

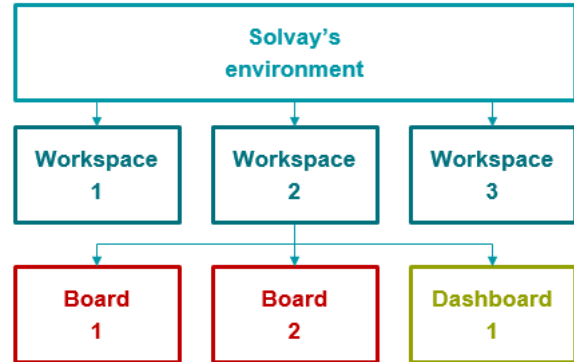
# 2. Workspaces and boards

## Organization on Monday.com

On monday.com, you share a tool with other team all around the world at Solvay. To keep everything clear, you need to organize the data.

You can use the different structuring levels available to keep your projects organized and separate from other teams projects.

- **Solvay's Environment** : Everything on monday happens within the Solvay environment. There is only one environment, and one correct adress to access it, so make sure you're on the right one. To access it, you need to be invited by an admin : you can't just create an account by going on Monday.com official website.
- **Workspaces** : You can create public or private workspaces to keep all your project in one place. Example :
  - A site workspace
  - A GBU workspace
  - A team workspace
- **Boards** : They are the most important part of monday.com. In boards, you can organize your projects, your differents tasks, personalize your workflow... It's where you enter data to work with. Depending on your activities, you can create boards with different purposes :
  - A board by project
  - A board by key market
  - A board by activitiesYou can of course use multiple boards inside a workspace, and even organize them into folders to keep your workspace easily readable.
- **Dashboards** : They are a way to have an overview of your activities across multiple boards.



## Workspaces

There is already a lot of workspaces available on monday.com. If you were invited by a member to work on a specific project, you need to have access to its workspace :

- The person inviting you can add you to the workspace.
- You can join, or at least request access, to the workspace.

To find the workplace you're looking for, access the "All Workspaces" page (fig.1). Here, you can go through every workspaces on Solvay's environment (Fig. 2). When you click on one workspace you can :

- See who's working in this workspace
- Join the workspace if it's a public one (accessible to anyone on the tool)
- Request access to the workspace if it's a private one (accessible only by invited persons)

If you need to create a new workspace, you can do so on the "All Workspaces" page by clicking the "Add" button. If you want to control who can access your workspaces, make sure to make it a private one.

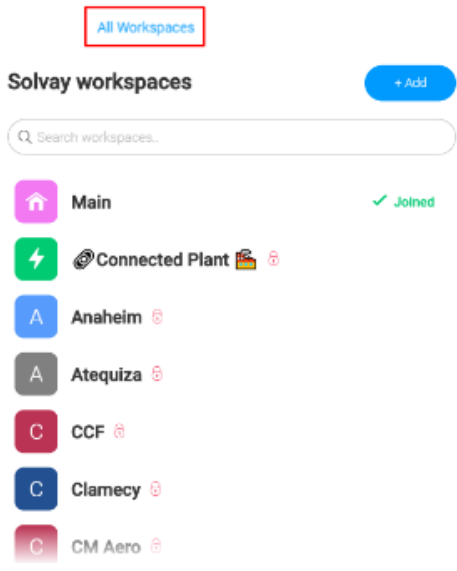
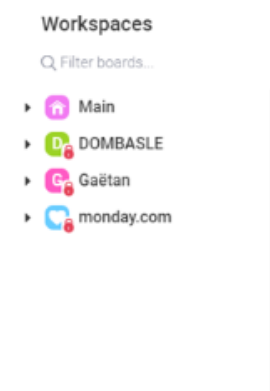


Fig. 1

Fig. 2

## Boards

You can create boards by going next to your workspace name and click the "Add" or "+" button.

You can either :

- Create a blank board, to start a project from scratch
- Import data from a Google Sheet or Excel spreadsheet
- Create a board based on a template

When you create a blank board, make to use the right permission option

- **Main** : a public board accessible to anyone on your workspace
- **Private** : a board accessible by Solvay user only with an invitation
- **Shareable** : a private board that can be shared with people outside Solvay

**!** **Import**

When you import data from a spreadsheet to a new board, they will be added to a new public board. Make sure to change the board permissions if you need to.

