



# WORKSPACES - FREQUENTLY ASKED QUESTIONS

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This document answers a few of the frequently asked questions about workspaces in M-Files. The information in this document is applicable in M-Files September 2025 Update and later.

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## What are workspaces?

Workspaces is a feature in M-Files designed to help users organize, access, and collaborate on information more efficiently. A workspace provides a dedicated area where related documents, tasks, and resources can be grouped together for a specific project, topic, or any other business object. This lets users improve their workflows, find relevant materials more quickly, and navigate fluently in M-Files. Workspaces can be customized to suit various needs and are intended to enhance productivity and collaboration within the M-Files.

## Do you need to separately install workspaces?

You do not need to install workspaces as they are part of the core experience in M-Files.

## Are workspaces available for M-Files Web? Desktop? Mobile?

Workspaces are available for the M-Files Web and new M-Files Desktop. Workspaces are not available on the classic Desktop or M-Files mobile applications.

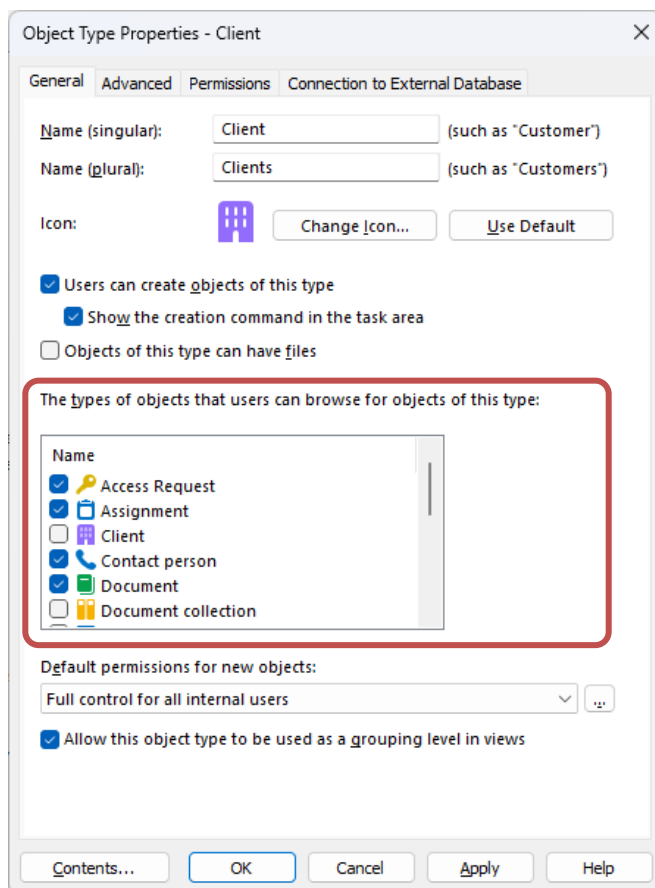
## Can workspaces be used with M-Files Cloud and on-premises vaults?

Yes, workspaces do not depend on the chosen infrastructure.

## How do I configure workspaces?

Workspaces are object type specific. You can configure them in the Object Type Properties dialog in M-Files Admin by selecting which other object types users can browse for the selected object type. If no related object types are configured, the workspace is not available for that object type.

Each object type selected under "The types of objects that users can browse for objects of this type:" will appear as a separate tab in the workspace.



**Picture 1. Workspace configuration options for the object type *Client* in M-Files Admin.**

In future releases, this configuration will be moved from M-Files Admin to the Workspaces interface, offering more detailed and user-friendly options.

For instructions on configurations, refer to [Workspaces configuration](#).

## Who can configure workspaces?

Workspaces are configured in M-Files Admin. The user must have rights to *Change metadata structure* to be able to do so.

In future releases, this configuration will be moved from M-Files Admin to the Workspaces interface. This change lets users configure their workspace experience without administrative permission.

## Is it possible to change the columns in workspaces?

Yes. Each workspace tab can have its own set of columns, following the same logic as standard views. A user with rights to manage common views can define default columns for all users. Additionally, each user can customize the columns for their own use.

## When to use workspaces? When to use views?

Workspaces are ideal in cases where users need to browse different kinds of content related to a specific business object, for example client, project, topic or event. This is especially useful when users can navigate through these objects to narrow the scope, for example, from a client to a specific project.

Views are better suited for gathering content that is not tied to any single business object. This supports use cases, such as monitoring contracts that expire within the next 90 days or reviewing assignments for a specific user.

To access a workspace, users must first locate the relevant business object. This is possible through views, search or by pinning the object for personal use. In this way, views often act as a springboard to workspaces.

## How do workspaces replace view extensions?

View extensions is a client-side application used in the classic M-Files Desktop to enhance visibility around the selected object, typically by adding use-case specific tabs in a secondary listing within the same view.

Workspaces offer similar functionality in the new M-Files Web and new M-Files Desktop, but as part of the core experience. The user must navigate into the workspace to access the tabs.

## Why can't I access the object hierarchy in the workspaces?

In workspaces, the object hierarchy is disabled to simplify the user experience. Instead of using the hierarchy, users can explore object relationships by entering the workspace of a specific object and browsing its related items through the available tabs.