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

![TOPdesk Workspace Diagram](image)

The areas/items labeled in the picture (default layout) are:

A. **Search Bar** - From here you can search the knowledge base.

B. **My Requests** - Clicking on this tile will give you a list of your incidents, and requests.

C. **AskTom** - Search the knowledge base for answers in our knowledge base to your questions.

D. **Student-specific related ticket categories** – Choose from various categories to request help (Registrar, Scholarship Office, Financial Aid, and University Student Business Services).

E. **Requests** – Requests available from the tile categories for students, faculty, and staff.

F. **Broad Service Disruption** - Here you can look to see if there are outages affected people or systems.

G. **News** - Messages about planned maintenances at the UofM.

**Log out drop-down button** – Allows you to log out of system.