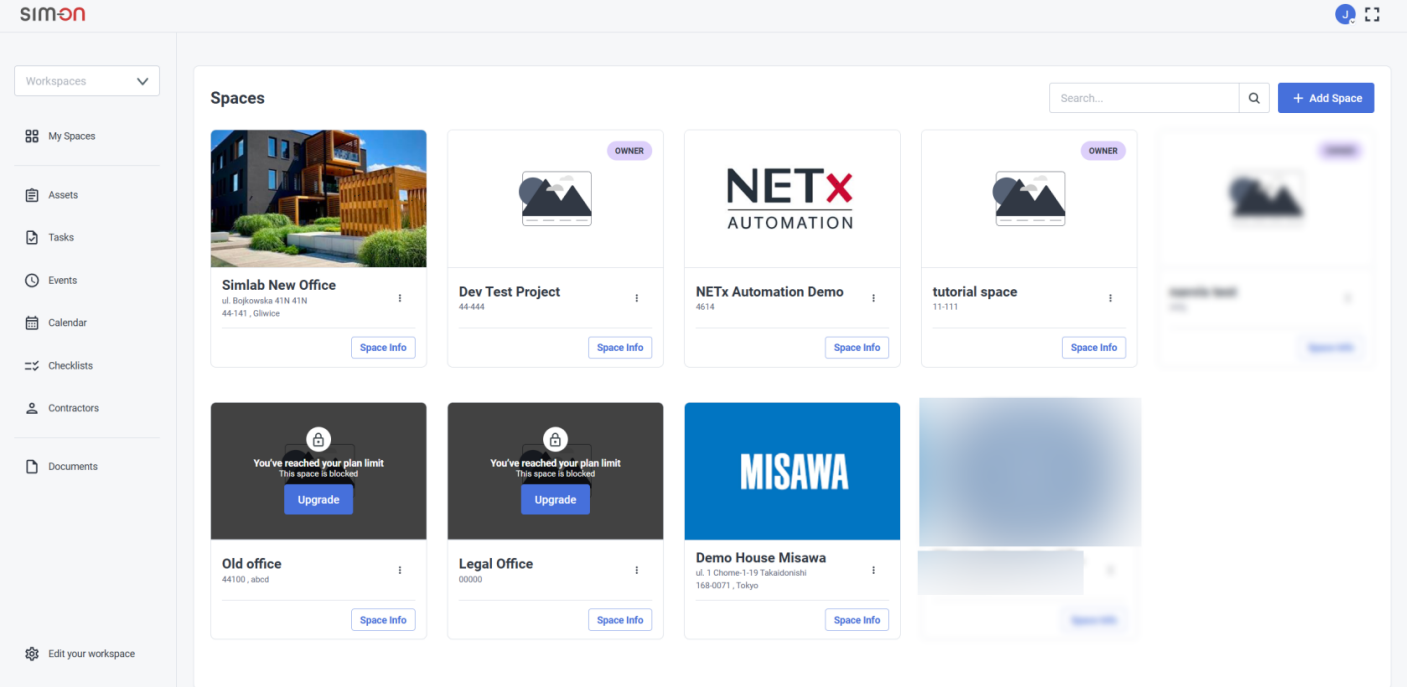
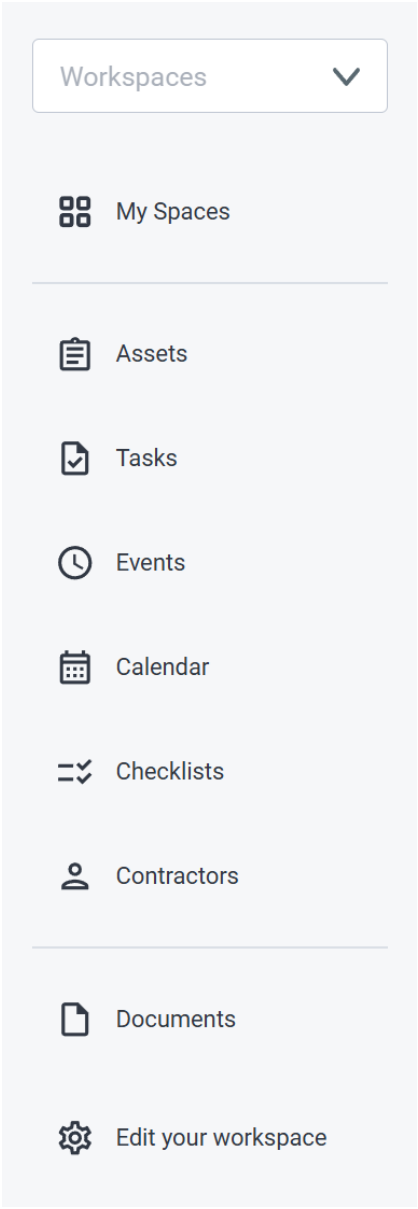
My Spaces

When you launch **SIM-ON**, you start in the **Spaces** view, it includes all the spaces you have access to.



> To access the **Spaces** screen at any point while working on a **SIM-ON** space, select the My Spaces option
> located in the Side Panel menu

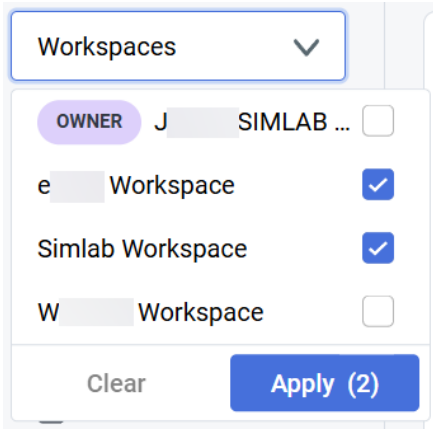
From this screen you can access other views from the side menu:



- Filter available resources (spaces, tasks, assets etc.) by chosen **Workspaces**
- View and access available **Spaces**

- Add and manage **Assets** in the **Spaces**
- Manage every **Task** from a single view
- List of all of the **Events** in the **Spaces**
- View **Tasks** and **Events** in the calendar view
- Create and manage **Checklists** for **Workspaces**
- Add and manage **Contractors** and their information, within **Workspaces**

- List of every file (text files, images, videos, audio) within a **Space**
- Manage user **Permissions** within your **Workspace** or change it's name



We'll go through each of the view in the following pages of this chapter

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