

Three easy steps to get started

Administrator

Step 1: Sign up for Ideolve

No	Title	GIF Link
1	How to sign up for Ideolve?	Click here (https://docs.mithi.com/app/image/id/6805dce3d149c209d2028f17/n/1-sign-up-on-ideolve-d15eb0.gif)

Step 2: Create workspaces and invite users

No	Title	GIF Link
1	How to create a workspace and invite people to join?	Click here (https://docs.mithi.com/app/image/id/6805ecd0a6843f0198033318/n/2-create-workspace-and-invite-users.gif)

End Users

Step 3: Start collaborating with Ideolve

No	Title	GIF Link
1	How to accept an invitation to join Ideolve?	Click here (https://docs.mithi.com/app/image/id/6805ecd6cf85a7e133062388/n/3-accept-invite-join-ideolve-a24298.gif)
2	How to create a note and share it with others?	Click here (https://docs.mithi.com/app/image/id/6805ecdccc280bb4c9003252/n/4-create-and-share-note-ver-2.gif)
3	Note controls and exceptions	Click here (https://docs.mithi.com/app/image/id/6805ece037a179cede0da845/n/note-level-controls-and-exceptions-be42d7.gif)
4	How to publish a note?	Click here (https://docs.mithi.com/app/image/id/6805ecdee14b8c7041024ac2/n/5-publish-note.gif)

Advance Settings: Secure using Organization and workspace controls

Understanding controls and exceptions

No	Title	Document	GIF Link
1	Organization controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#organization-level-controls)	Click here (https://docs.mithi.com/app/image/id/6805ece3b79257c9f609f9c2/n/organization-level-controls-and-exceptions-e99d50.gif)

No	Title	Document	GIF Link
2	Workspace controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#workspace-level-controls)	Click here (https://docs.mithi.com/app/image/id/6805ece8cc280bb4c9003254/n/workspace-level-controls-and-exceptions-90778a.gif)
3	Note controls and exceptions	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#note-level-controls%C2%A0)	Click here (https://docs.mithi.com/app/image/id/6805ece037a179cede0da845/n/note-level-controls-and-exceptions-be42d7.gif)

Updating default controls

No	Title	Document	GIF Link
1	Update default controls for all workspaces in the organization	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#setting-the-default-controls-for-all-workspaces-in-the-organization%C2%A0)	Click here (https://docs.mithi.com/app/image/id/6805ece5cc280bb4c9003253/n/update-default-workspace-level-controls-dbc8a.gif)
2	Update default controls for all notes in a workspace	Click here (https://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#setting-the-default-controls-for-all-notes-in-a-workspace)	Click here (https://docs.mithi.com/app/image/id/6805ece424b1f0f3070dc321/n/update-default-note-level-controls-20e944.gif)