

Understanding Workspaces and Person Partitions



FYI

Marketo is now standardizing language across all subscriptions, so you may see lead/leads in your subscription and person/people in docs.marketo.com. These terms mean the same thing; it does not affect article instructions. There are some other changes, too. [Learn more.](#)

What's in this article?

[Workspaces](#)

[Sharing across Workspaces](#)

[Cloning across Workspaces](#)

[Moving Assets to other Workspaces](#)

[Person Partitions](#)

Workspaces



Caution

Workspaces can be complex to set up. Contact [Marketo Support](#) to find out if they're right for you.

Workspaces are separate areas in Marketo that hold marketing assets like programs, landing pages, emails and more. They can be used by multiple people. Each user has access to one or more workspaces.



Example

Some reasons you might use a workspace:

- Geography: Europe, Asia and North America marketing departments each get a workspace
- Business Unit: Quicken, Quickbooks and TurboTax each get a workspace

In each case, the separation is because the marketing assets are completely different. If they share marketing assets, then workspaces may not be the right tool for you.

Deep Dive

Learn how to create [create a new workspace](#).

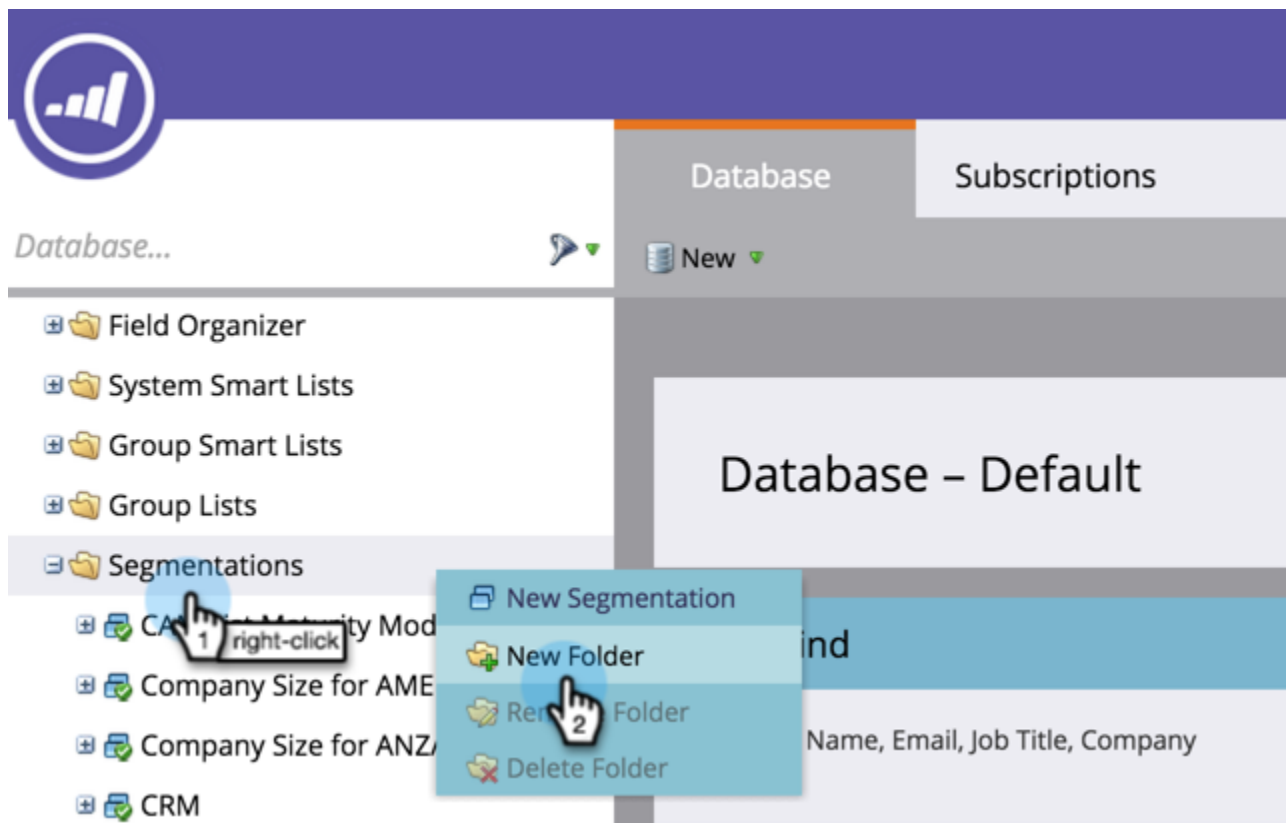
Sharing across Workspaces

Here's how to share assets across workspaces. It works the same for anything you want to share; this example shows segmentations.

Note

The parent folder containing your assets is the only folder that can be shared, not the children folders.

1. Create a new folder.



The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of folders: Field Organizer, System Smart Lists, Group Smart Lists, Group Lists, Segmentations, and CRM. A hand icon with the number '1' is pointing to the 'Segmentations' folder, with a callout box that says 'right-click'. A context menu is open over the 'Segmentations' folder, showing options: New Segmentation, New Folder, Rename Folder, and Delete Folder. A hand icon with the number '2' is pointing to the 'New Folder' option. The main content area shows a 'Database' tab and a 'Subscriptions' tab. Below the tabs, there is a 'New' button and a large area labeled 'Database - Default'. Below this, there is a list of items with columns for 'Name, Email, Job Title, Company'.

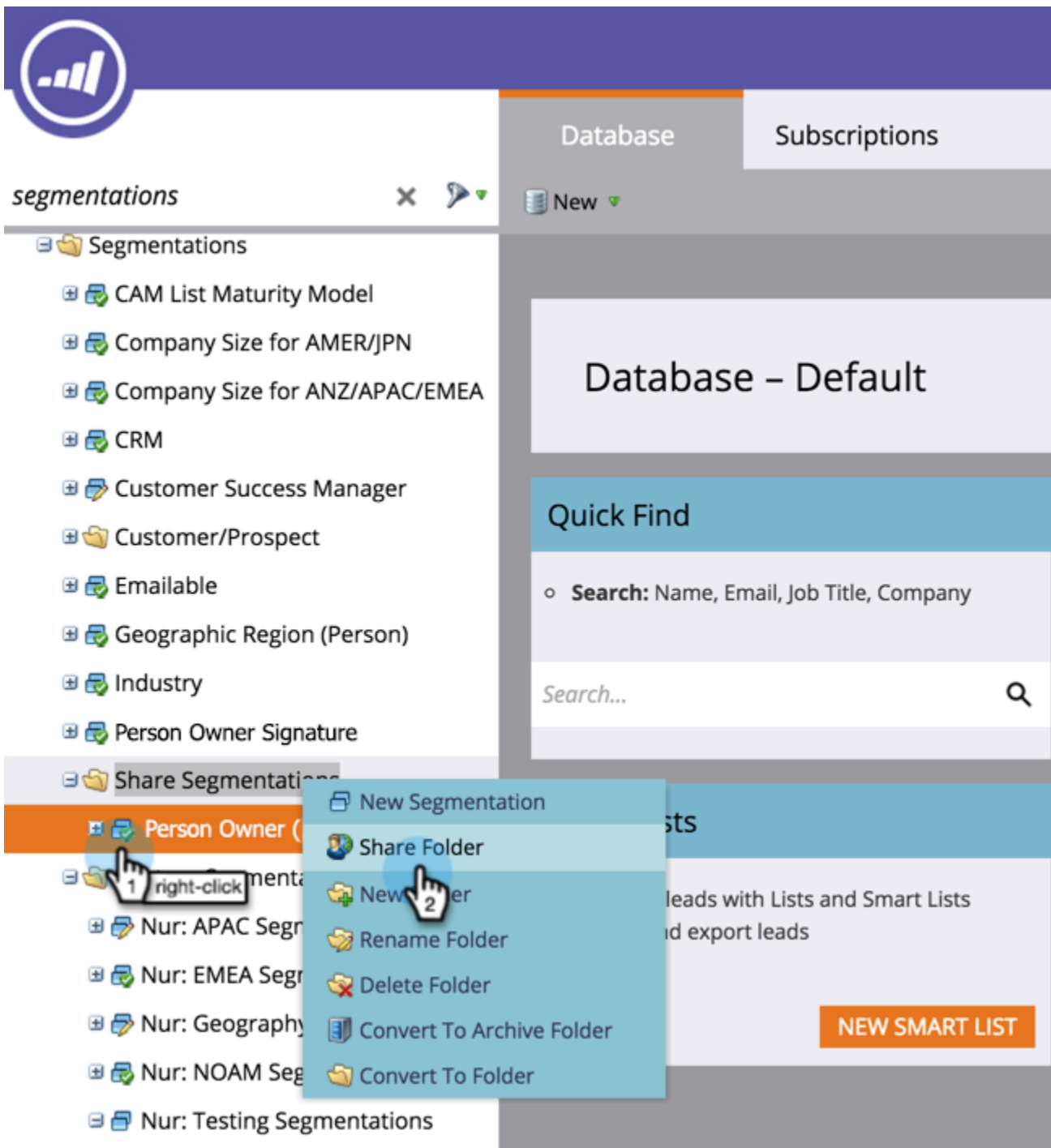
2. Name the folder you're going to share.

The screenshot shows a CRM interface with a purple header bar containing a bar chart icon. Below the header, there are two tabs: 'Database' and 'Subscriptions'. The 'Database' tab is active, and a 'New' button is visible. The main content area is divided into two panels. The left panel, titled 'segmentations', contains a list of segmentation types: Eailable, Geographic Region (Person), Industry, Person Owner (outdated), Person Owner Signature, Share Segmentations (highlighted with an orange box and a pencil icon), Nurture Segmentation, Nur: APAC Segmentations (Engage), Nur: EMEA Segmentations (Engage), Nur: Geography Segmentations (B), Nur: NOAM Segmentations (Engage), and Nur: Testing Segmentations. The right panel, titled 'Database - Default', contains a 'Quick Find' section with a search bar and a magnifying glass icon, and a 'Smart Lists' section below it.

3. Move the asset(s) you want to share into the folder.

The screenshot shows a CRM interface. On the left, a sidebar titled "segmentations" contains a list of folders and items. The "Person Owner" item is highlighted in orange. A mouse cursor is hovering over the "Share Segmentations" folder, with a tooltip showing "Person Owner". The right-hand panel has two tabs: "Database" (selected) and "Subscriptions". Below the tabs, the main content area displays "Database - Default", a "Quick Find" search bar with the text "Search: Name, Email, Job Title, Company" and a search input field, and a "Smart Lists" section.

4. Right-click the folder and select **Share Folder**.



5. Select the workspace(s) you want to share the folder with and click **Save**. The Share Folder dialog box will only display workspaces you have permission to view.



Note

The originating folder will now have a little green arrow, indicating it was shared. In the workspace shared, the folder will have a padlock, indicating read-only.

You can share these items across workspaces.

- Email templates
- Landing page templates
- Models
- Smart campaigns
- [Smart lists](#)
- [Segmentations](#)
- Snippets

Cloning across Workspaces

For assets that aren't templates, its best to clone them as local assets inside of a program. With the proper access level, you can drag and drop these assets into another workspace:

- Programs
- Emails
- Landing Pages
- Forms

Note

When cloning assets that have templates, those templates must be shared with the destination workspace.

Moving Assets to other Workspaces

To move assets to a new workspace, put them into a folder and drag the folder over to the other workspace.

Note

You can't move a program that contains members from one workspace to another.



Person Partitions

Person partitions act like separate databases. Each partition has its own people that do not de-dupe or mix with other partitions. If you feel you have a business use case that may necessitate having duplicate records with the same email address, please contact [Marketo Support](#).

You can assign person partitions to [workspaces](#) in the following configurations:

- one workspace to one person partition (1:1)
- one workspace to many person partitions (1:x)
- many workspaces to one person partition (x:1)

Example

Reasons you would use a person partition:

- Your workspaces not only have different assets, but also don't share any people
- You want duplicates for other business reasons



Caution

Person partitions do not interact with each other, so be careful when setting them up.



Deep Dive

Learn how to [create a person partition](#).

