
Lucidity 365 – Shared Spaces Guide

What are Shared Spaces?

Lucidity 365 shared spaces are designed to create a structured, organised workspace for companies or admins who have many applications or groups. For admins or users who work in multiple departments, using shared spaces to separate applications and groups into different dashboards creates an ordered, manageable environment.

Shared spaces appear as “tabs” on the header at the top of your workspace, allowing you to have multiple dashboards for different purposes. You can easily switch between spaces by clicking on the tabs in the header.

They can be built in multiple ways depending on the application/group purpose. For example, you can create an application-based space or news and information space, or you can create a shared space for each company department (e.g. HR, Sales, Finance etc.)

Personal Space

When a user is given access to a shared space, their current dashboard is converted to their “personal space”. This doesn’t make any changes to the layout or existing applications.

Only the user will have visibility to their personal space allowing the user to keep their personal apps separate from the shared spaces, as personal tile groups can only be created in a personal space. The personal space will always be available to the user and they will be able to modify their space by adding new tiles and personal groups.

Shared Space

Shared spaces consist of only shared tile groups. Shared spaces can only be created and managed by workspace admins; users will only be able to adjust the layout of groups in the dashboard.

Shared spaces will become visible to users if given permission to a shared group which is located in a shared space. Once the shared space is visible to a user, they will still only see the groups/applications they have access to.

Shared Tile Groups Visibility

Shared tile groups can only be created and managed by administrators.

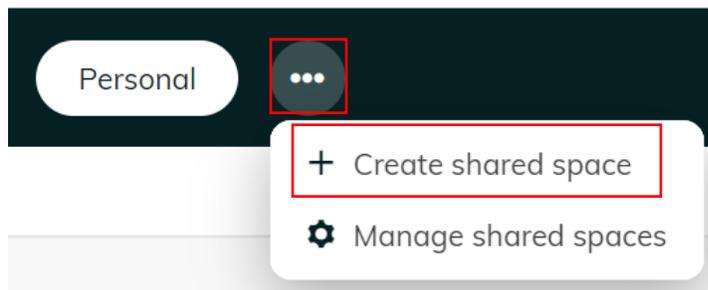
When shared tile groups are created in a shared space, the shared space will become visible for the users with permission to that group. The shared group and the shared space will both then be visible to the user.

If you create a shared group in a personal space, you have the option to set the default visibility. You can choose to either “Show group” or “Hide group”.

- Show group: the group will be visible in the personal space and shared space for the users with permission to the group.
- Hide group: the shared group will only be visible in the shared space for the users with permission to the group. This option prevents duplicate shared groups in both spaces.

Creating a Shared Space

To create a shared space, click on the three dots next to the ‘personal’ tab. Click ‘create shared space’.

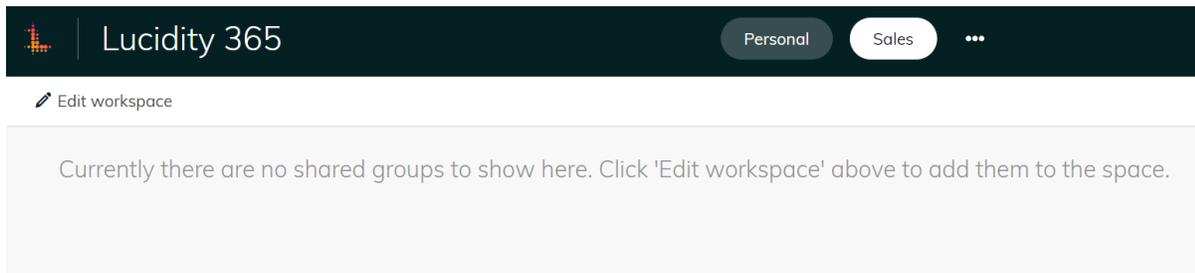


Name the shared space and click create.

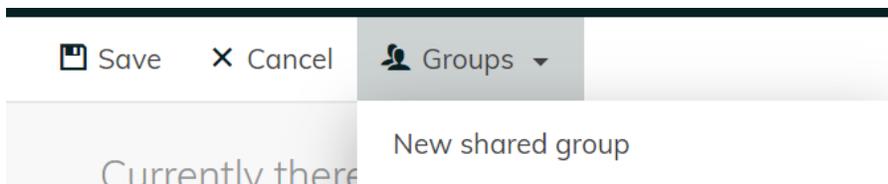
Create shared space *i* ×

Name

The new shared space will appear as another “tab” in the Workspace header.

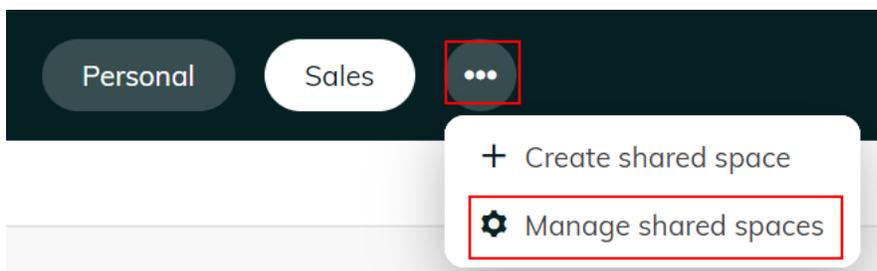


You can then create new shared tile groups for the space.



Managing Shared Spaces

To manage a shared space, click on the three dots on your workspace header. Select ‘Manage shared spaces’.



In the manage shared spaces menu you can add new shared spaces and delete existing spaces. You can use the arrows to re-arrange the order for the tabs on the header.

Manage shared spaces *i*



Use the arrow buttons to change the order of the shared spaces.

Sales	↓	🗑️	
HR	↑	↓	🗑️
Finance	↑	🗑️	
+			