

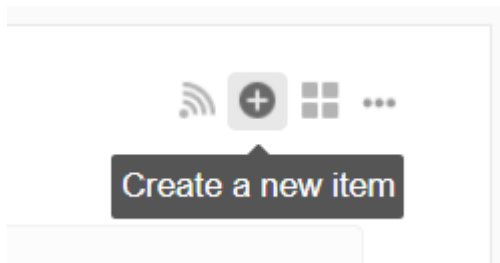
How-To Create an Item inside your Workspace

Software Support - 2022-02-02 - Getting Started Guides & Manuals

If you have the relevant permissions to create items within your Workspace, you'll be able to follow these steps.

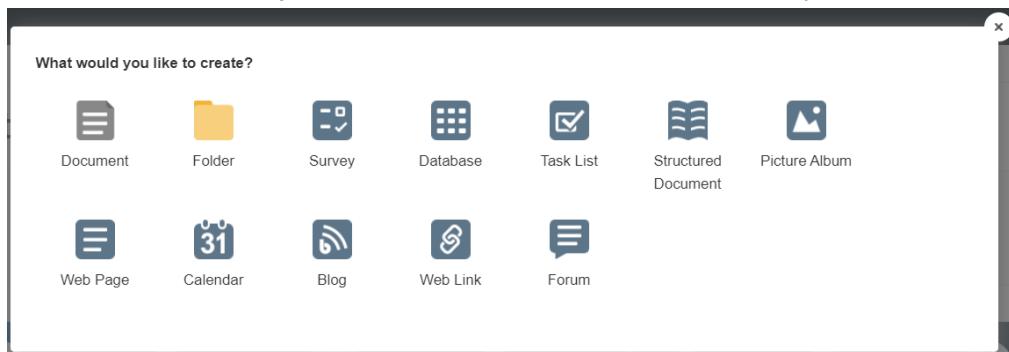
Tip: If you do not have permission to create items, you'll need to contact the [Workspace Manager](#).

1. Open the Workspace.
2. Click on the "+" icon (create a new item) in the top right corner.



Tip: If you cannot see the "+" icon shown above, this confirms you do not have the permissions to create items.

3. Now select which item you would like to create from the available options.



4. Follow the on-screen instructions, enter required fields or upload a file depending on which item you selected.