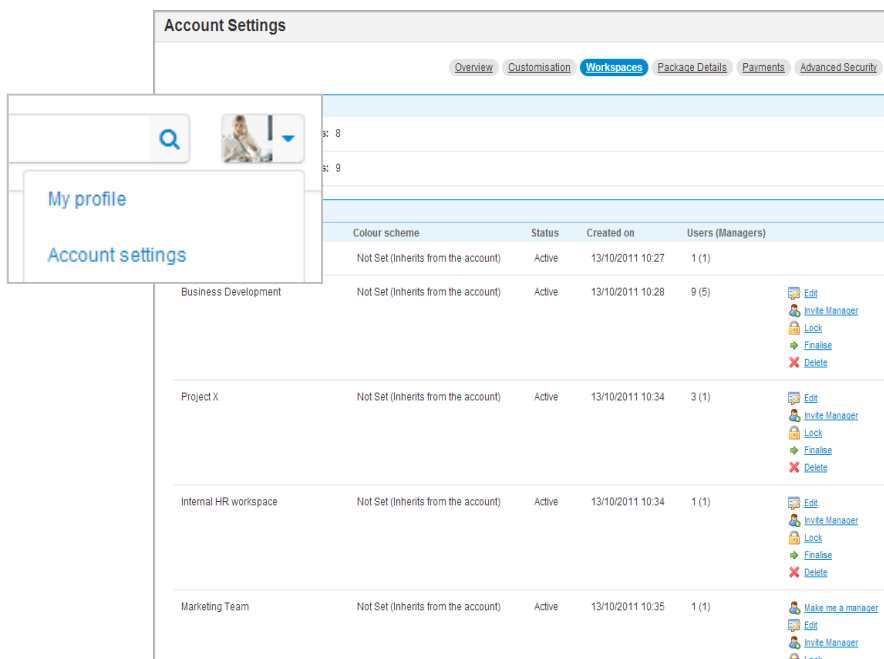# Understanding Huddle Management

Huddle has a 2 tier management structure: Account Administrators and Workspace Managers. Within every account there must be at least one Account Administrator, but most accounts will spread the management responsibility over several people.

Account Administrators:

- Create workspaces
- Delegate other users to be Workspace Managers of specific workspaces
- Have the privilege to add themselves to any workspaces created under the account (i.e. created by other Administrators) at any time
- Can lock, finalise (archive) or delete workspaces from Account Settings
- Manage workspaces (as a Workspace Manager can – see below)
- Can change or add logos to the log in page, the account, and to workspaces

Administrators can access the Account Settings area to customise the account or manage the workspaces

Administrators can invite existing users (those who already exist in other workspaces under the account) into any workspace as a Workspace Manager.

Workspace Managers:

- Can access the Settings tab in workspaces which they are assigned to manage
- Can lock down the ability for workspace users to create discussions, create folders, and invite other users in (workspace privileges)
- Can set up permissions on the folder structure (Files tab) so that teams can have view only or no permissions on certain files
- Can remove feature tabs from a workspace
- Can edit the details of the workspace, i.e. the title, description, and logo
- Can set up custom task fields for use in the Tasks tab
- Can delete or re-send invitations

Administrators can assign any workspace member to manage a workspace from the Users area in the Settings tab of that workspace, but they will need to make sure that they are managing that workspace too (in order to have access of the Settings tab!) – Administrators do not necessarily have to manage every workspace. Workspace Managers can assign account users, which currently manage another workspace, to manage a workspace alongside them. They cannot assign a new Workspace Manager.