

# User guide

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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](#)

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

# Spaces

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

The screenshot displays the Humhub interface for the 'Spaces' section. At the top, a navigation bar includes 'MY SPACES', 'DASHBOARD', 'PEOPLE', 'MEMBERS MAP', 'SPACES' (highlighted), 'MESSAGES', 'CALENDAR', 'CHAT', 'HELP', and 'HELP!'. A search bar and notification icons are on the right. Below the navigation, the 'Spaces' section features a search bar with the text 'Find Spaces by their description or by their tags' and a search icon. 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 is a grid of eight space cards, each with a cover image, title, description, and a button to join or view details. The cards are: 1. 'Welcome Space' (183 members, Owner button), 2. 'Platform' (28 members, Owner button), 3. 'Fundraising' (41 members, Owner button, with a 'FUNDRAISING' tag), 4. 'Income Generation Group' (26 members, Member button), 5. 'Inner Transition Community' (58 members, tags: INNER, INNER-TRANSITION, COMMUNITY), 6. 'Transition Hubs group' (58 members), 7. 'Transition Hub Portugal' (8 members), and 8. 'Trainers Community of Practice' (38 members).

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>

# Request a space

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

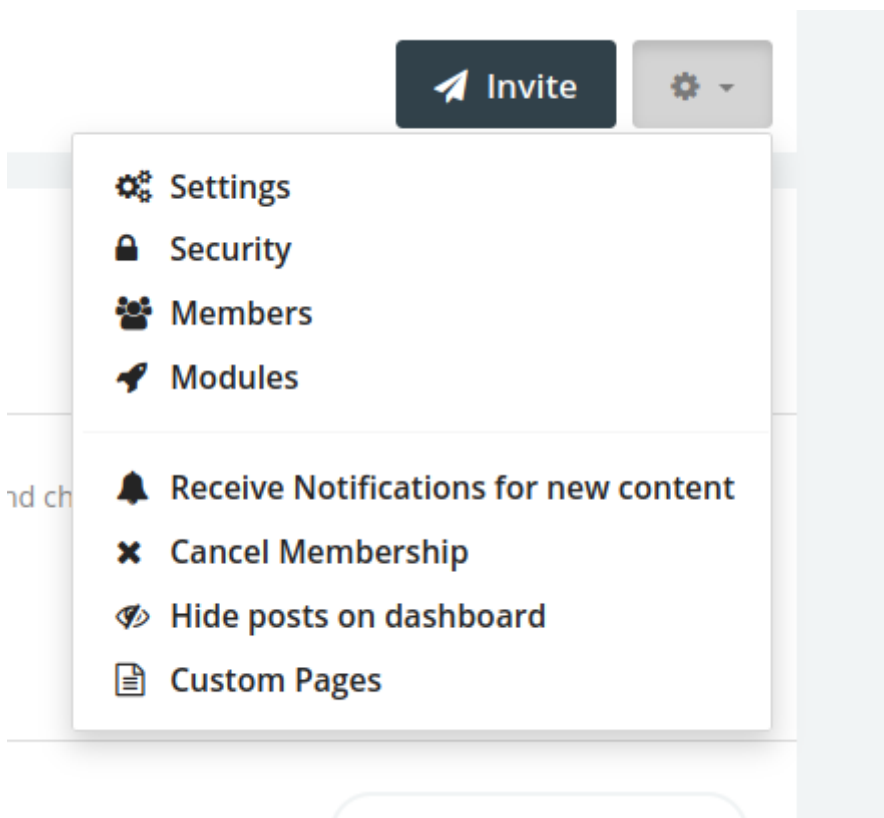
# Space hosts

## 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

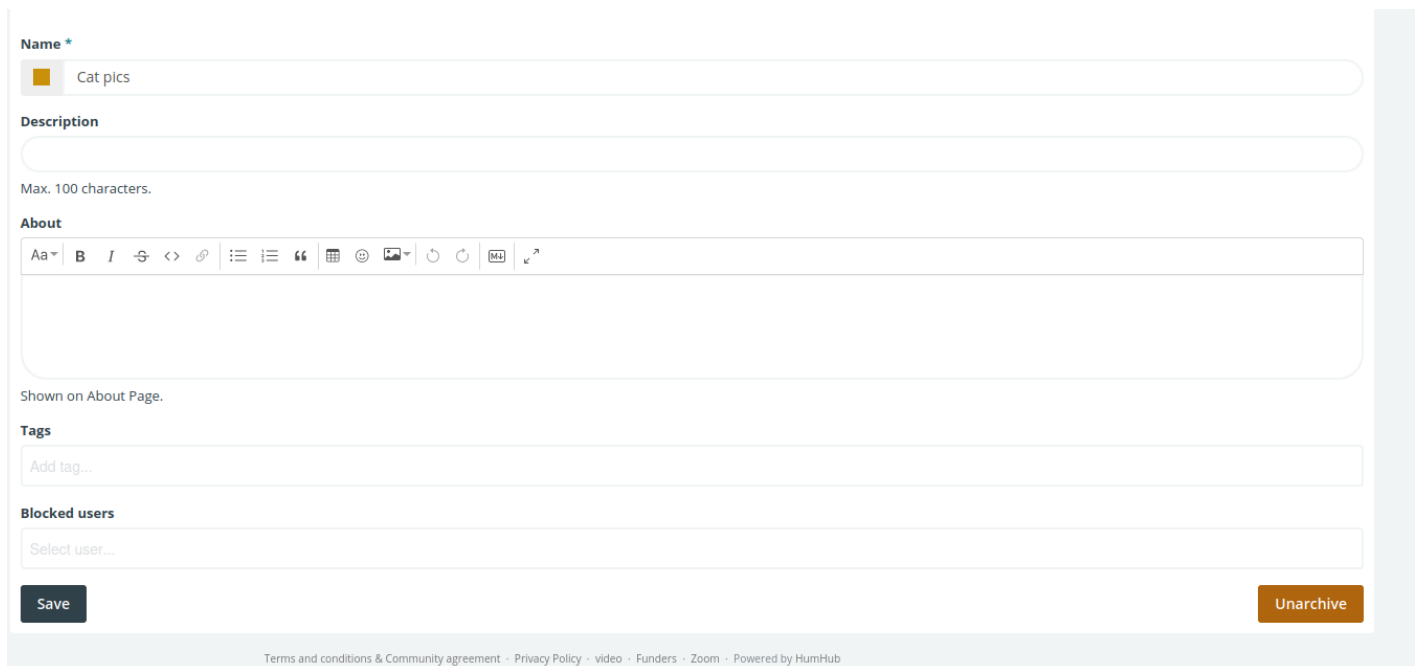
By default, users will have any posts in spaces they are members of added to their daily digest email.



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



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 'Description'. Below it, it says '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, fullscreen, help) and a text area.
- 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 on the left and an 'Unarchive' button on the right.

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.

# Vive Apps for mobile

Apps for Android and iOS are available.

The Android app can be [installed from the Play store](#)

The iPhone app can be installed from the [App store](#)

## If you use an Android or iOS phone you can now get Vive in your pocket, via the HumHub app!

Here's how to do it (text and pictures):

1. Go to the Google Play or app store and search for HumHub, or click one of the links above

PU8GBIhcBO8NNpbSrM1dCnwHSgMxAiqDXoH0CPZCqsVoqLpQ2Rtho3COQEhr8Cr52L5exnRvXS0Nuo

2. Install and Open HumHub

MDZRKSYLQd9c4xLRC4s6cBaqz5HT\_HtOo8sM-Fe4AGDWyIEHdMfaN9C51heamIUyF3i3k-fjxAOoA0Fg2

3. Enter the url - [vive.transitiontogether.org.uk](http://vive.transitiontogether.org.uk) and click Connect

bAnt4Q9cSgLW3MjnalOKM3jtNTNS7ivQpEQhV-lkb6CQNek-p-T\_uJHNYT\_ichW2cve2FpSRqTwxmCxxx

4. Now to log-in to Vive - click on Sign In/ Up

V1Oy0mF\_6UPhu1BIZH8dVp39jwnyGDVPghI8subhfkxcjuGYDZ01LqGbXFWFVkfifY6Oq344DxZ0i4A0z

5. Click on Transition Platform ID

h-A7meczXFn6-XLAMalldPDyxTX3SqOe\_nZa9lpzNlwcxlai0vqQp9plX5AIP96cfmubf369IKS2aijCW2tzYl

6. Enter your Email and Password and Sign In - (if you have any problems click on the red button to request our support)

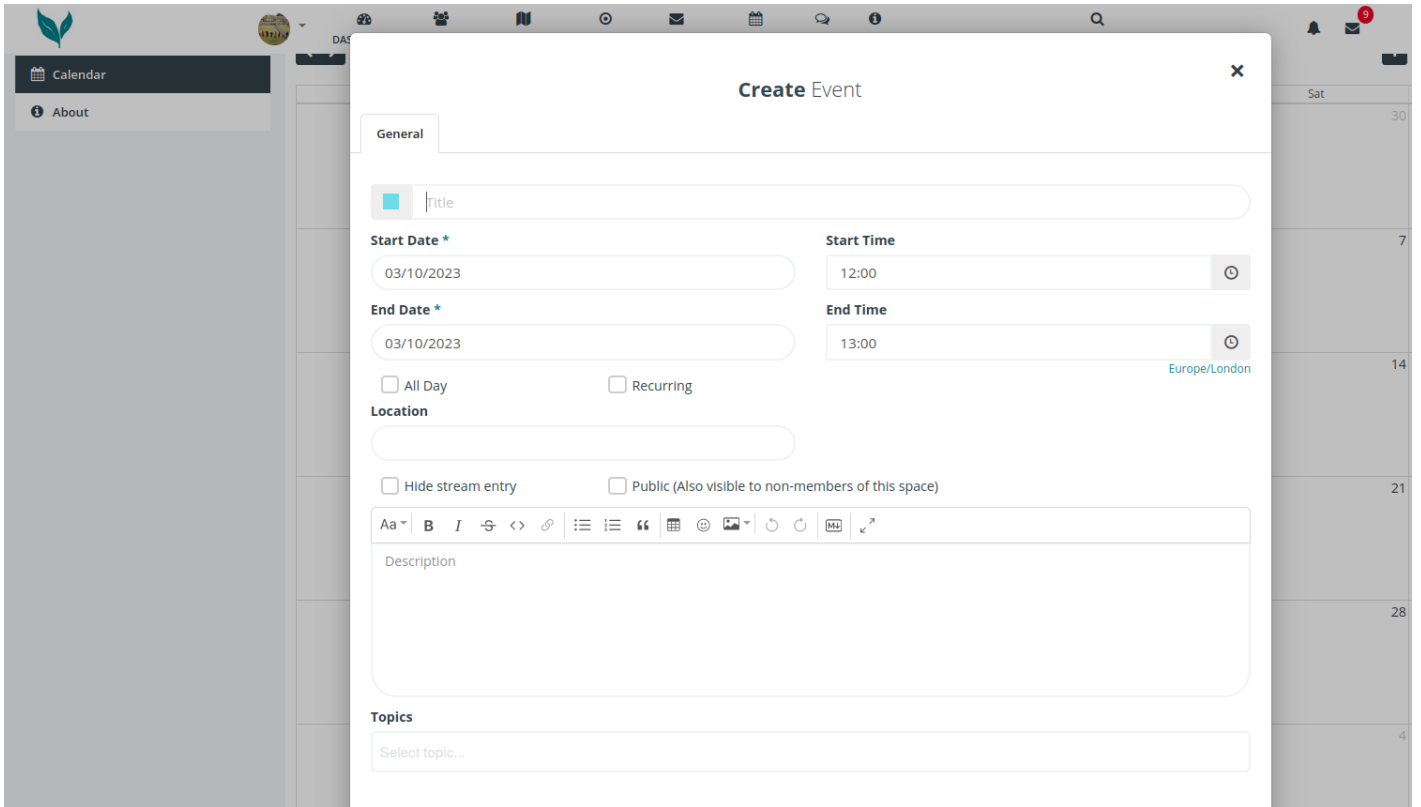
XWKfGU\_3qiKEHFGAlnmq-KNY\_rGIYFK2kXiwV1laCrPv1f632U4fpPJkTNcfrK\_tDqVI7Z7wpuQgETyffoc9n

**You're in! The HumHub app will remember the Vive url and your login details, so just click on the App and click Connect**

**whenever you want to pop by ?**

# Calendars

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.



The image shows a 'Create Event' modal form overlaid on a calendar interface. The form is titled 'Create Event' and has a close button (X) in the top right corner. It is divided into several sections:

- General**: Contains a color selection button (a small blue square) and a 'Title' input field.
- Start Date \***: A date input field with the value '03/10/2023'.
- Start Time**: A time input field with the value '12:00' and a clock icon.
- End Date \***: A date input field with the value '03/10/2023'.
- End Time**: A time input field with the value '13:00' and a clock icon.
- Options**: Two checkboxes, 'All Day' and 'Recurring', both of which are currently unchecked.
- Location**: A text input field.
- Visibility**: Two checkboxes, 'Hide stream entry' and 'Public (Also visible to non-members of this space)', both of which are currently unchecked.
- Description**: A rich text editor with a toolbar containing icons for text formatting (Aa, B, I, U, link, unlink, list, list, quote, calendar, emoji, image, video, refresh, undo, redo) and a text area with the placeholder text 'Description'.
- Topics**: A dropdown menu with the placeholder text 'Select topic...'.

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



Select calendars

- My profile
- My spaces
- Followed spaces
- Followed users

Filter events

- I'm attending
- My events

Filter by types



< Today

23 - 29 Oct 2023

+ Month Week Day List

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.

# Calendar export to Google calendar

The screenshot shows a web-based calendar interface. At the top, there is a navigation bar with icons for MY SPACES, DASHBOARD, PEOPLE, MEMBERS MAP, SPACES, CALENDAR (highlighted), MESSAGES, HELP, and CHAT. On the right, there are notification and profile icons. Below the navigation bar, the calendar is displayed in a month view for September 2022. The calendar grid shows dates from 29th to 18th. Two events are visible on September 14th: '15:30 Creating an ITC space d' and '16 Update test'. The interface also includes filter options for calendars and events, and a 'Filter by types' dropdown menu.

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>

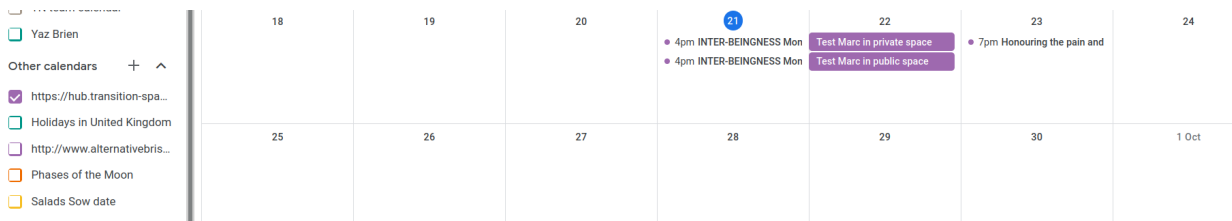


Copy to clipboard

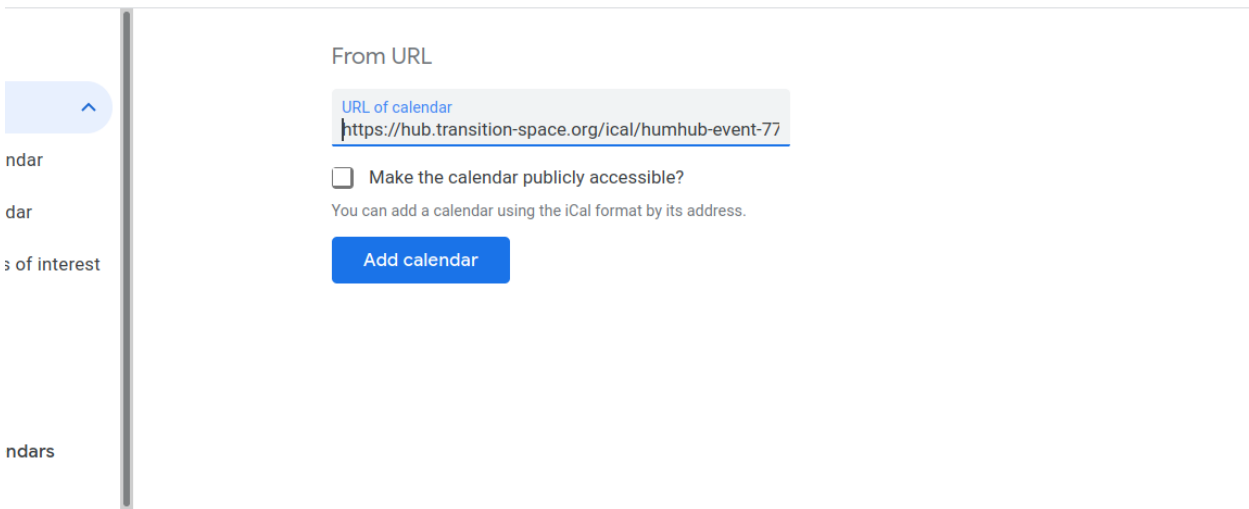
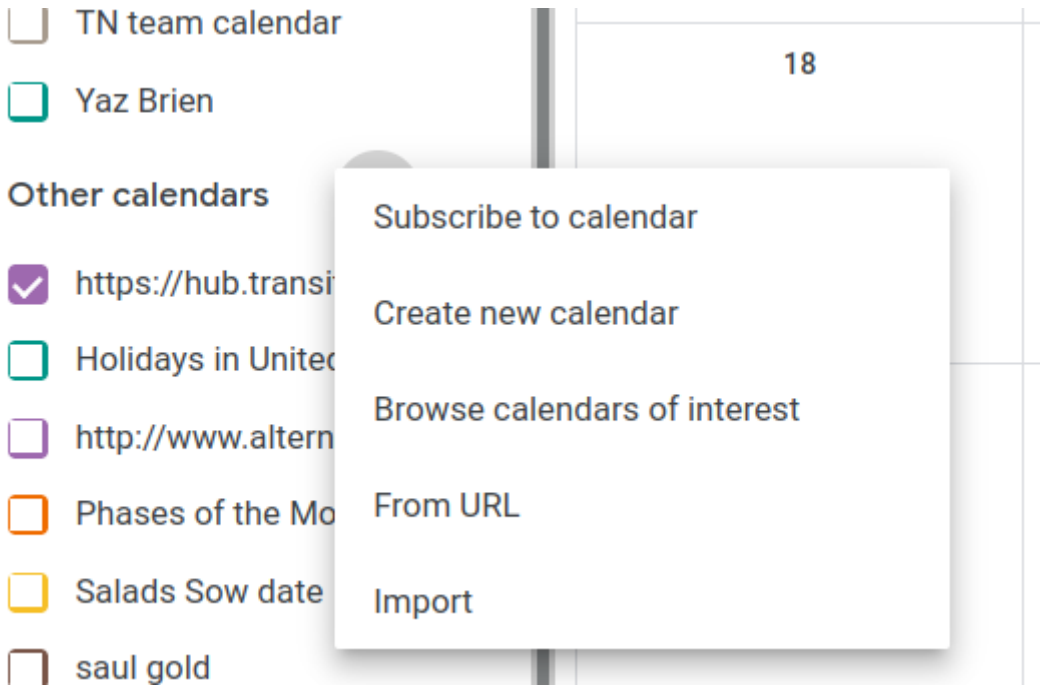
Copy to clipboard.

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

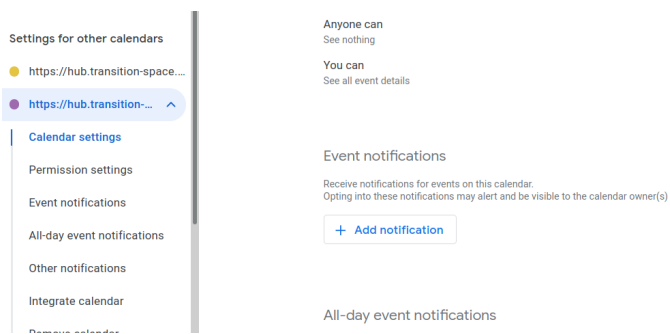
In the left is + icon next to 'other calendars'



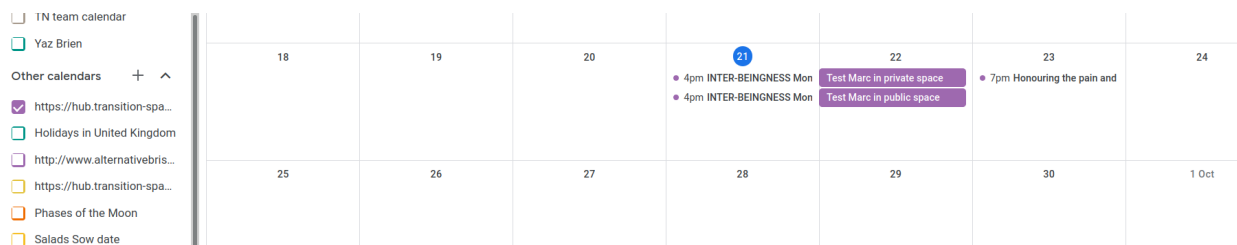
Select 'from URL' menu option, into which you paste the URL (link)



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

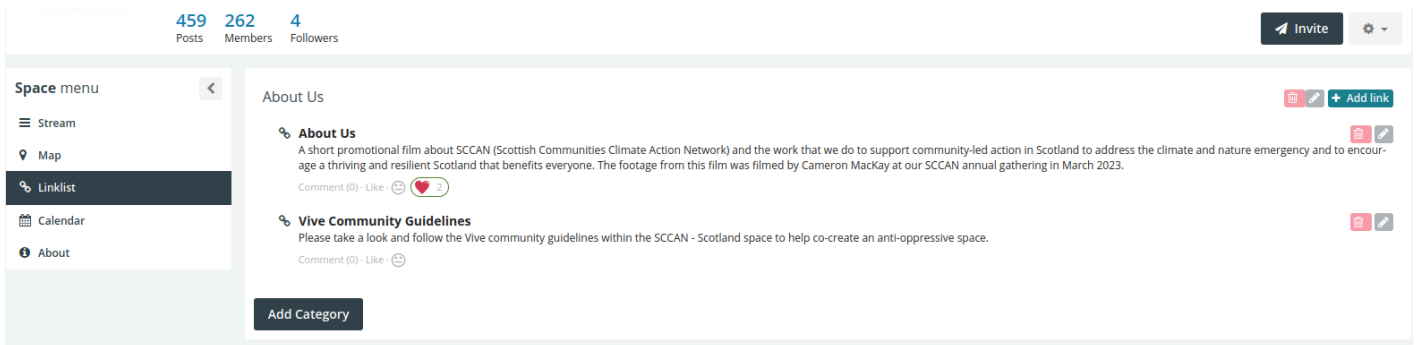
# Group video calls

Please [see here](#)

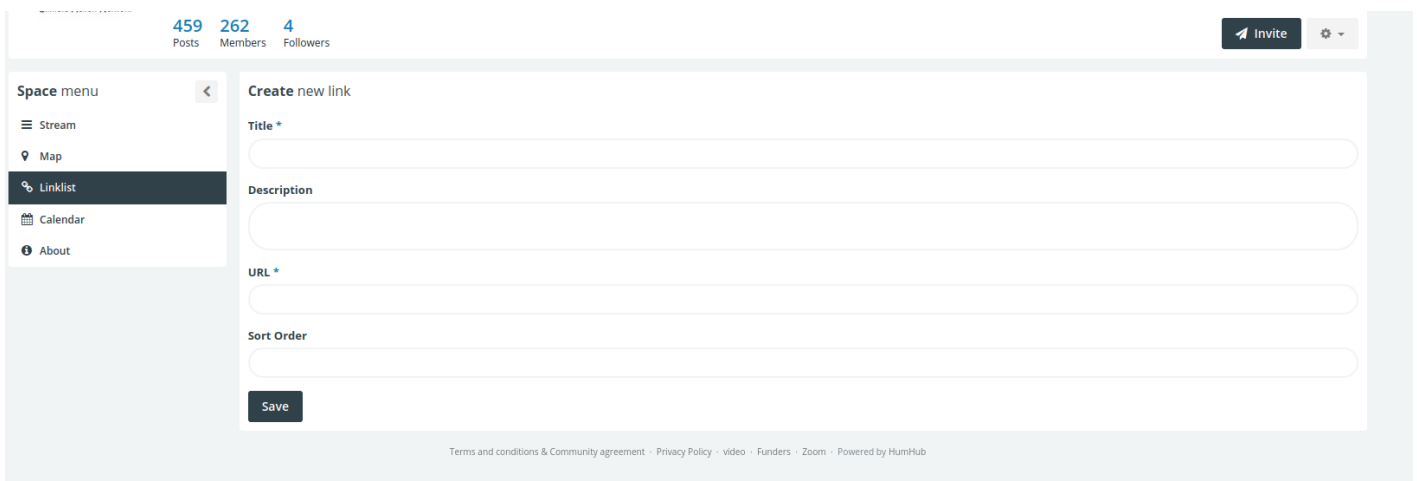
# Linklist

If you have linklist enabled in your space you can

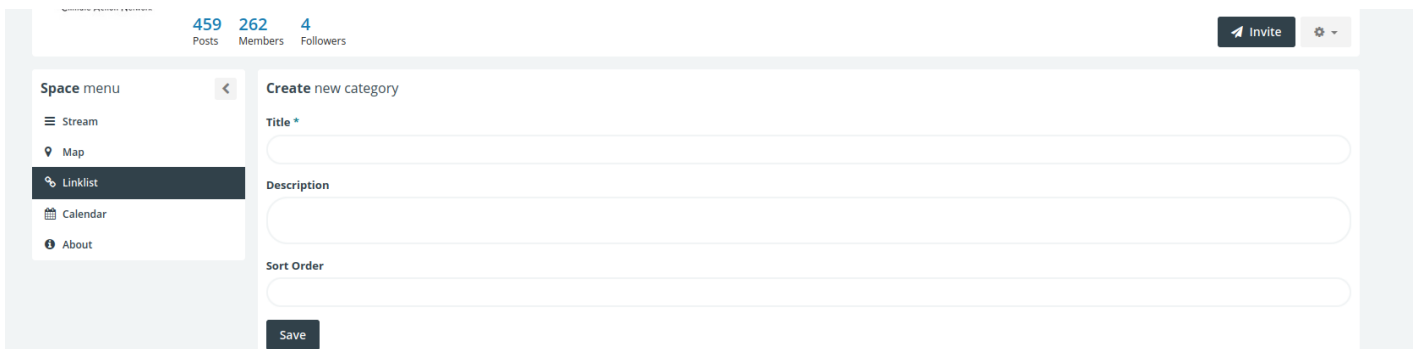
- Add links and comment on links others have posted
- Organize links in categories



Below the new link interface



Below the new category interface



# Polls

Stop discussing, let the votes speak for themselves. The Polls module allows you to resolve disputes quickly. Let the majority decide, or just get an opinion on your urgent questions.

In spaces where polls are enabled you will see the option in the top right tab of the post window.

The screenshot shows a poll creation interface within a post window. At the top right, there are tabs for 'Post', 'Q&A', and 'Poll', with 'Poll' selected. The main question is 'Should we complete the documentation?'. Below the question is a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, code), link, list, quote, table, emoji, image, undo, redo, video, and link. The editor contains the text 'How important is completing the documentation?'. Underneath, the 'Answers' section lists three options: 'Yes pretty soon', 'Sometime', and 'No one reads it anyway'. Each option has a trash icon to its right. Below the answers are four checkboxes: 'Multiple answers per user', 'Anonymous Votes?', 'Display answers in random order', and 'Hide results until poll is closed?'. At the bottom left is a 'Submit' button, and at the bottom right is a settings gear icon.

## Overviews

- Offer single or multiple choice
- Hide the results until the poll is closed
- Vote anonymously
- Discuss the results in the comments



# Files

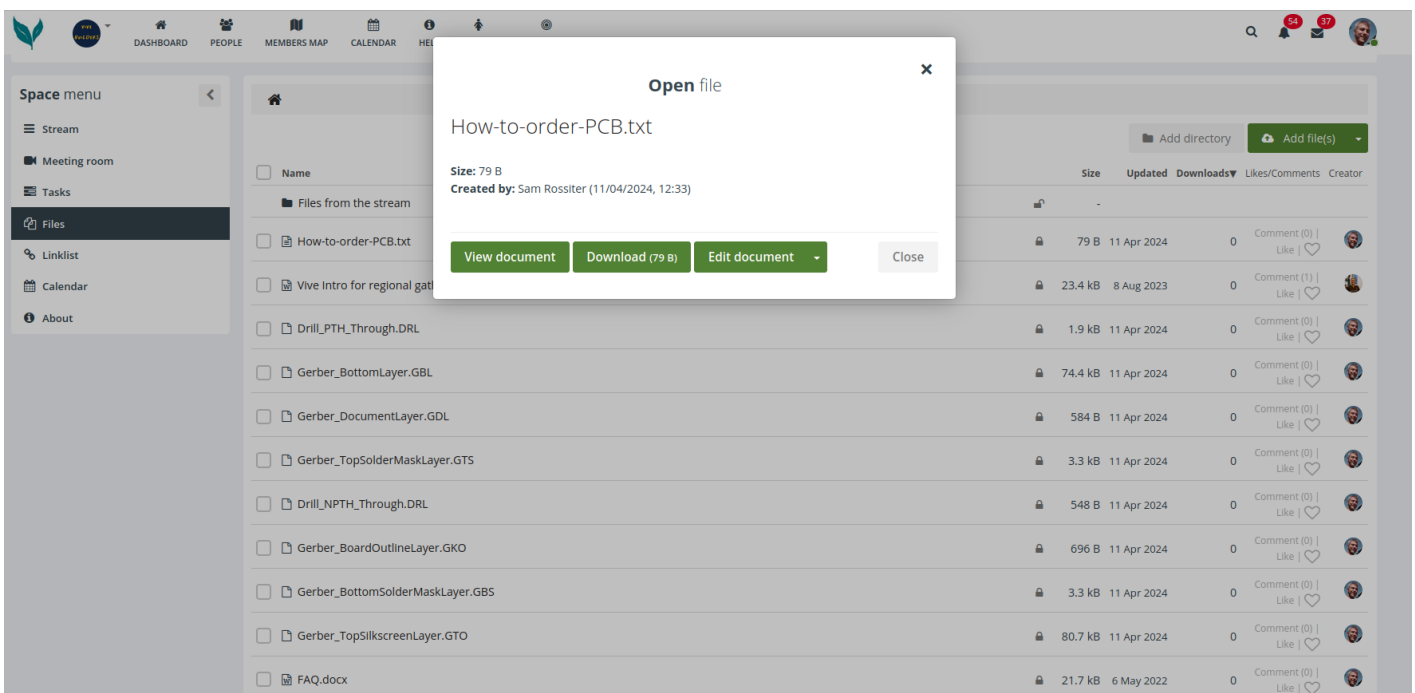
## Files

Enhance your network's efficiency with the Files Module, a complete solution for easy file management. This module enables you to manage and share important files throughout your network and team.

## Key Features

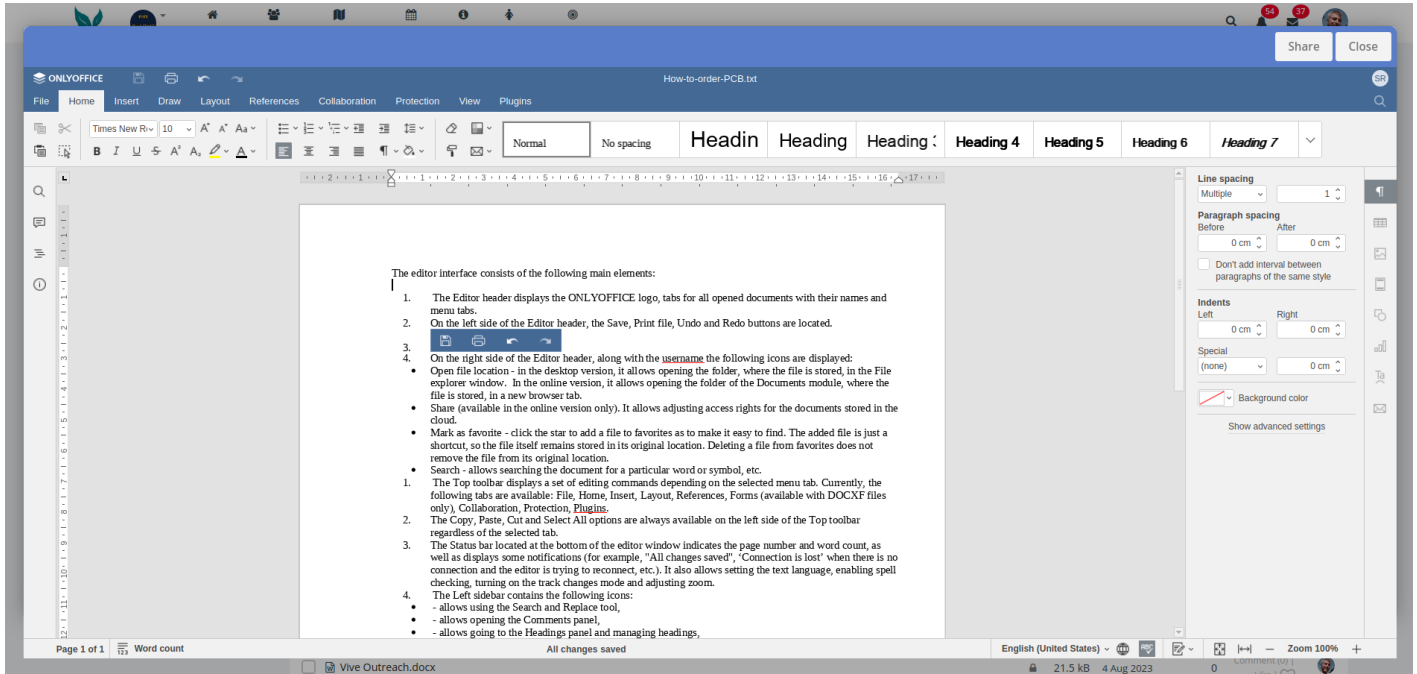
- **File Overview:** Get instant access to all files from your stream and profile.
- **Interact:** Comment on and like files for better collaboration and feedback.
- **Folder Structure:** Organize your files into unlimited folders and subfolders.
- **Migration:** Effortlessly move files and folders within your network.
- **File Info:** Always visible information about the creator, editor, and creation date.
- **Import Files:** Import files and folder structures directly from a .zip file.
- **Export Files:** Download folders and files in bulk as a .zip file.

In the files tab you will see a list of all files that are available within your space. If you click on them you will be asked if you want to view, download or edit the document



# Editor

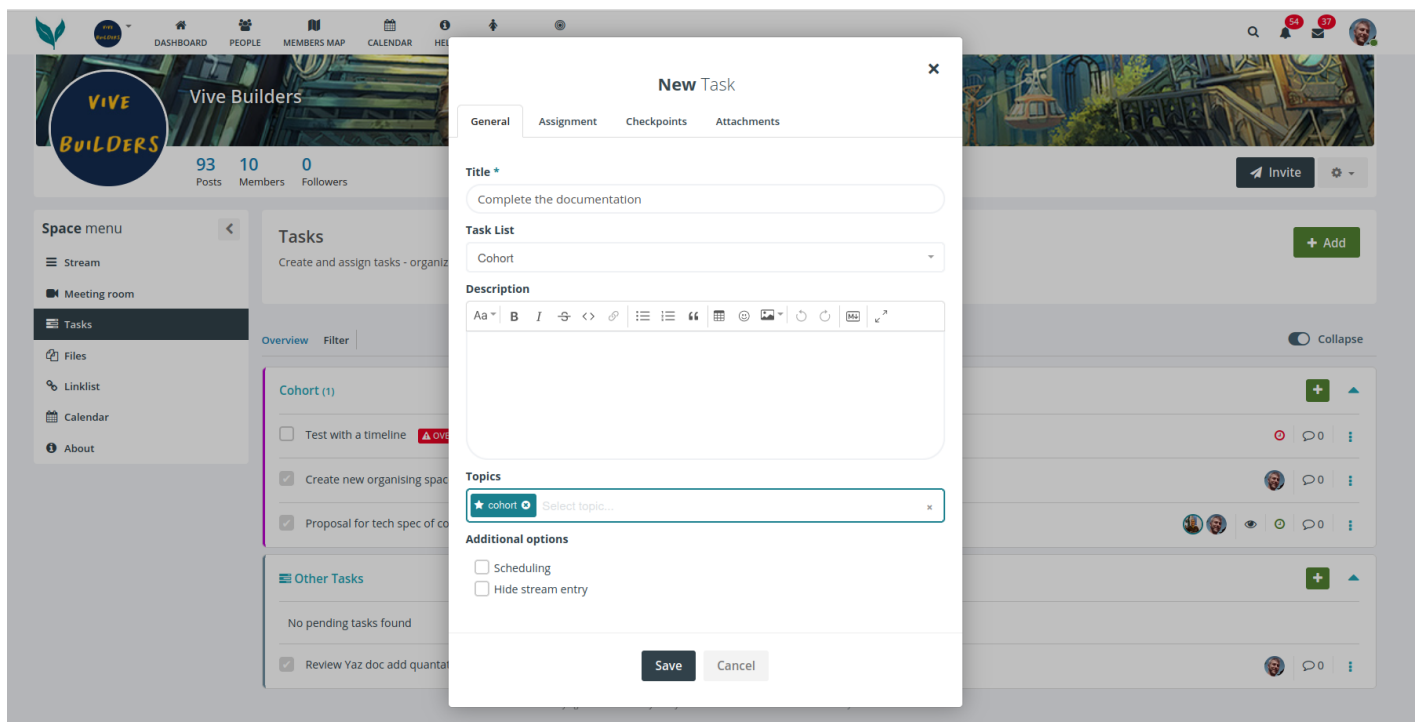
If you select edit document you will see an editor interface open



For further help using the editor check the [Only Office documentation](#)

# Task Manager

The tasks module allows you to create and manage projects and their tasks. You can collaborate on projects, users can create tasks and assign them to other users. Organise your team, optimize internal workflows and processes and keep track of your objectives. The intuitive to use module offers all main functions of a basic project management tool.



## 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
- Like and comment functions

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

# Chat (Mattermost)

Please [see here](#)

# Timezone

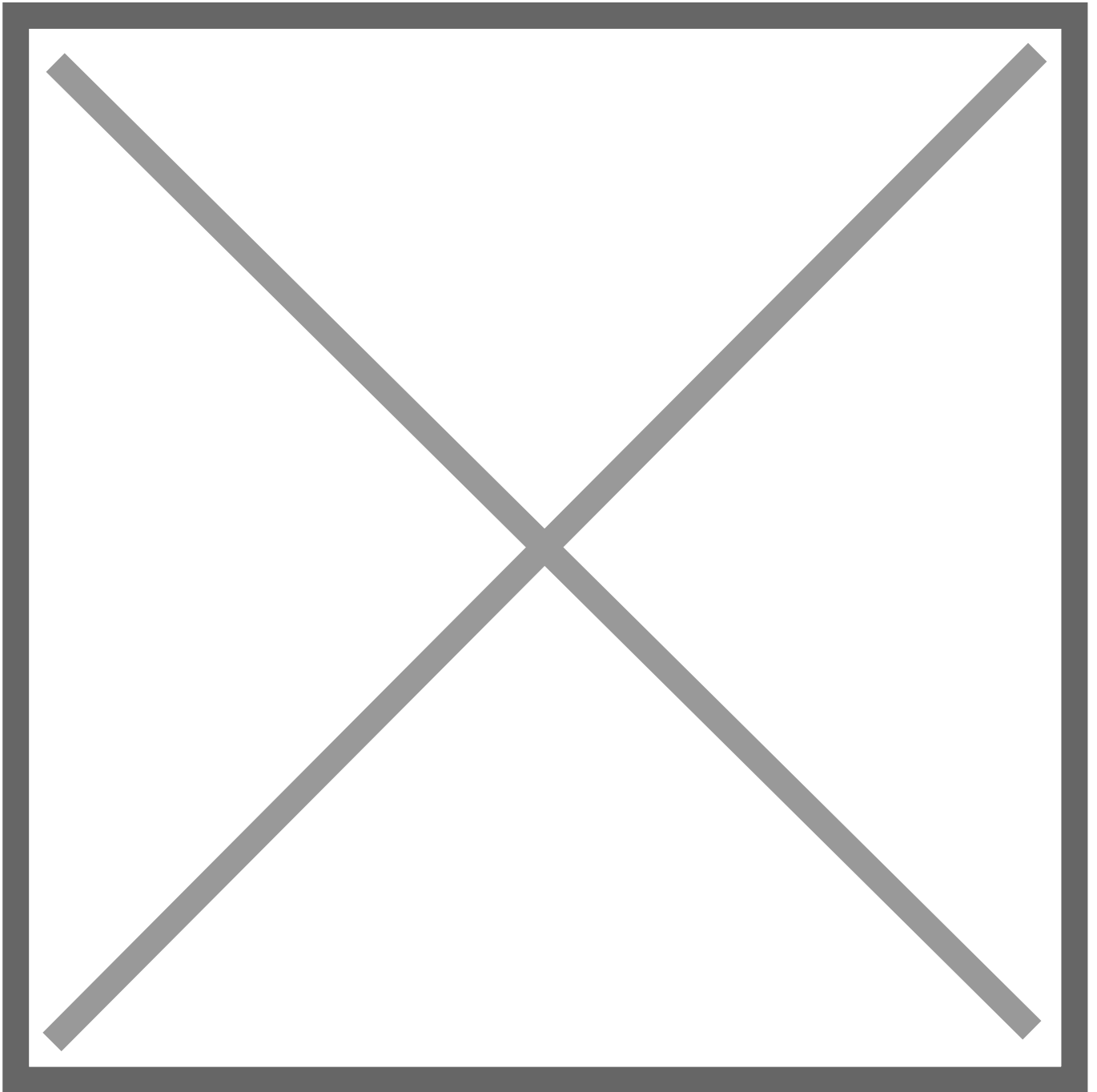
When you signed up you set a local timezone. That can be changed [here](#)

Calendar entries are displayed in your local timezone.

# 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

# Privacy & data protection

Please see the policy here <https://vive.transitiontogether.org.uk/legal/page/view?pageKey=terms>

# Deleting account

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

# Further help

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