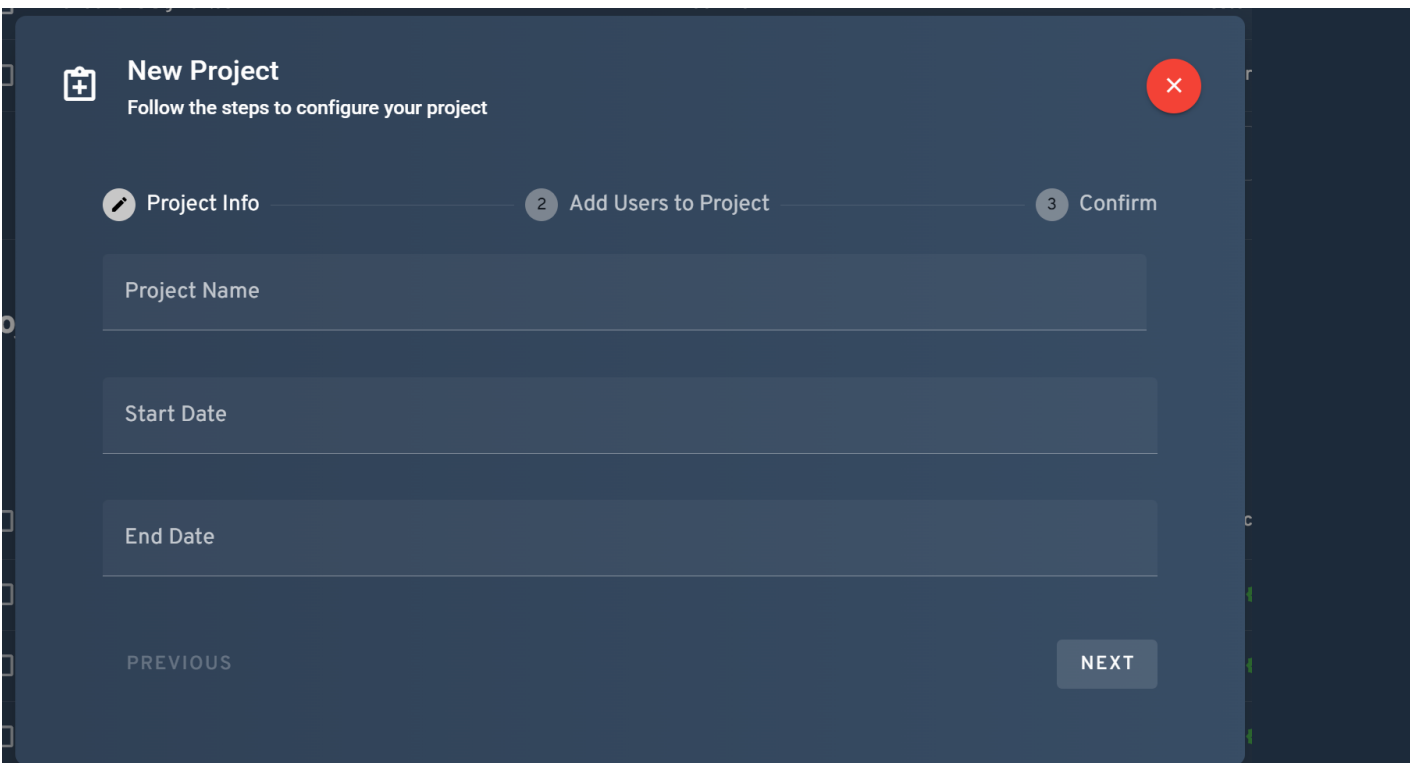
3. Open "Create Project" Wizard

Within the Workspace Management tab, you'll find two key sections, User Management & Project Management. To create a Project, scroll to the Project Management section and click the "Create Project" button on the far right of the section.



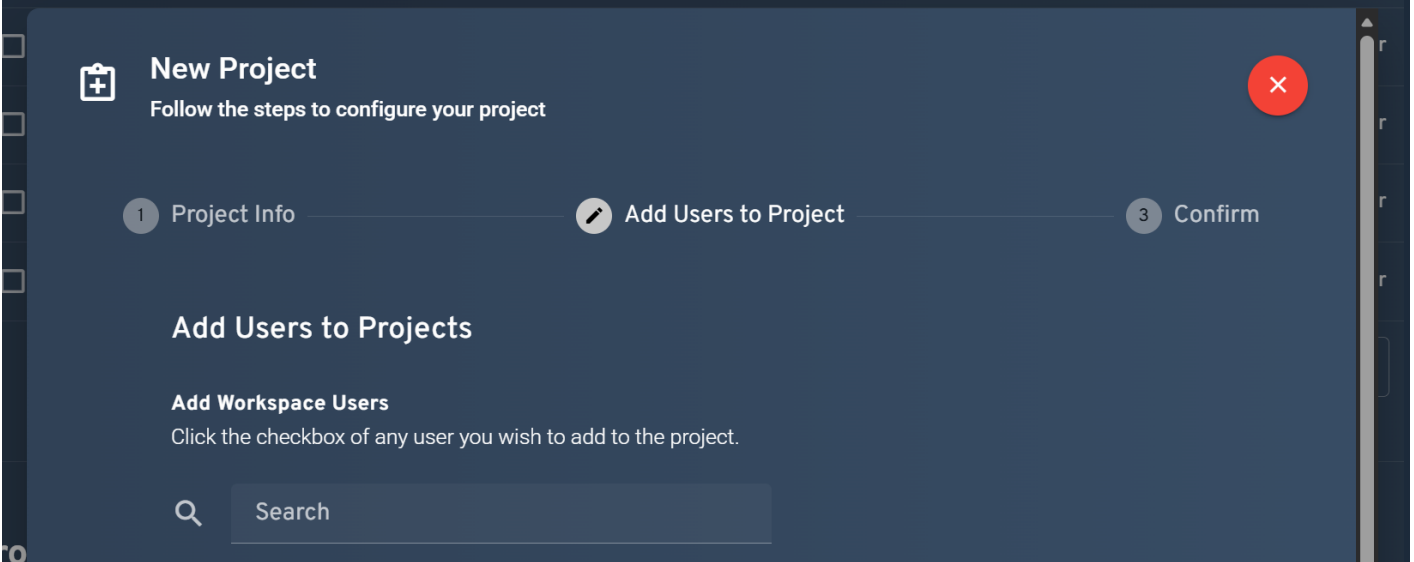
4. Add Project Details

Clicking this button will open the Create Project wizard. This wizard features three stages and the first stage allows you to input key details relating to the new Project. Please note, after the End Date has passed, users will no longer see this Project in the Recording application and the Project will be marked as inactive.



5. Add Users to Project

After inputting your new Projects details, clicking the "Next" button will take you to the "Add Users to Project" stage. In this area, you'll be presented with all of your Workspace's users to select from. Click on as many of the Users select boxes as required and then click the next button to proceed to the final stage of the wizard.



6. Confirmation

After adding specific users to your Project, you'll be presented with a summary of the new Project being presented. If everything looks correct, click the "Create Project" button to complete the wizard and add the Project to your Workspace.



New Project

Follow the steps to configure your project



1

Project Info

2

Add Users to Project



Confirm

Test Project 2

Review and confirm project setup is correct. You can update any of the details by moving back through the ...

Start Date: 11/3/2025

End Date: 11/30/2025

Users Selected for Project



example.test@daqa.net

CREATE PROJECT

CANCEL

PREVIOUS

NEXT

Revision #1

Created 3 November 2025 17:28:31 by Garry Barter

Updated 11 December 2025 09:29:27 by Garry Barter