

Sign In

SIGN IN

Email

Password [Forgot password?](#)

SIGN IN

Or sign in with...

Google Facebook LinkedIn

No account yet? [Sign up now](#)

Once you've created an account, or have been allocated as a user, sign in

Sign In with Google, Facebook or LinkedIn account details

Create a Workspace

Start a new workspace

Name

Description

Advanced

Choose a template:

- Demo
- Legal Review
- Competitive Analysis
- Sales Proposals
- Branding
- Josh

Create Workspace

Create a Workspace with the project name and a description

Select a template if required/available

Admin Tab Actions

Back to Workspace | **Admin Tab** | **Search a Workspace**

Overview | **Marketing Projects** | Last login: Today 12:09

- Users
- Roles
- Groups
- Document status
- Document metadata
- Document tags
- Note tags
- Section tags
- Settings

Add, Import, Export, Set Roles for Users

Create a Roles Table

Create User Groups

Set-up Document Status

Document Metadata

Set-up Section Tags

Set-up of Note and Document Tags

Set-up of Note and Document Tags

Email Notification, Default Annotation Style and Addresses

Title	Marketing Projects	Rename
Description	Including_ Brand Guidelines, New 2018 website, Marketing Campaigns, GDPR and Data Protection Requirements	Edit
Note Tags	Review Question Grammar/Typo Comment Fact Check Text Diagram	Edit
Document Tags	High Medium Low	Edit
Document Tags	Draft Final Open for comment Review	Edit
Owner	Gavin Hunter	
Account status	OK	
Administrators	Gavin Hunter	
Roles	Administrator, User, Viewer	
Document status	Closed For Feedback, Non-downloadable, Private Feedback	
Users	ghunter@opus2.com, Gavin Hunter, Gavin Hunter, Raymond Bentinck	
Delete this workspace	Delete	