

# 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 with a top navigation bar containing icons for My Spaces, Dashboard, People, Members Map, Spaces (active), Messages, Calendar, Chat, Help, and a profile picture. Below the navigation bar, the 'Spaces' section is titled, followed by a search bar and filters for 'Sorting' (Oldest first) and 'Status' (Any). The main content area features 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>

# Request a space

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

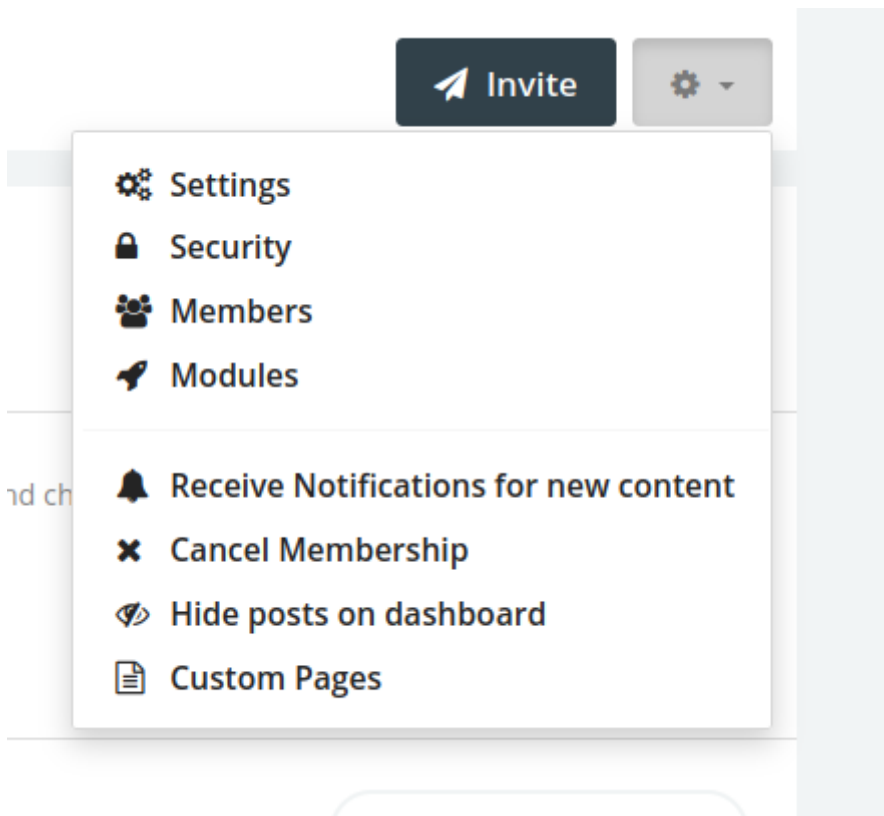
# Space hosts

## 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



# Apps for mobile

Apps for Android and iOS are available.

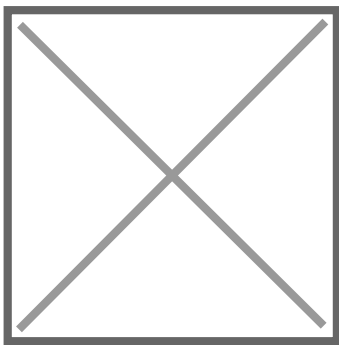
The Android app can be installed from the Play store

The iPhone app can be installed from the App store

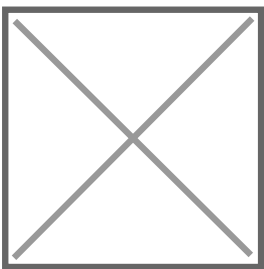
**If you use an Android or iOS phone you can now get Vive in your pocket, via the HumHub app!**

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

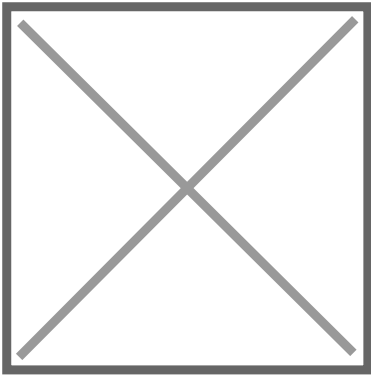
1. Go to the Google Play or app store and search for HumHub, or click one of the links above



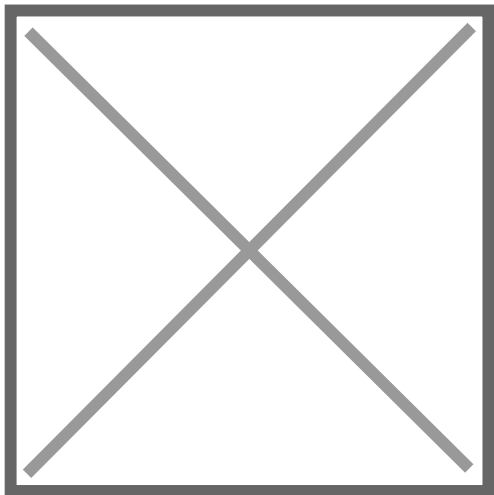
2. Install and Open HumHub



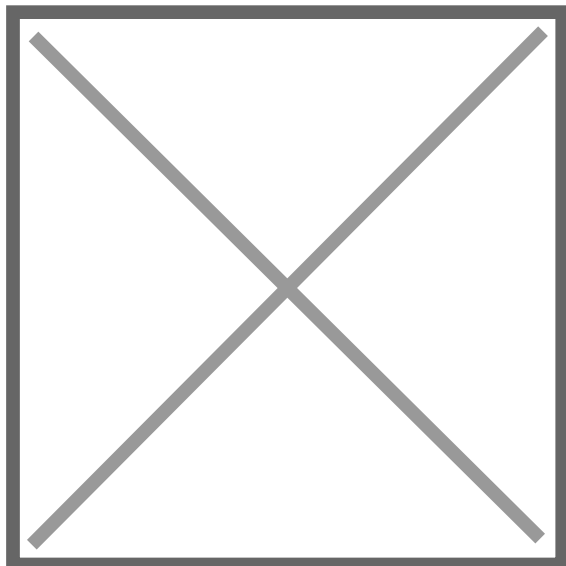
3. Enter the url - **vive.transitiontogether.org.uk** and click Connect



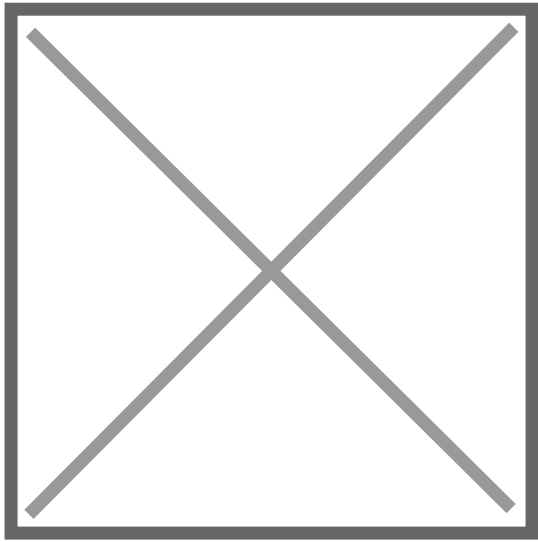
4. Now to log-in to Vive - click on Sign In/ Up



5. Click on Transition Platform ID



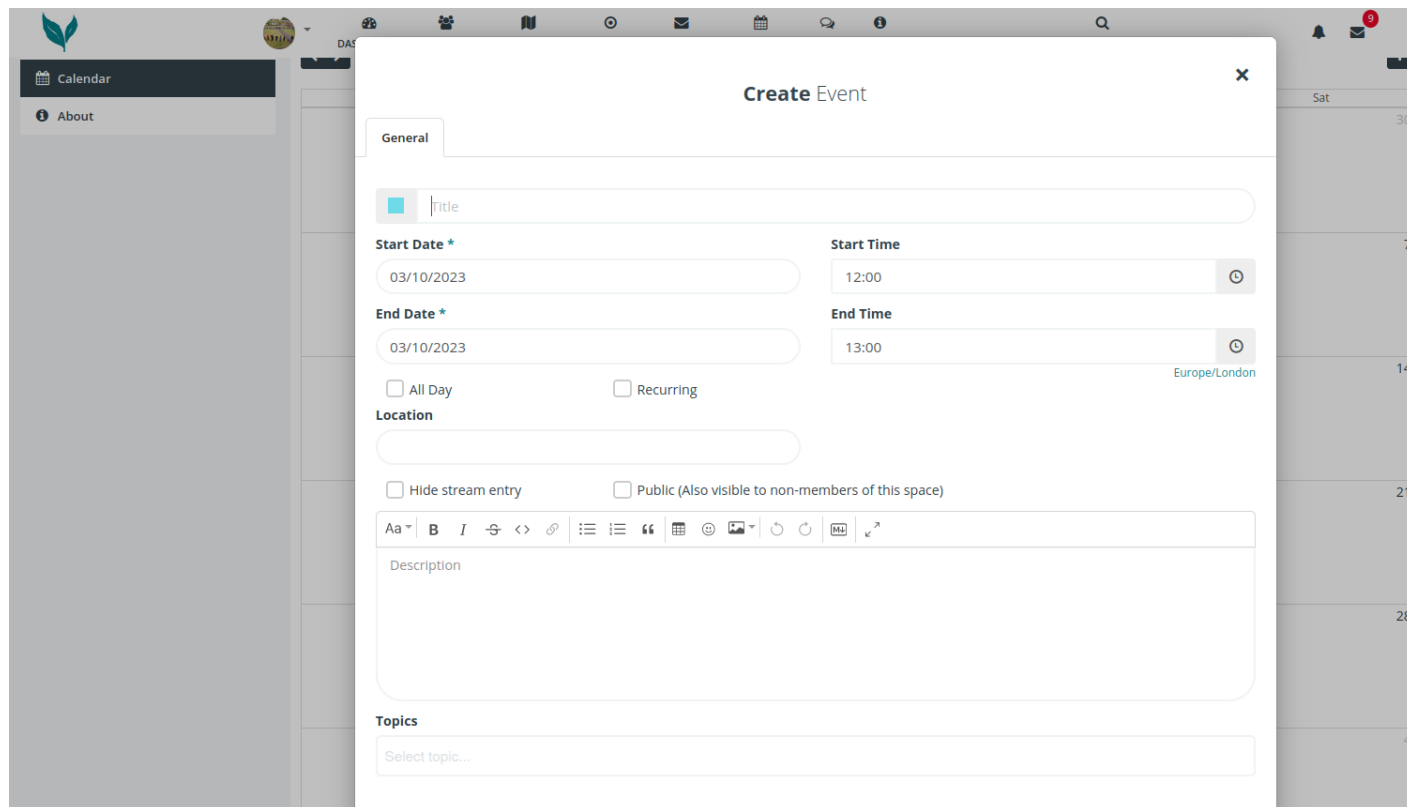
6. Enter your Email and Password and Sign In - (if you have any problems click on the red button to request our support)



**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 screenshot shows a 'Create Event' modal window overlaid on a calendar interface. The modal has a title bar with 'Create Event' and a close button. It contains several sections for event details:

- General** (selected tab)
- Title**: A text input field with a small blue square icon to its left.
- Start Date \***: A date picker showing '03/10/2023'.
- Start Time**: A time picker showing '12:00' with a clock icon.
- End Date \***: A date picker showing '03/10/2023'.
- End Time**: A time picker showing '13:00' with a clock icon.
- Location**: A text input field.
- Options**: Two checkboxes, 'All Day' and 'Recurring', both currently unchecked.
- Visibility**: Two checkboxes, 'Hide stream entry' and 'Public (Also visible to non-members of this space)', both currently unchecked.
- Description**: A rich text editor with a toolbar containing various icons (bold, italic, link, unlink, list, quote, image, video, etc.) and a large text area.
- Topics**: A dropdown menu with the placeholder text 'Select topic...'.

The background shows a calendar grid with dates from Saturday to Sunday. The left sidebar has a 'Calendar' tab and an 'About' link.

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



MY SPACES

DASHBOARD

PEOPLE

MEMBERS MAP

SPACES




MESSAGES

CALENDAR

CHAT

HELP

SEARCH



Select calendars

☐ My profile

☐ My spaces

☐ Followed spaces

☐ Followed users

Filter events

☐ I'm attending

☐ My events

Filter by types

Select...

Download

Settings

< > Today

23 - 29 Oct 2023

+

Month

Week

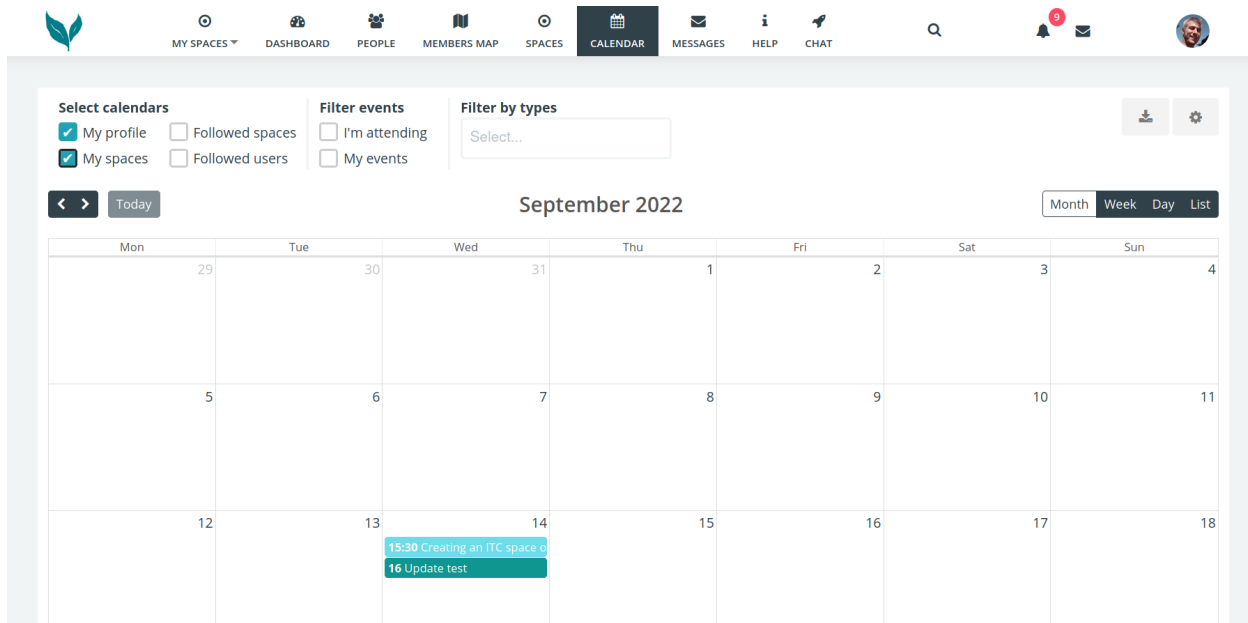
Day

List

Monday		23 October 2023
all-day	<div></div> Deadline: Review task management	
all-day	<div></div> Transition Facilitators Training	
15:00 - 17:00	<div></div> HHC sorting meeting	
16:30 - 20:00	<div></div> Heart@Work Regenerative Co-Working Sprints	
18:00 - 19:30	<div></div> Reunião Semanal	
Tuesday		24 October 2023
all-day	<div></div> Deadline: Review task management	
all-day	<div></div> Transition Facilitators Training	
Wednesday		25 October 2023
all-day	<div></div> Deadline: Review task management	
all-day	<div></div> Transition Facilitators Training	
Thursday		26 October 2023
all-day	<div></div> Deadline: Review task management	

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

# 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>

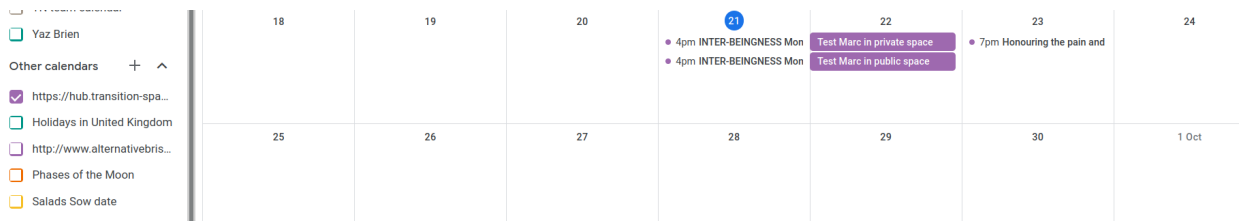


Copy to clipboard

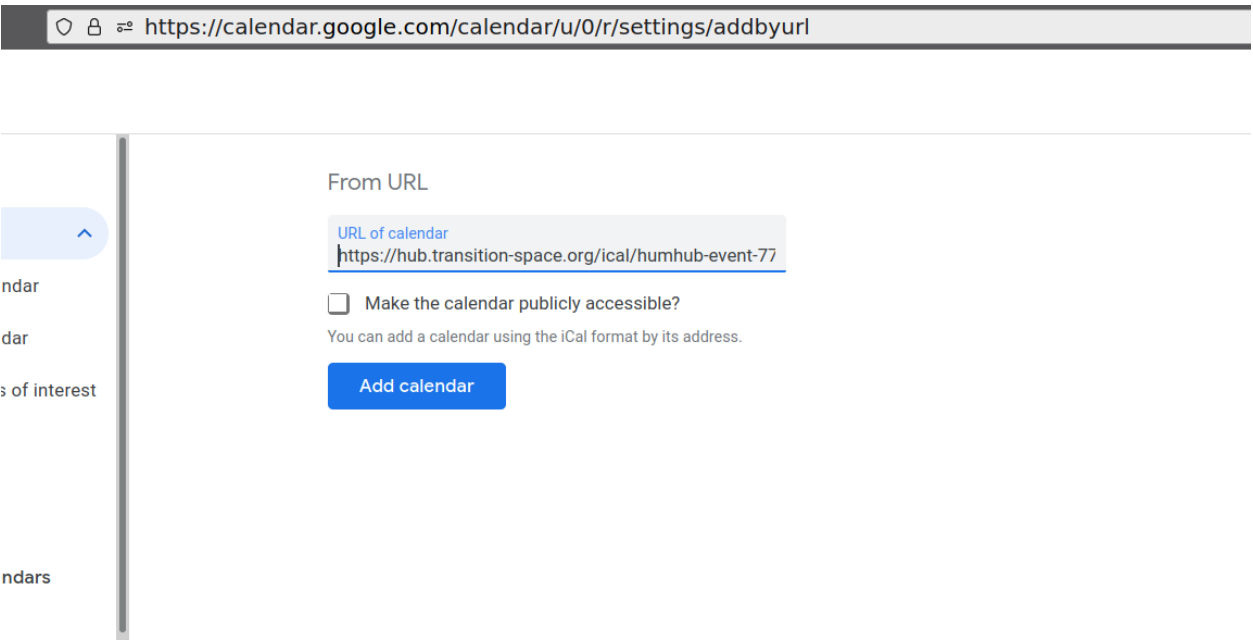
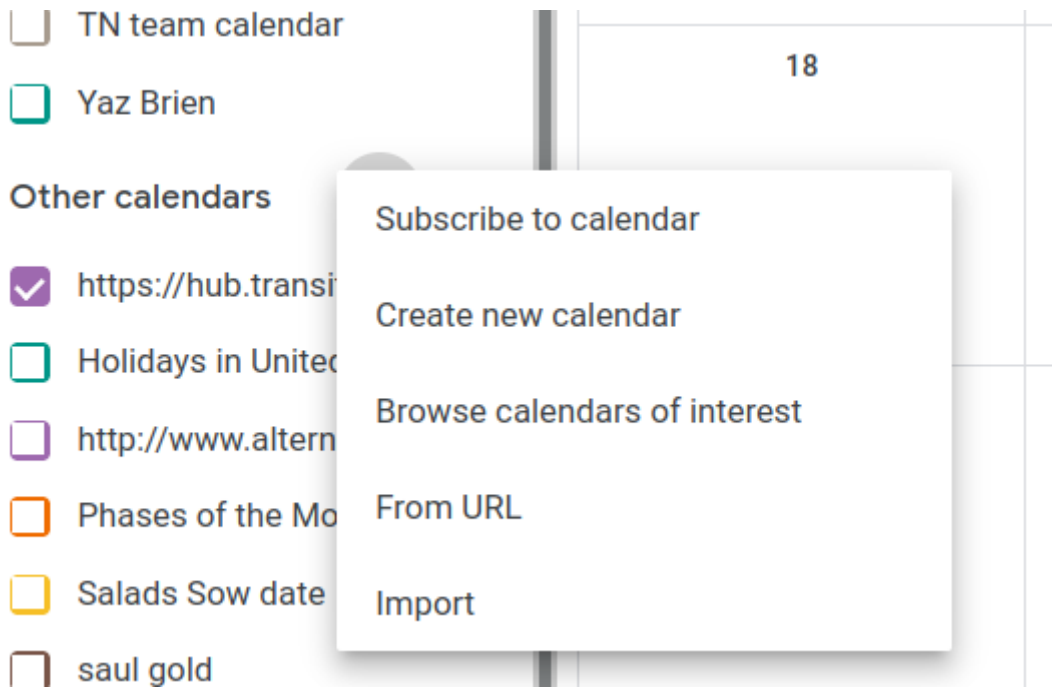
Copy to clipboard.

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

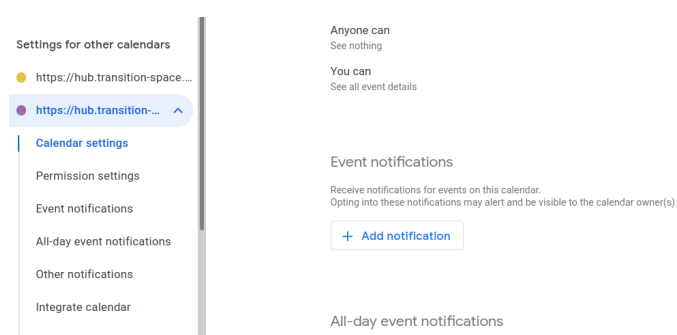
In the left is + icon next to 'other calendars'



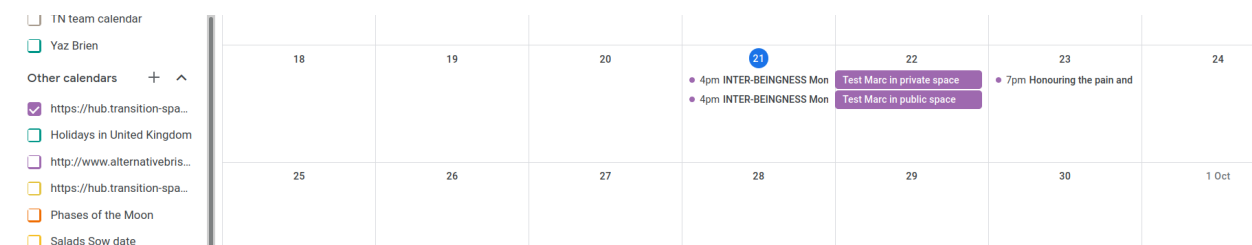
Select 'from URL' menu option, into which you paste the URL (link)



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

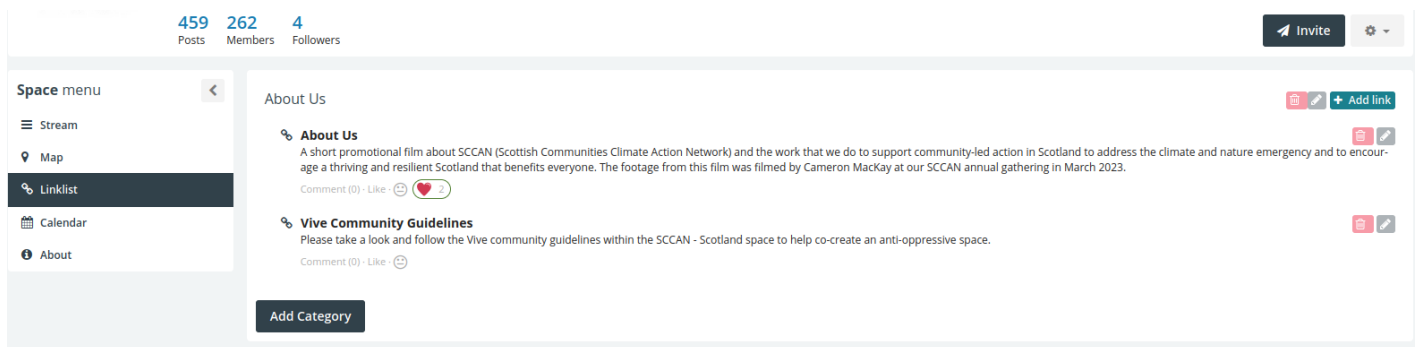
# Group video calls

Please [see here](#)

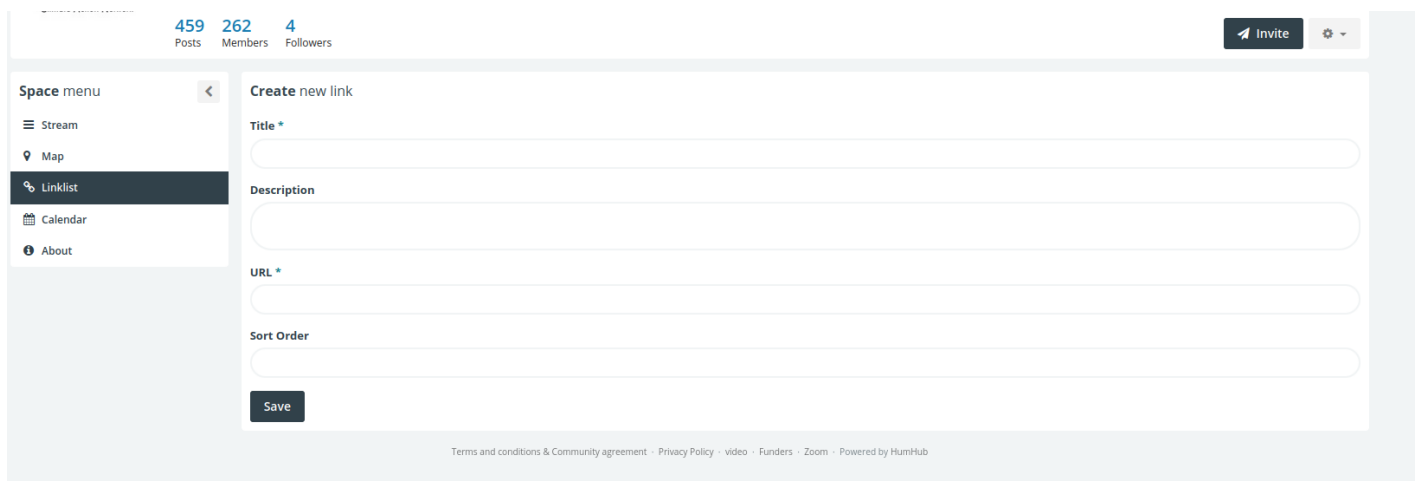
# Linklist

If you have linklist enabled in your space you can

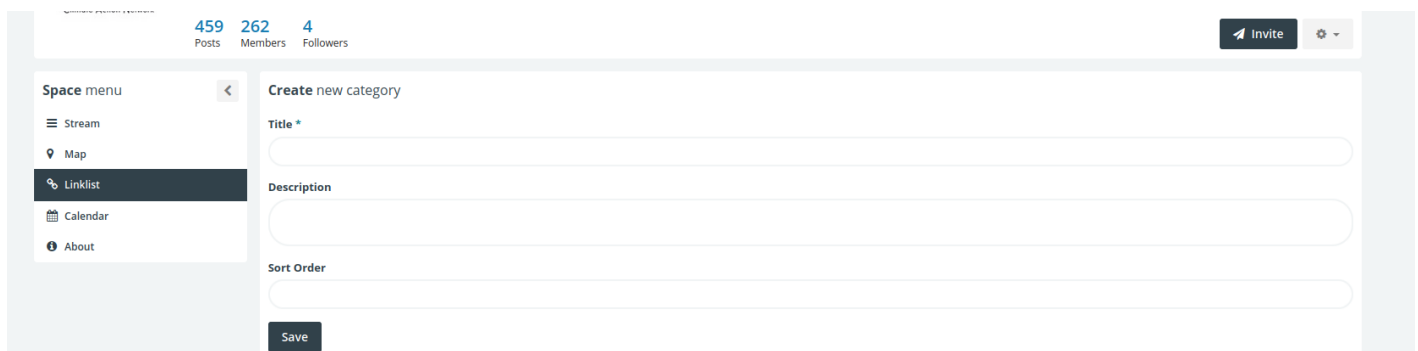
- Add links and comment on links others have posted
- Organize links in categories



Below the new link interface



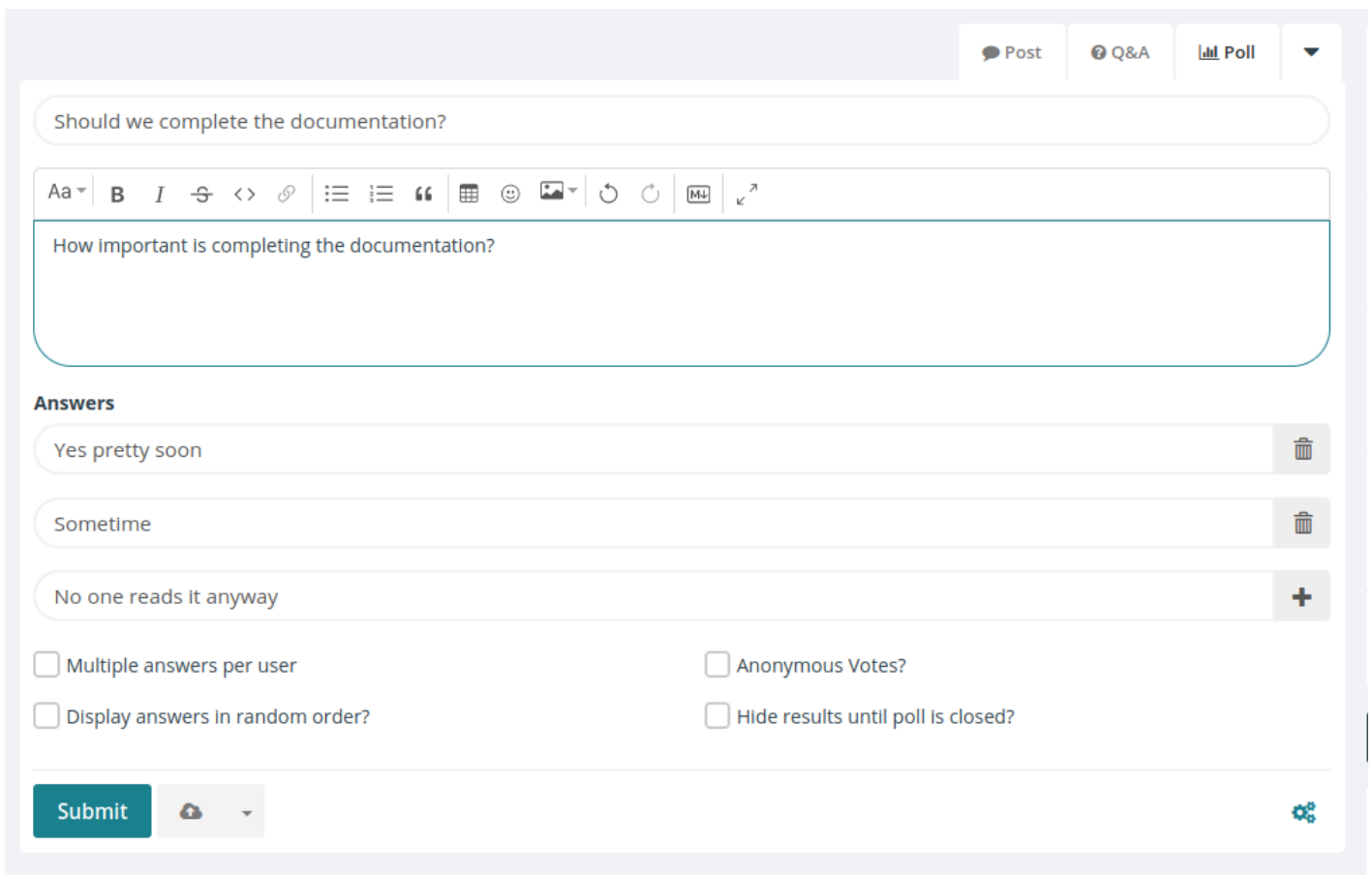
Below the new category interface



# 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 displays the Polls module interface. At the top, there are tabs for 'Post', 'Q&A', and 'Poll'. The 'Poll' tab is selected. Below the tabs, there is a text input field containing the question: 'Should we complete the documentation?'. Below the question, there is a rich text editor with various formatting options (bold, italic, link, etc.) and a text area containing the question: 'How important is completing the documentation?'. Below the text area, there is a section titled 'Answers' with a list of three answers: 'Yes pretty soon', 'Sometime', and 'No one reads it anyway'. Each answer has a trash icon to its right. Below the answers, there are four checkboxes: 'Multiple answers per user', 'Anonymous Votes?', 'Display answers in random order', and 'Hide results until poll is closed?'. At the bottom, there is a 'Submit' button and a settings icon.

Should we complete the documentation?

How important is completing the documentation?

**Answers**

Yes pretty soon

Sometime

No one reads it anyway

☐ Multiple answers per user

☐ Anonymous Votes?

☐ Display answers in random order?

☐ Hide results until poll is closed?

Submit

## Overviews

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



# Files

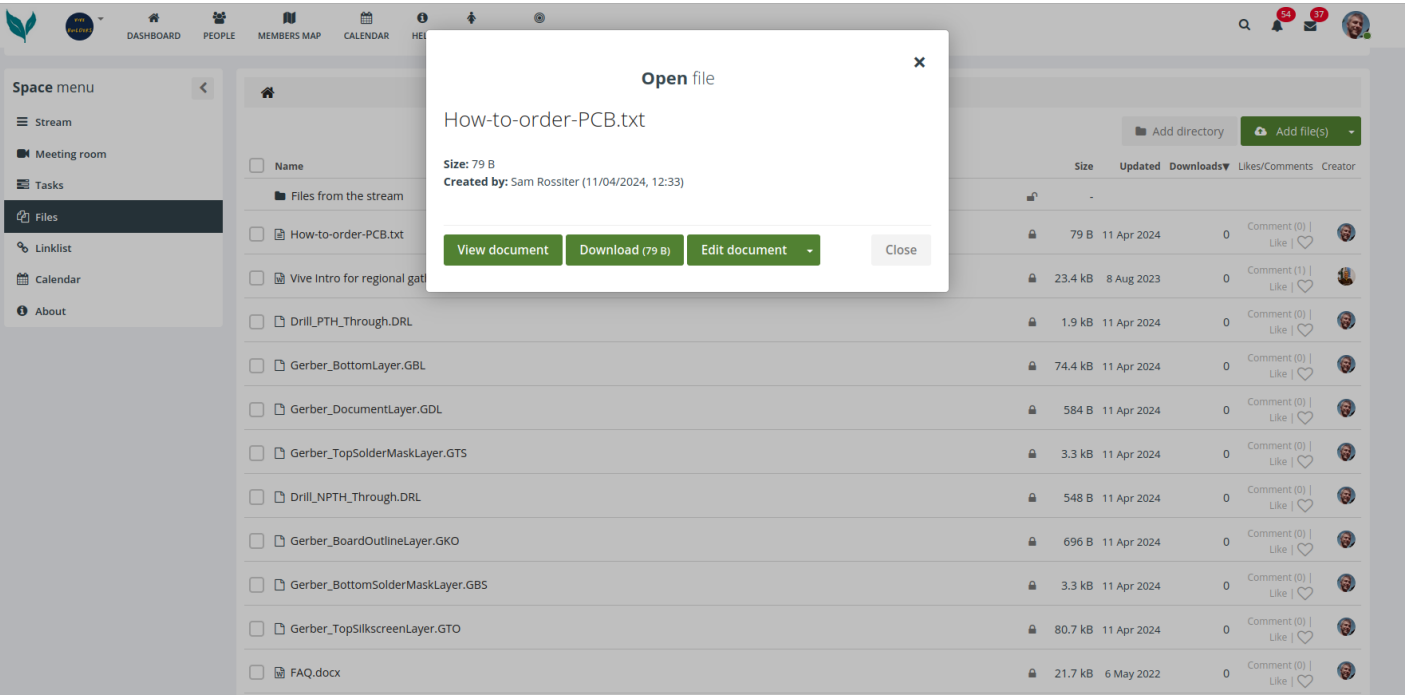
# Files

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

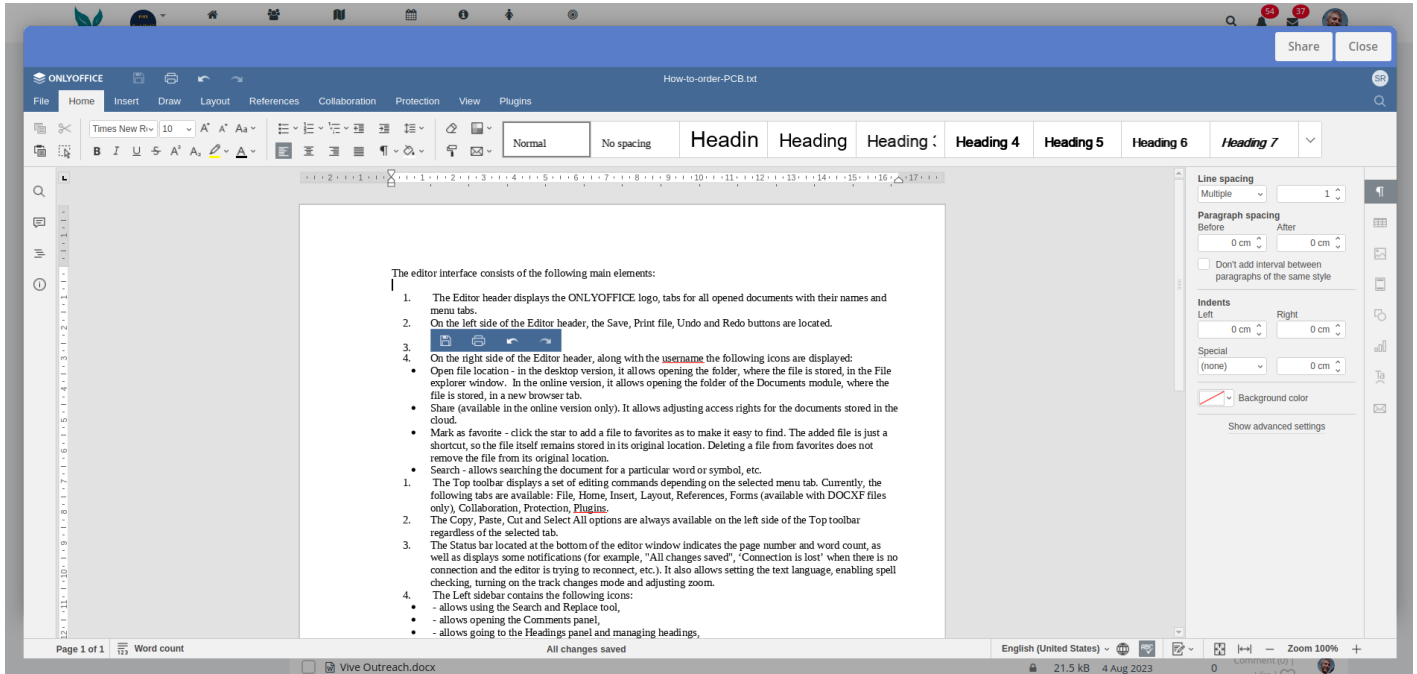
- **File Overview:** Get instant access to all files from your stream and profile.
- **Interact:** Comment on and like files for better collaboration and feedback.
- **Folder Structure:** Organize your files into unlimited folders and subfolders.
- **Migration:** Effortlessly move files and folders within 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

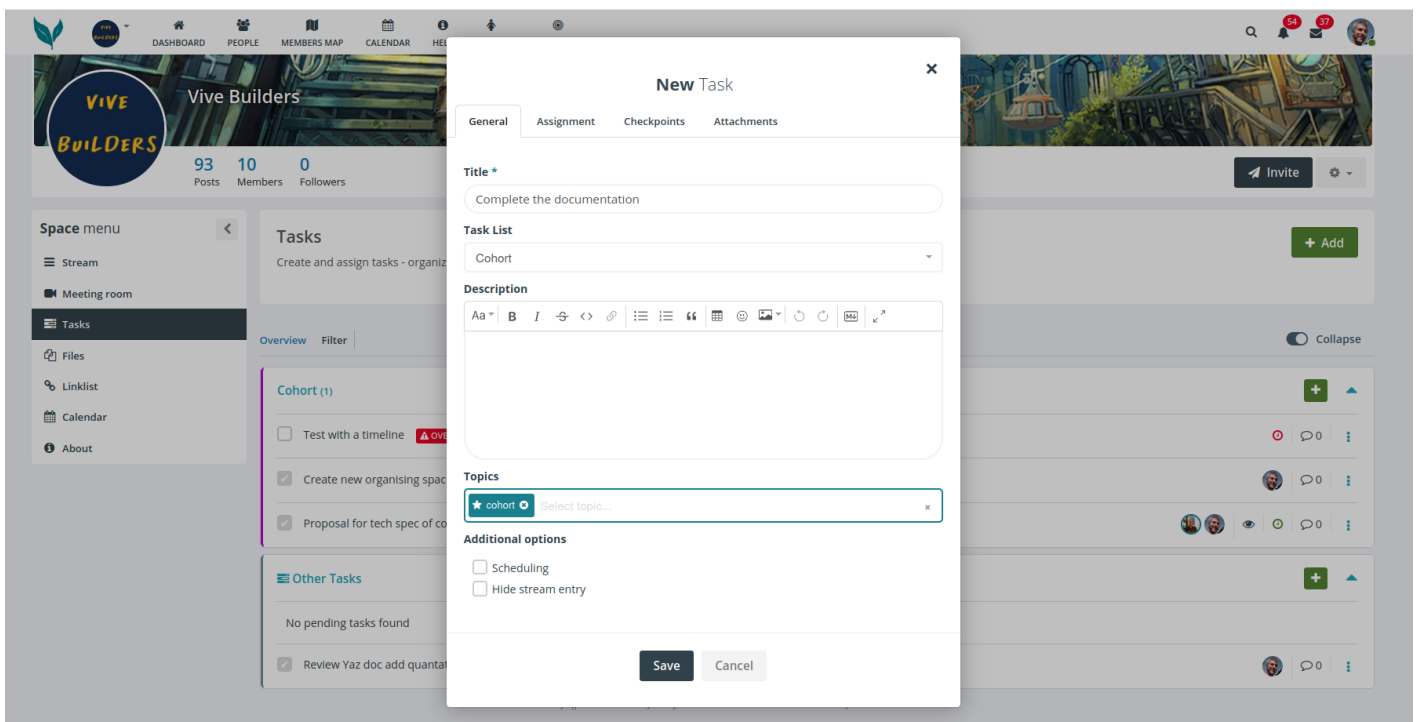
If you select edit document you will see an editor interface open



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

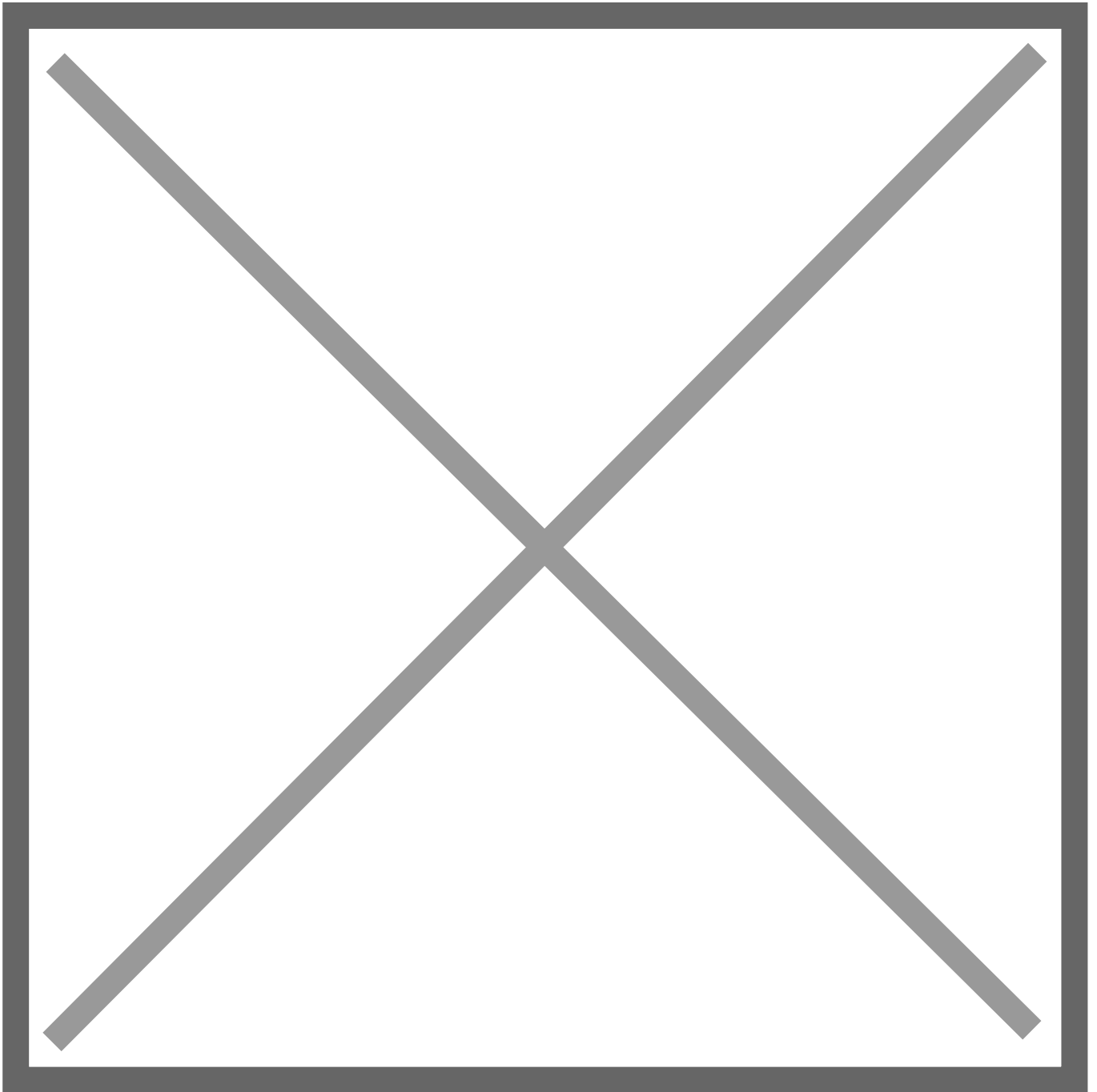
When you signed up you set a local timezone. That can be changed [here](#)

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>