

What Is My Workspace?

Summary

Your Workspace in BuilderPal is your company's dedicated hub where you manage projects, teams, and settings. It acts as the top-level container for all your construction projects and resources.

Workspaces keep your company's data organized and secure, allowing multiple users to collaborate without mixing with other organizations. It simplifies admin tasks like permissions, billing, and custom configurations.

How It Works

A Workspace is created when you sign up for BuilderPal and represents your business entity. Within it, you can create projects, invite team members, set roles, and access shared tools like templates and reports. Data is isolated per Workspace for privacy.

When to Use

Use your Workspace for company-wide setup, such as adding users or configuring defaults, before diving into individual projects. Switch Workspaces if you manage multiple companies.

FAQ

Q: How do I switch between multiple Workspaces? A: From the main menu, click your profile icon and select "Switch Workspace" to choose another one you're part of.

Q: Can I rename my Workspace? A: Yes, admins can edit the Workspace name in the settings under "Company Profile."

Q: What happens if I delete a Workspace? A: All associated projects, data, and users will be permanently removed; contact support first for backups.

Q: Is there a limit to the number of projects in a Workspace? A: No strict limit, but performance may vary with very large numbers; scale as needed.

Q: How do permissions work at the Workspace level? A: Workspace admins control global settings and can assign project-specific roles to users.

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