

# Platform (Humhub)

This is the main social part of the platform. The software we use is called Humhub.

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# Introduction

As you arrive on this platform we invite you to:

Watch the help videos in our [welcome space](#)

Chose the [spaces](#) you want to join

If you need help then ask the Space host of the space you're in

If you would like a new space [ask here](#)

If you are experiencing problems:

Reach out to the [team administrators](#) for your space to see if they can help.

If you would like a copy of your personal data or to delete your account, please fill out the [GDPR form](#)

The software behind hub.transition-space.org is called [Humhub](#) It is Free and [Open Source](#) Software developed primarily by Humhub GMBH in Germany. The [platform stewarding group](#) develop and add features to this software to meet the needs of the Transition movement.

# Humhub Video Tutorial

Here you find a video tutorial how to use Humhub: <https://cloud.transition-space.org/s/CgkmZKPcw2A6qig>

# Spaces

In Humhub posts are organised into 'spaces' these are communities that organise around a particular group or theme.

The screenshot displays the Humhub 'Spaces' interface. At the top is a navigation bar with icons for MY SPACES, DASHBOARD, PEOPLE, MEMBERS MAP, SPACES (active), MESSAGES, CALENDAR, CHAT, HELP, and HELPI. A search bar and a user profile icon are on the right. Below the navigation bar, the 'Spaces' section features a search bar with the text 'Find Spaces by their description or by their tags' and a 'Search...' input field. To the right of the search bar are dropdown menus for 'Sorting' (set to 'Oldest first') and 'Status' (set to 'Any'), along with a 'Reset filters' link. The main content area shows a grid of seven space cards:

- Welcome Space**: A space where we welcome people to the platform and make announcements to all users. 183 members. Owner button.
- Platform**: The group evaluating, trialling and recommending software. 28 members. Owner button.
- Fundraising**: A space to discuss raising funds for the movement. 41 members. FUNDRAISING tag. Owner button.
- Income Generation Group**: We dream and create possibilities for Income generation on an international level. 26 members. Member button.
- Inner Transition Community**: Inner Transition Community of Being and Practice. 58 members. Tags: INNER, INNER:TRANSITION, COMMUNITY.
- Transition Hubs group**: A space where people connected with Transition hubs can share learning and support each other. 58 members.
- Transition Hub Portugal**: This is space for the Portuguese Transitioners to gather! 8 members. Tag: Transição Portugal.
- Trainers Community of Practice**: For Internationally recognised Transition Trainers. 38 members. Tag: Training for Transition.

Everyone who joins is added to the Welcome space and the Community garden space.

The other spaces can be found here <https://hub.transition-space.org/spaces?sort=older>

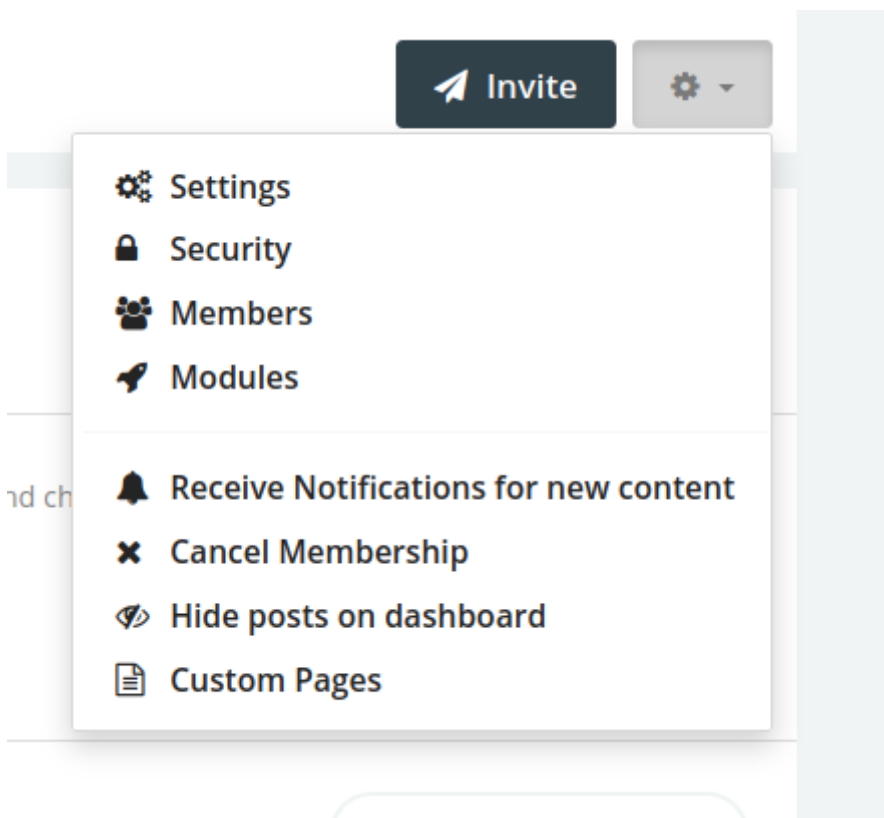
# Space hosts

## 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](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

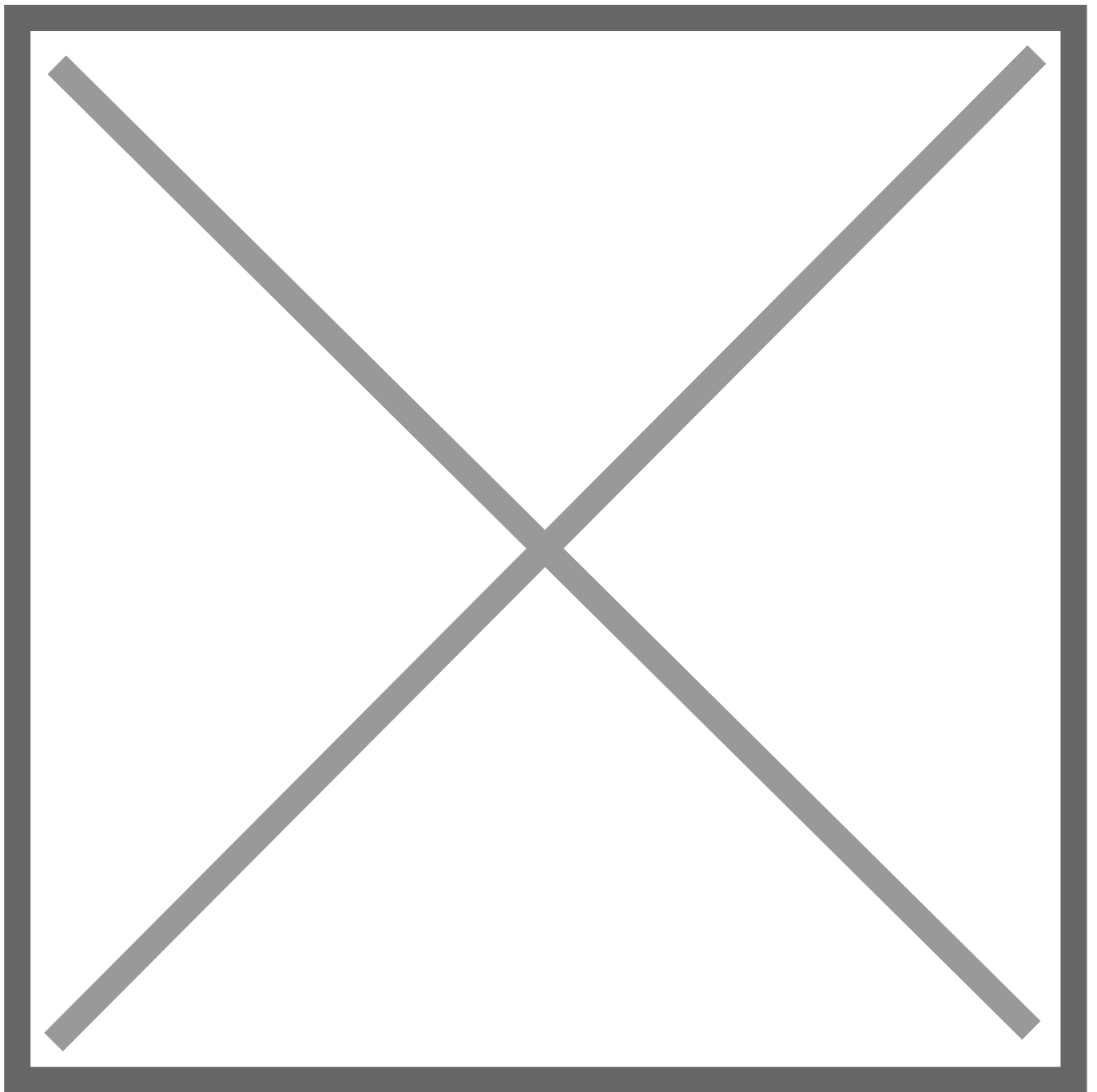
Space hosts are able to 'Archive' spaces



# Translation

Your local language can be set [here](#)

When viewing posts created by users who use a language other than your local language, you will see a 'Translate' button on their posts





This service is provided by [DeepL](#)

Other services to be explored

Amara

Weglot

Transifex

# Calendars

There is a calendar of all public events available in the platform here: <https://hub.transition-space.org/calendar/global/index>

This calendar can be embedded on other websites, for example transtionmovement.org when that launches, we are considering adding it to transitionnetwork.org until then. A proof of concept [demo is visible here](#)

Depending on the type of event you are putting on there are two routes to creating a public event on this calendar

1. Creating a public event in a Humhub space
2. Creating a ticketed event in the [Events site](#)

You would choose 2. (the Events site) where you have a need for tickets, an auto-translated summary of the event, or wish to send emails to event participants or data capture about their accessibility needs.

You would choose route 1. (Humhub) where you don't need the above features, or you are not a member of a hub or support circle.

## Route 1: Creating a public event in Humhub

Most Spaces in the platform will have a calendar which you can add events to. To add an event click on the day you'd like to add the event.

**Create Event**

**General**

**Start Date \*** 03/10/2023 **Start Time** 12:00

**End Date \*** 03/10/2023 **End Time** 13:00

☐ All Day ☐ Recurring

**Location**

☐ Hide stream entry ☐ Public (Also visible to non-members of this space)

**Description**

**Topics**

Select topic...

The public events from all of these calendars are aggregated together in the main [calendar view](#)

**Select calendars**

☐ My profile ☐ Followed spaces ☐ My spaces ☐ Followed users

**Filter events**

☐ I'm attending ☐ My events

**Filter by types**

Select...

**23 - 29 Oct 2023**

**Monday** 23 October 2023

all-day Deadline: Review task management

all-day Transition Facilitators Training

15:00 - 17:00 HHC sorting meeting

16:30 - 20:00 Heart@Work Regenerative Co-Working Sprints

18:00 - 19:30 Reunião Semanal

**Tuesday** 24 October 2023

all-day Deadline: Review task management

all-day Transition Facilitators Training

**Wednesday** 25 October 2023

all-day Deadline: Review task management

all-day Transition Facilitators Training

**Thursday** 26 October 2023

all-day Deadline: Review task management

This view can be filtered using the checkboxes at the top left.

Many spaces will also have the 'external calendar' module. This enables automatically pulling in events from other sites where they publish an [ical feed](#)

# Route 2 a Ticketed event

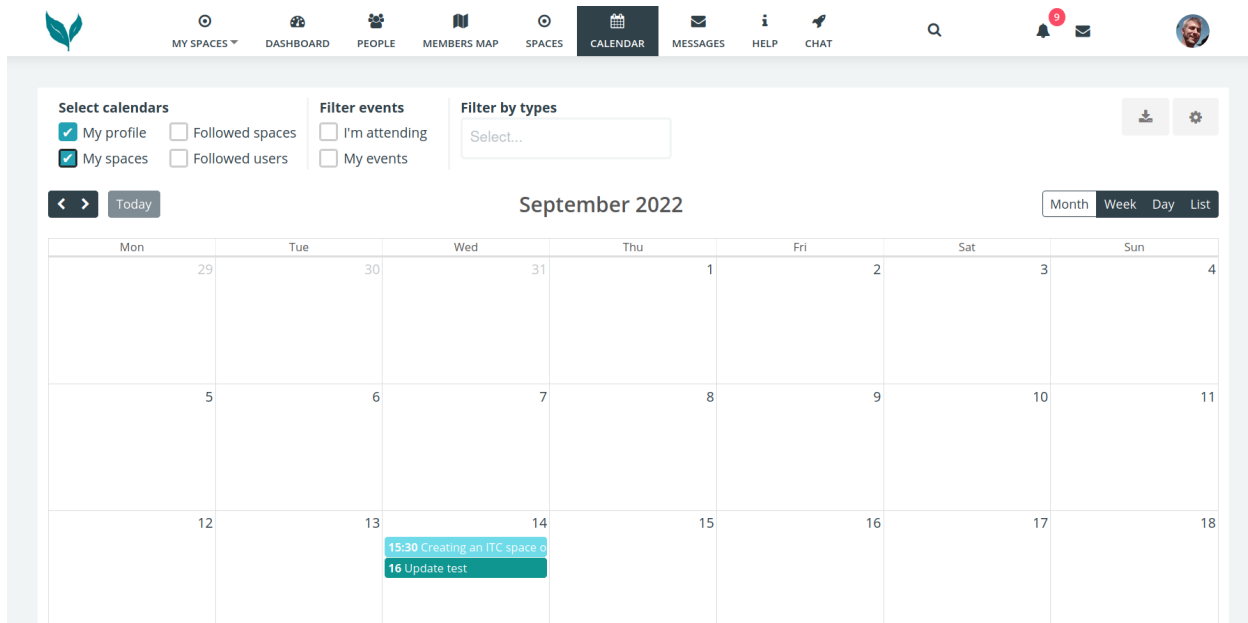
Please see [Events](#)

# Apps for mobile

Apps for Android and iOS are under development. The Android app can be [installed from the Play store](#)

The iPhone app will be released soon

# Calendar export to Google calendar



On the main calendar page in the top right click on the download/export icon.

In the Export popup give it a name & tick 'all my spaces'

## Calendar export

New export

My exports

### Calendar export name \*

My-Calendar

#### Include events from:

☐ Profile

#### Space Selection

☐ No spaces

☒ All my spaces

☐ Only following spaces:

Add Space

#### Additional filters:

☐ Only include events I'm participating

☐ Only include events I've created

☐ Only include public events

Generate export Url

Then click on the Generate export Url button. (URL is another name for a link)

My-Calendar

<https://hub.transition-space.org/ical/humhub-event-7797a492-61e7-44fd-8096-98813efe/base.ics>

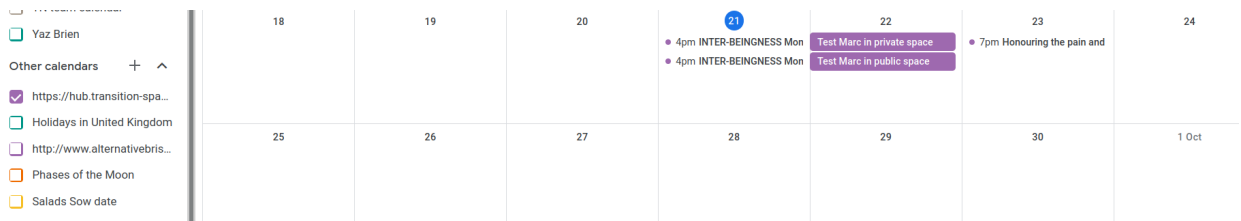


Copy to clipboard

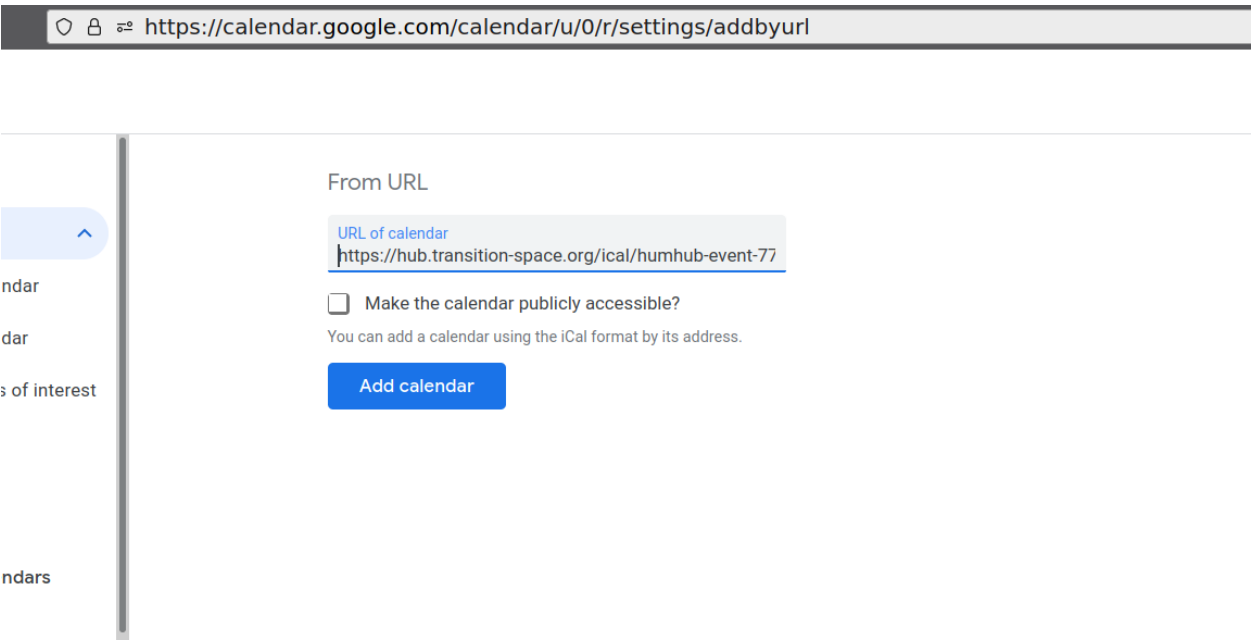
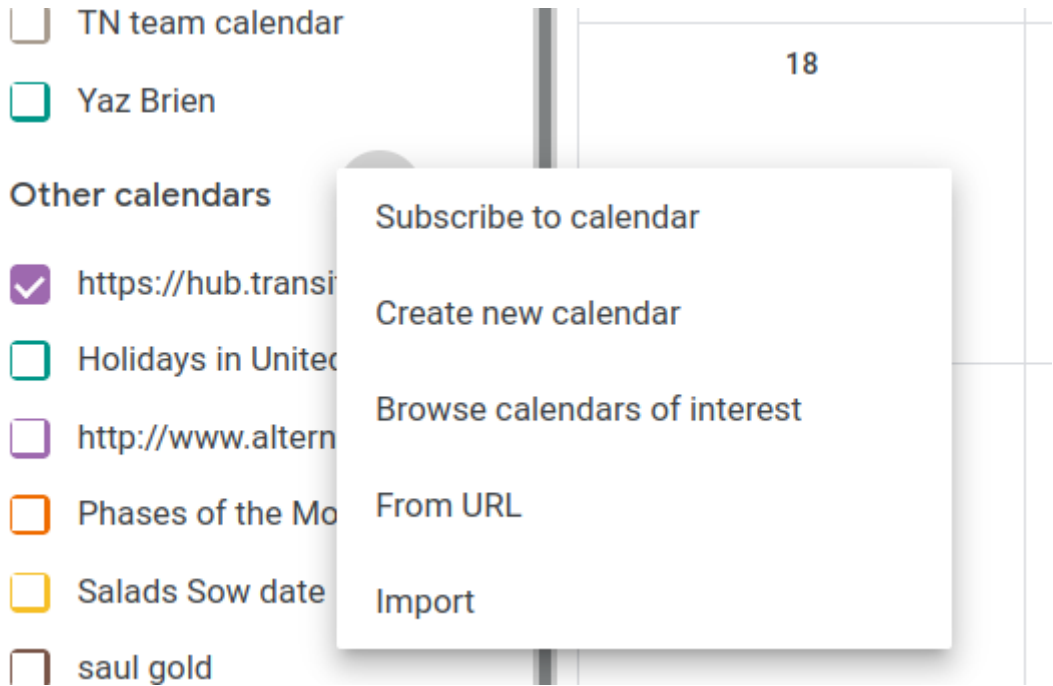
Copy to clipboard.

If you wish to sync with a Google calendar, then visit <https://calendar.google.com/>

In the left is + icon next to 'other calendars'

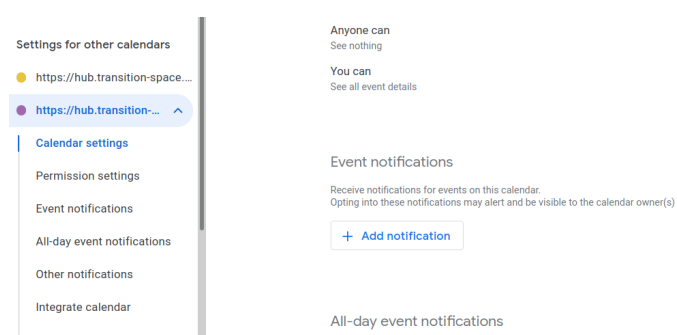


Select 'from URL' menu option, into which you paste the URL (link)

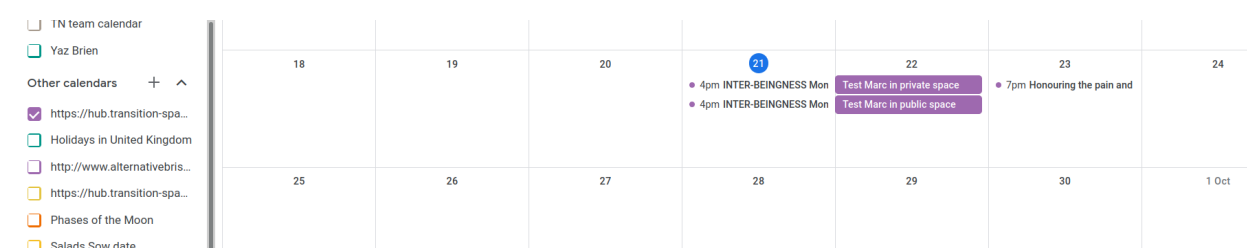




Paste the URL you copied earlier and then click the ‘Add calendar’ button



In the left pane you should now see your calendar & be able to adjust notifications if you wish to



So long as the calendar is ‘ticked’ you should now see your hub.transition-space.org events in your Google Calendar

# Timezone

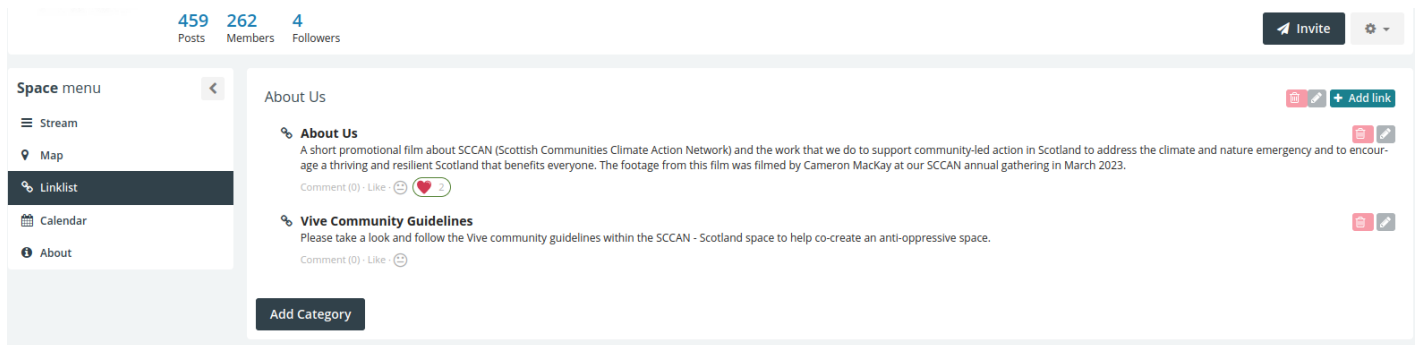
When you signed up you set a local timezone. That can be changed [here](#)

Calendar entries are displayed in your local timezone.

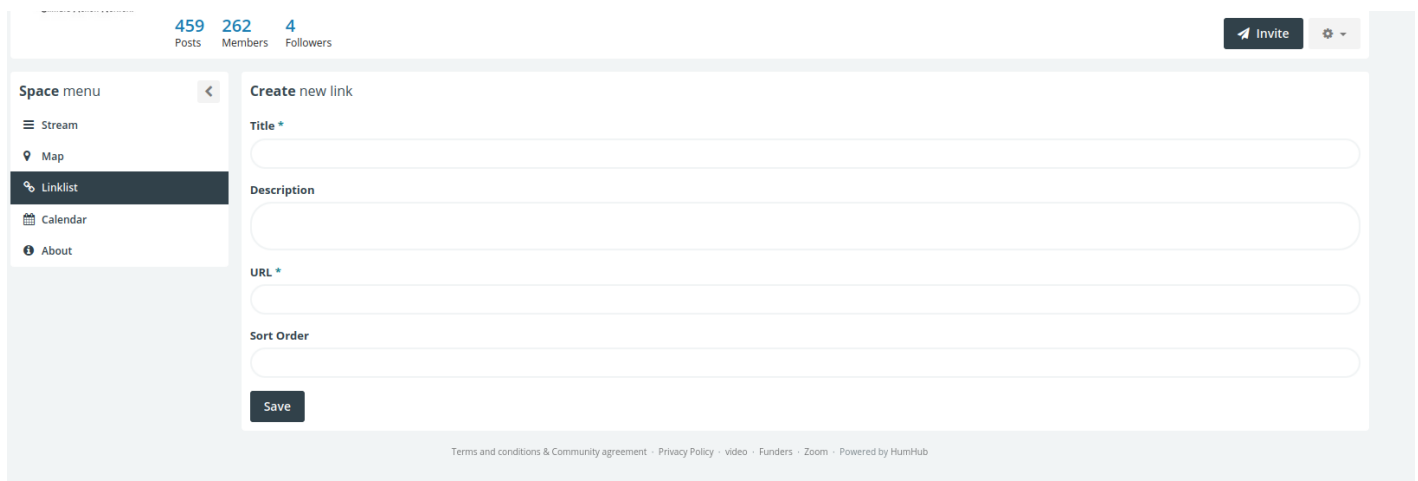
# Linklist

If you have linklist enabled in your space you can

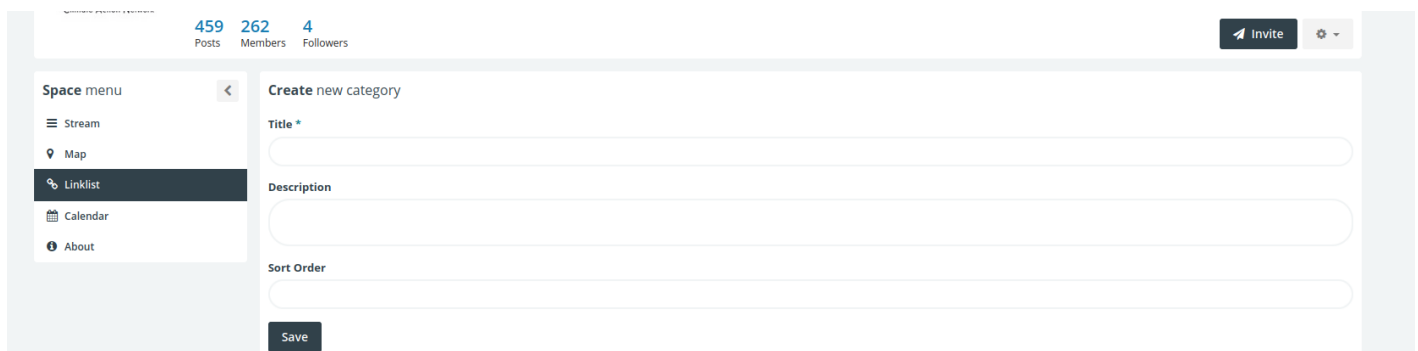
- Add links and comment on links others have posted
- Organize links in categories



Below the new link interface



Below the new category interface



# Request a space

If you would like a new space then just [ask here](#)

# Private organising spaces

On Vive we offer groups private organising spaces. By default these are set as

- Visible as a space to logged in users in the space menu
- request to join
- Default to only members of a space can see the content of a space
- Admins and moderators can choose to make public posts that are visible to people outside of the space.
- Please update the 'about' section to describe the intended use of of the space

# Deleting account

You can delete your account here <https://hub.transition-space.org/user/account/delete>

# Privacy & data protection

Please see the policy here <https://hub.transition-space.org/legal>

# Tasks

We are testing the HumHub Tasks module in a few spaces.

This allows you to create and manage projects and their tasks within your HumHub installation. You can collaborate on projects, users can create tasks and assign them to other users. Organize your team, optimize internal workflows and processes and keep track of your objectives.

## Overview of functions and features:

- Creating projects and task lists
- Add subitems and checkpoints to these tasks
- Creating project descriptions with the built-in Richtext editor
- Add files and other attachments to your projects
- Enable scheduling and set deadlines for projects
- Appoint responsible users to review tasks
- Interact using HumHubs like and comment functions

The Tasks module also has an intuitive filtering system, is integrated with the search function and is connected to HumHub's notification system.

[More](#)



# How we built a social network on open source technology

Please see the [guide here](#)

# Further help

<https://helpdesk.transition-space.org/help/3545223608>