

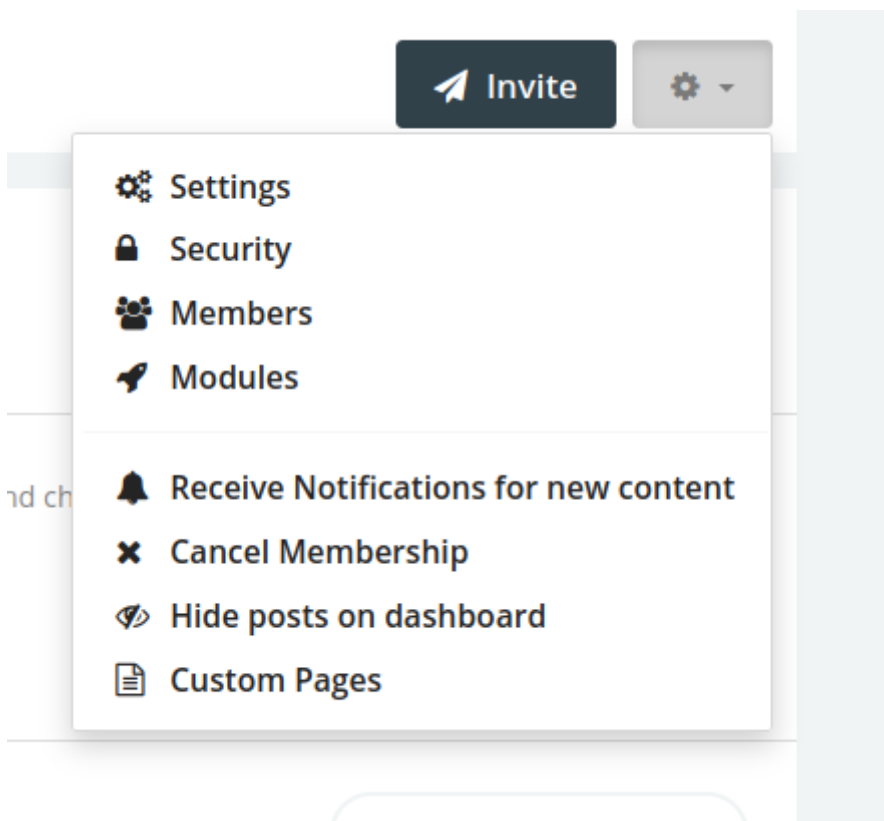
Space hosts

Permissions:

Space hosts can configure many of the permissions for their spaces.

They can access these by accessing https://hub.transition-space.org/s/**YOUR-SPACE-NAME/space/manage/security/permissions

You access this by clicking on the grey settings wheel in your space and clicking on 'security'



You will then see the settings that can be changed

Security settings

General

Permissions

Permissions are assigned to different user-roles. To edit a permission, select the user-role you want to edit and change the drop-down value of the given permission.

All

Owner

Administrators

Moderators

Members

Users

Guests

View analytics ANALYTICS

Allow user to view the statistics of this platform

Default - Deny

Manage external Calendar EXTERNAL CALENDAR

Allows the user to edit/delete existing external calendar

Default - Deny

Manage external entries EXTERNAL CALENDAR

Allows the user to edit/delete existing external calendar entries

Default - Deny

Answer to surveys SURVEY

Allow user to answer to surveys

Default - Allow

Create surveys SURVEY

Allow user to create surveys

Default - Allow

Moderate surveys' answers SURVEY

Allow user to edit and delete surveys's answers (but not surveys)

Default - Deny

You can change any of these settings to your preference. If you would like advice about the implications of these settings then please ask in the [space-hosts Mattermost channel](#)

Notifications

By default, users will have any posts in spaces they are members of added to their daily digest email.

If you want to do a specific notification (a separate email from the daily digest) then you could 'notify all' in the post. This will create a separate email just for that post. It will also create a push notification/popup to users that have enabled that in their browser or mobile device.

Archive

Space hosts are able to 'Archive' spaces

The screenshot shows the 'Archive' form for a space named 'Cat pics'. The form includes the following sections:

- Name ***: A text input field containing 'Cat pics'.
- Description**: A text input field with a placeholder 'Max. 100 characters.'
- About**: A rich text editor with a toolbar containing icons for text formatting (Aa, B, I, U, link, unlink, list, list, quote, calendar, image, video, refresh, undo, redo), a 'Media' button, and a 'Link' button.
- Shown on About Page.**: A checkbox.
- Tags**: A text input field with a placeholder 'Add tag...'.
- Blocked users**: A text input field with a placeholder 'Select user...'.
- Buttons**: A 'Save' button and an 'Unarchive' button.

At the bottom of the form, there is a footer with the text: 'Terms and conditions & Community agreement · Privacy Policy · video · Funders · Zoom · Powered by HumHub'.

When spaces are archived:

- All content is hidden to non-admins. It is no longer searchable (even by members of that space)
- Admins can 'un-archive' it at a later date and make it visible/ searchable by members.
- The content remains accessible to admins even when in an archived state.

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