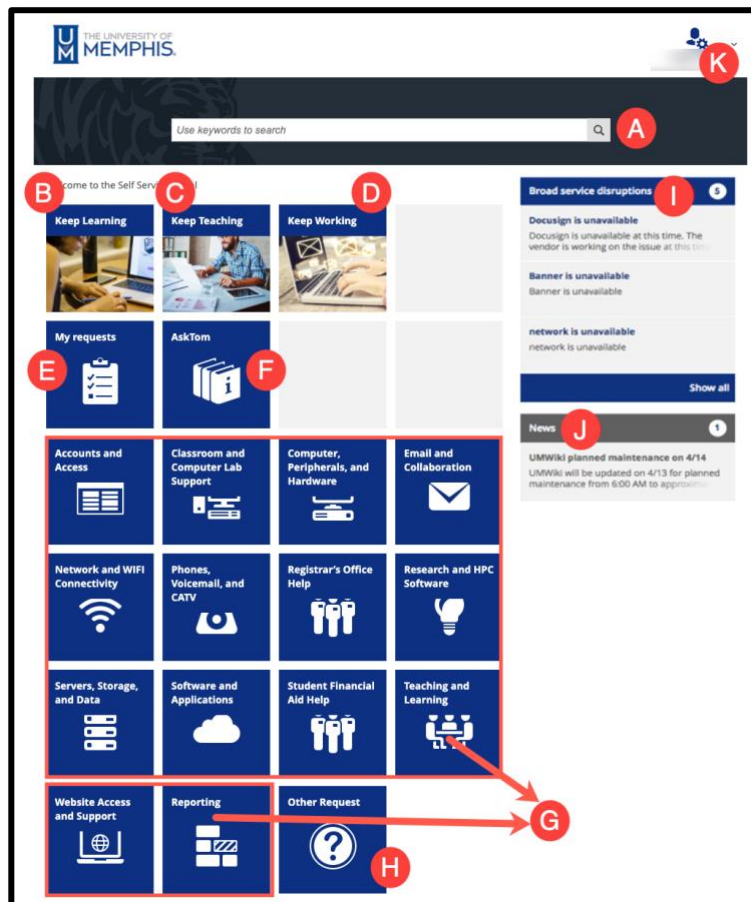


Basic Layout:

The key parts of the standard TOPdesk workspace are as shown below:



- A. **Search Bar** - From here you can search the knowledge base.
- B. **Keep Learning Tile** - Quick link to the Keep Learning Page.
- C. **Keep Teaching Tile** - Quick link to the Keep Teaching Page.
- D. **Keep Working Tile** - Quick link to the Keep Working Page.
- E. **My Incidents** - Clicking on this tile will give you a list of your incidents, and requests.
- F. **AskTom** - Search our knowledge base to find answers to your questions.
- G. **Ticket categories** - Choose from various categories to request help.
- H. **Other Requests** - Requests not available from the other tile categories.
- I. **Broad Service Disruption** -if there are outages affected people or systems.
- J. **News** - Messages about planned maintenances at the UofM.
- K. **Log out button** - Allows you to log out of system.