User guide

- Introduction
- Spaces
- Request a space
- Space hosts
- Vive Apps for mobile
- Calendars
- Calendar export to Google calendar
- Group video calls
- Linklist
- Polls
- Files
- Task Manager
- Chat (Mattermost)
- Timezone
- Translation
- Privacy & data protection
- Deleting account
- Further help

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

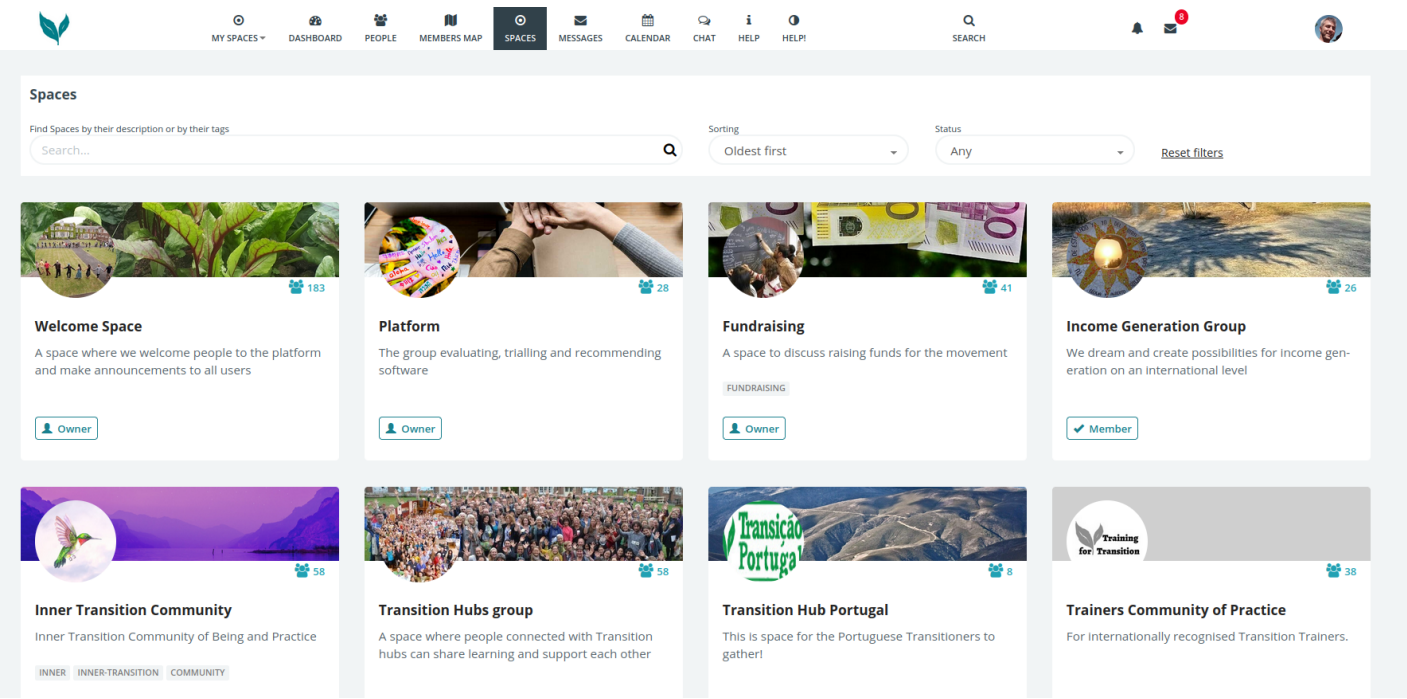
If you need help then ask the Space host of the space you're in

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.



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

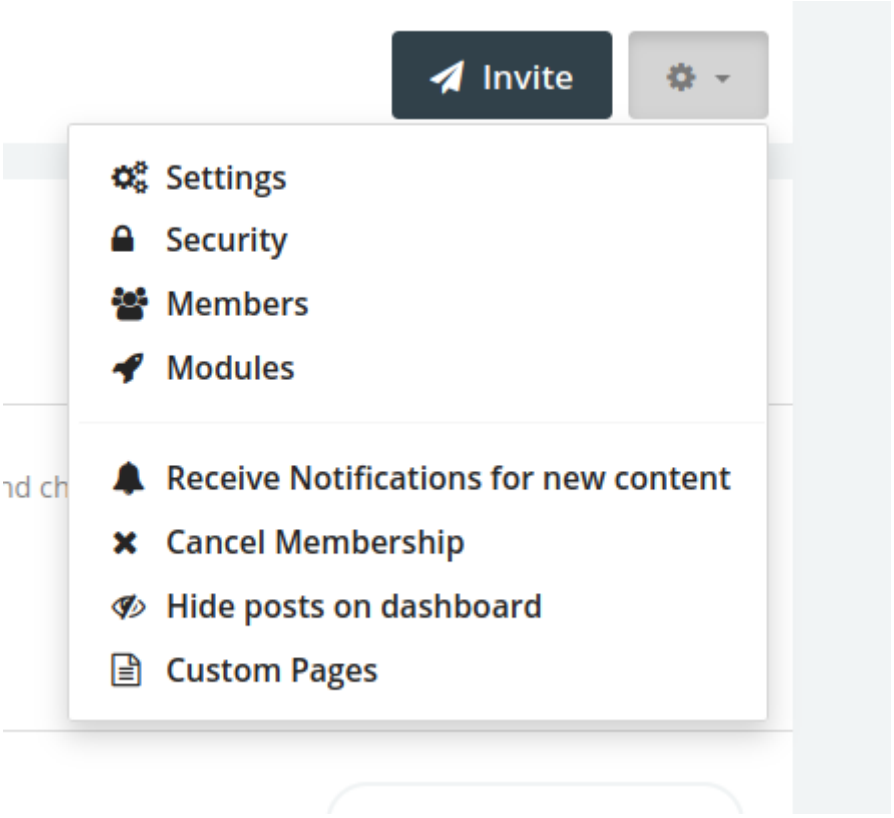
Space hosts

Permissions:

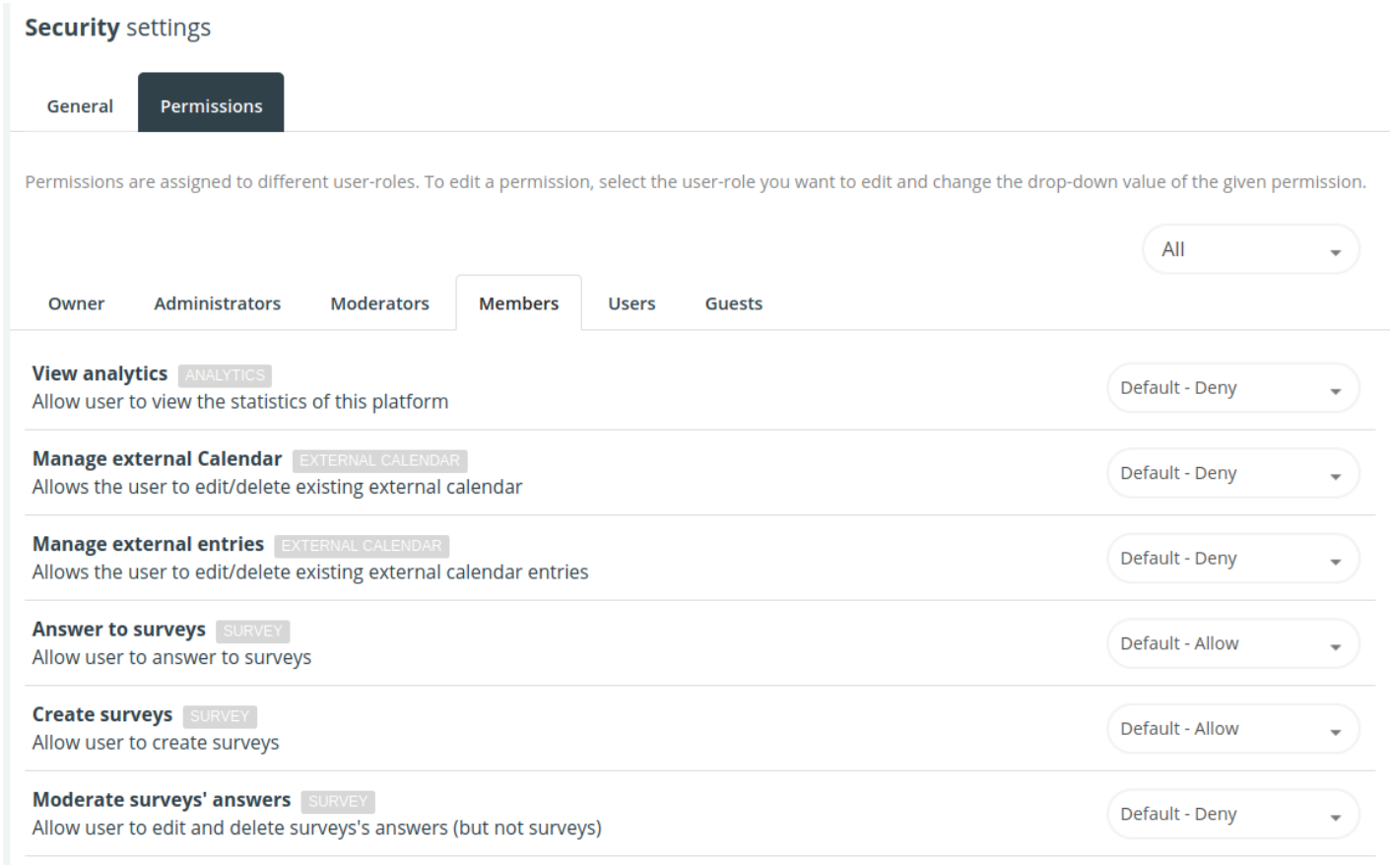
Space hosts can configure many of the permissions for their spaces.

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

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



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

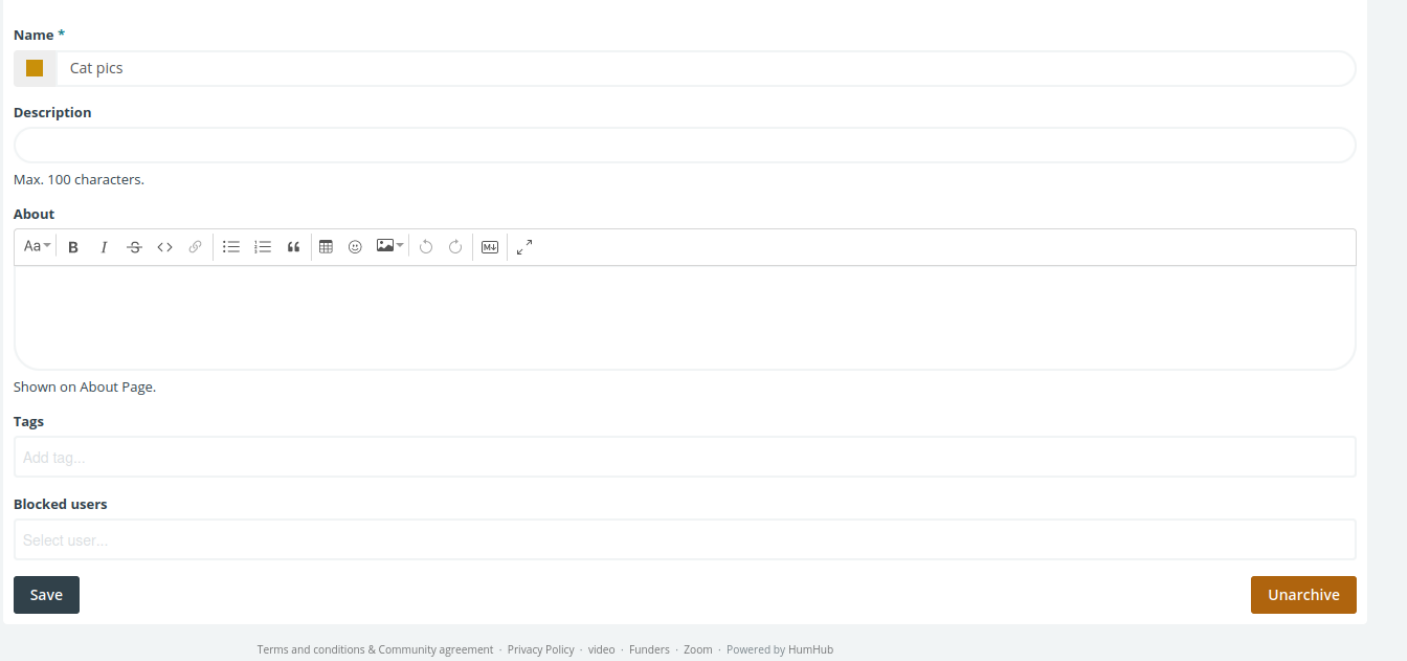
Notifications

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



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-Fe4AGDWylEHdMfaN9C51heamlUyF3i3k-fjxAOoA0Fg2

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

bAnt4Q9cSgLW3MjnalOKM3jtNTNS7ivQpEQhV-lkb6CQNek-p-T_uJHNYT_ichW2cve2FpSRqTwxmCxccx

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

V1Oy0mF_6UPhu1BlZH8dVp39jwnyGDVPghI8subhfkxcjuGYDZ01LqGbXFWFVkFifY6Oq344DxZ0i4A0z

5. Click on Transition Platform ID

h-A7meczXFn6-XLAMaIIdPDyxTX3SqOe_nZa9lpzNIwcxIai0vqQp9plX5AIP96cfmubf369IKS2aiJcW2tzYI

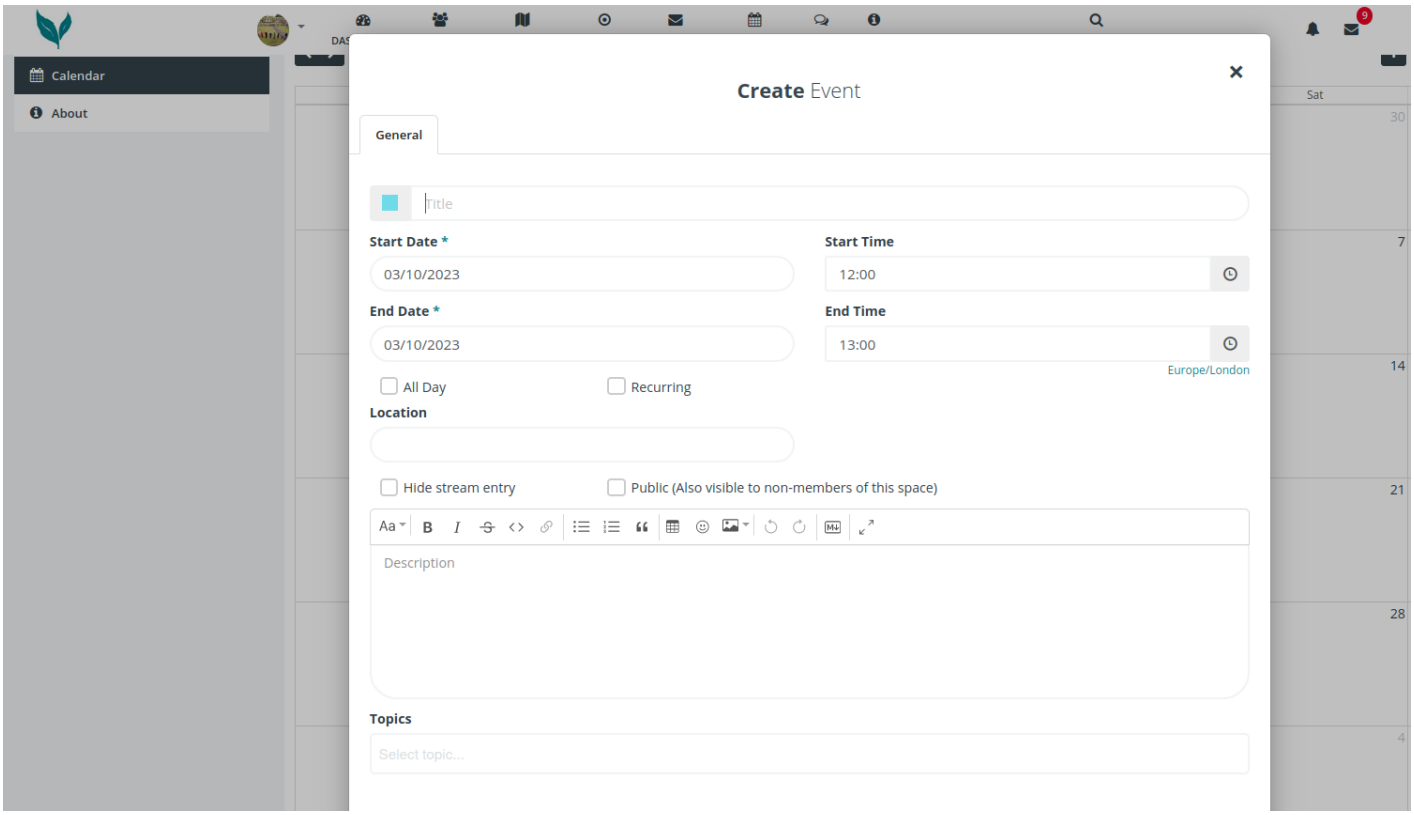
6. Enter your Email and Password and Sign In - (if you have any problems click on the red button to request our support)

XWKfGU_3qiKEHFGAInmq-KNY_rGIYFK2kXiwV1IaCrPv1f632U4fpPJkTNcfrK_tDqVl7Z7wpuQgETyffoc9n

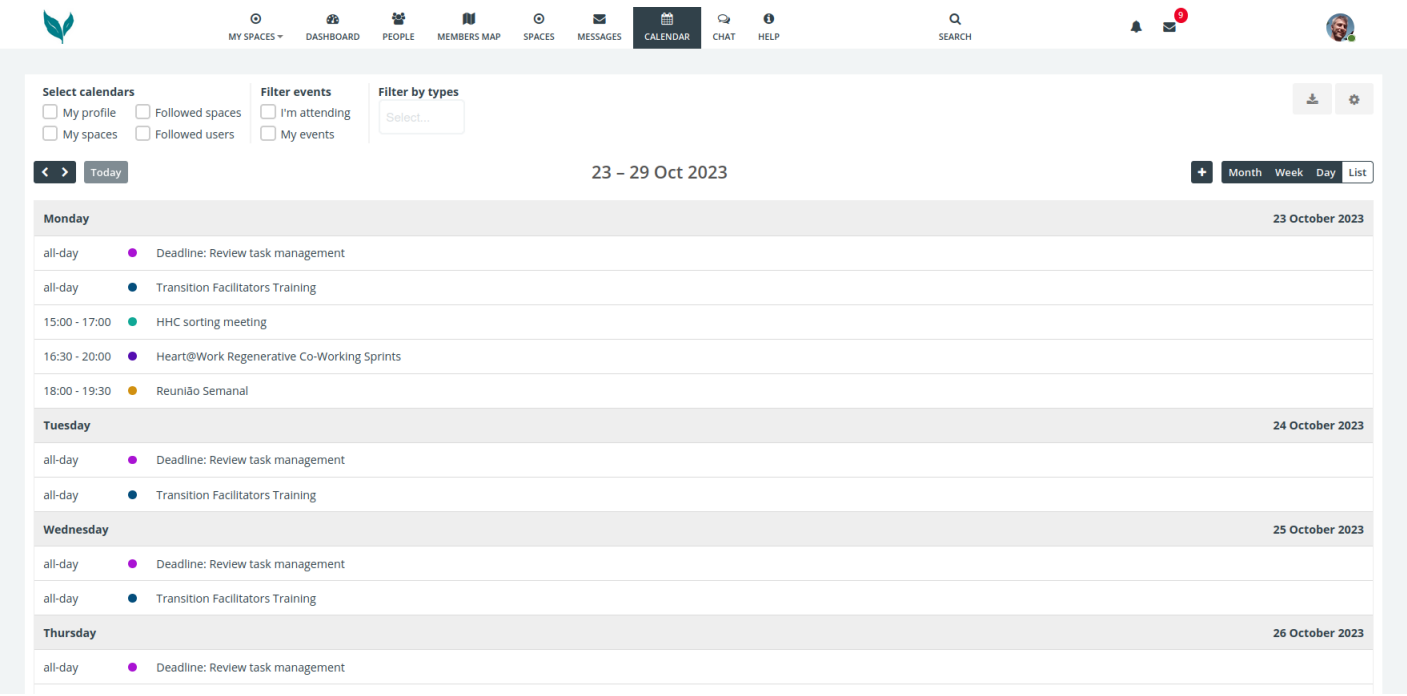
You’re in! The HumHub app will remember the Vive url and your login details, so just click on the App and click Connect whenever you want to pop by □□

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.

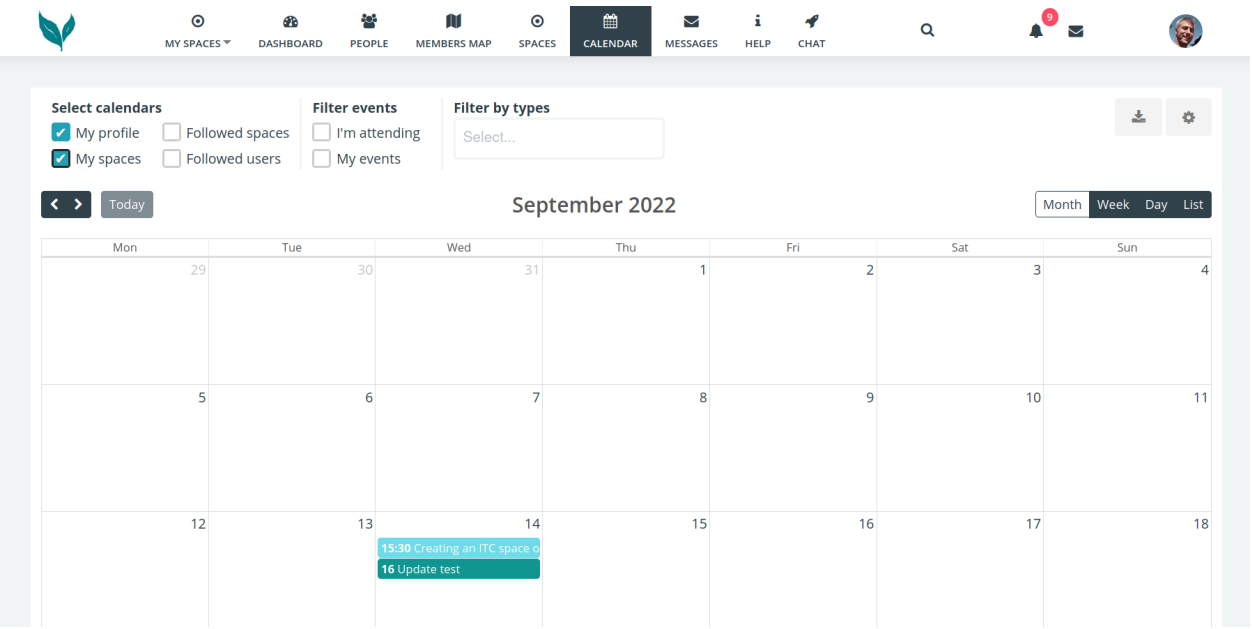


The public events from all of these calendars are aggregated together in the main calendar view



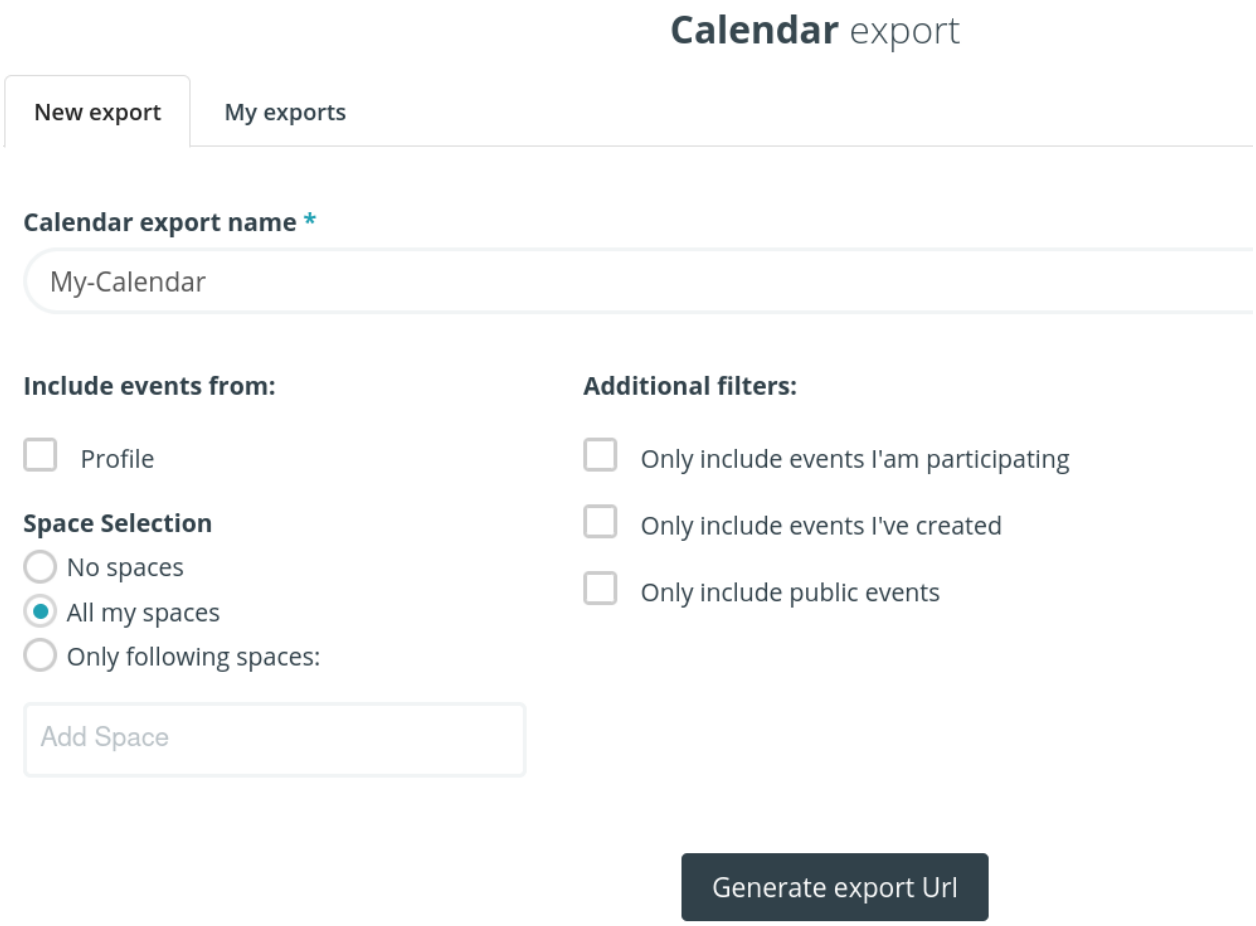
This view can be filtered using the checkboxes at the top left.

Calendar export to Google calendar

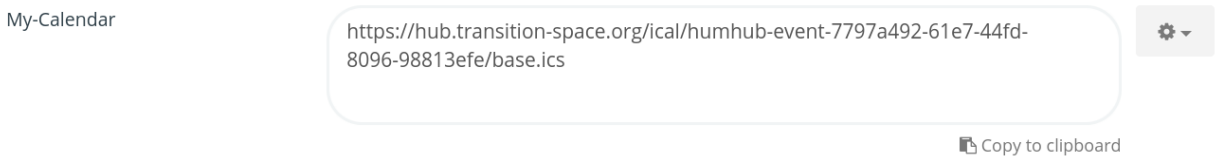


On the main calendar page in the top right click on the download/export icon.

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



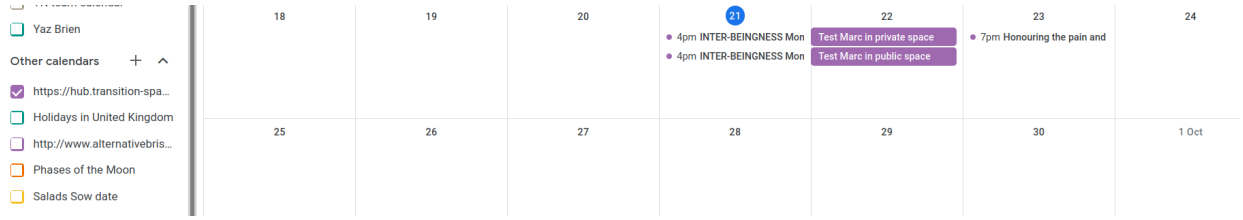
Then click on the Generate export Url button. (URL is another name for a link)



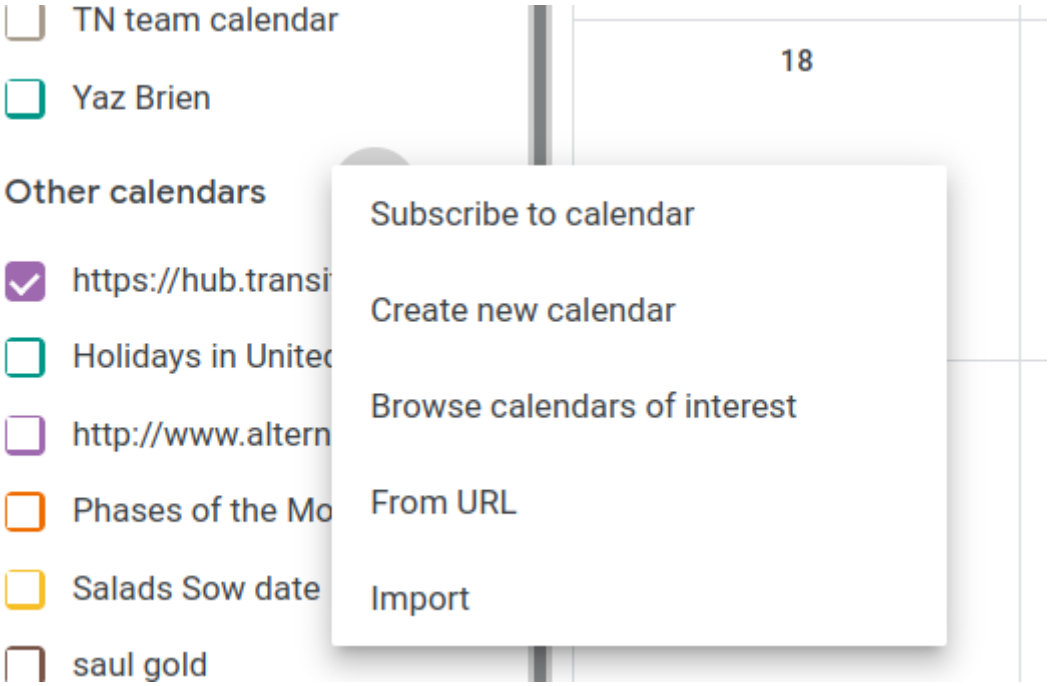
Copy to clipboard.

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

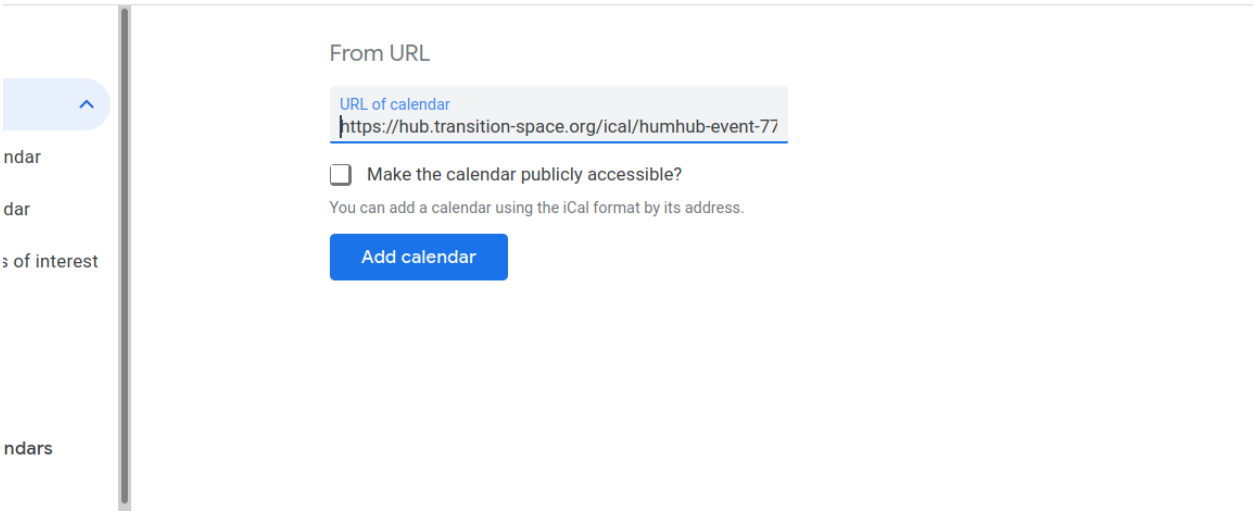
In the left is + icon next to ‘other calendars’



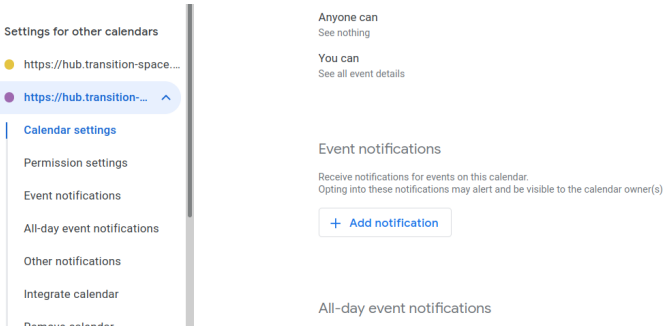
Select ‘from URL’ menu option, into which you paste the URL (link)



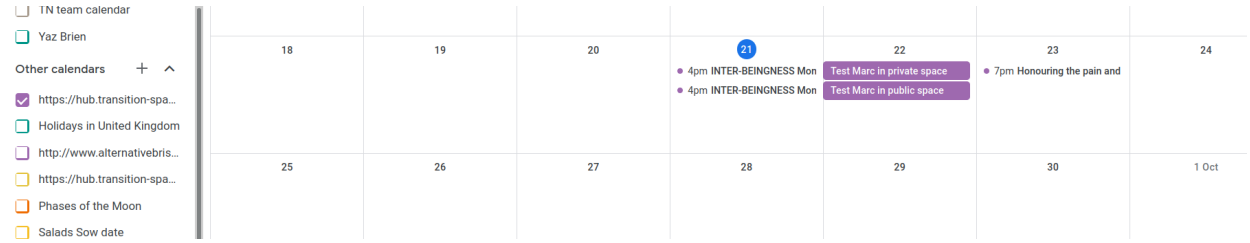




Paste the URL you copied earlier and then click the ‘Add calendar’ button



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

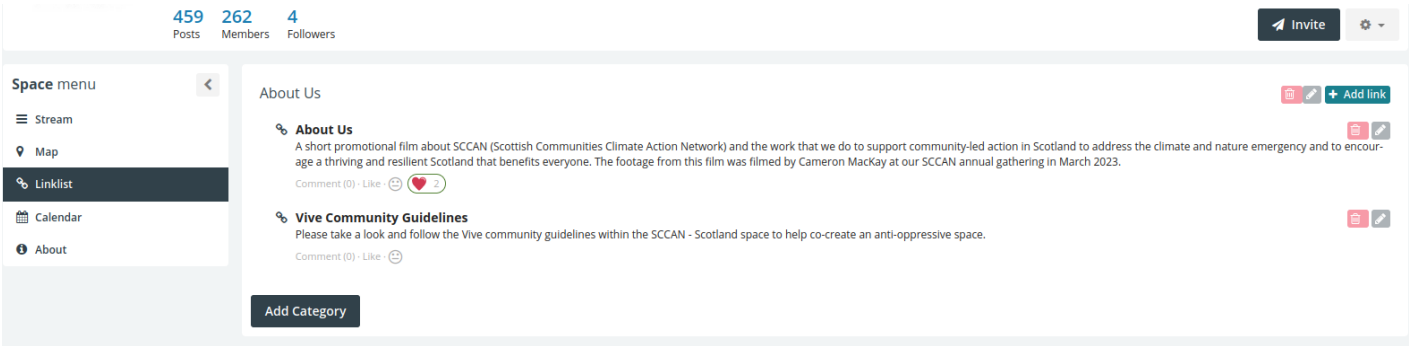
Group video calls

Please see here

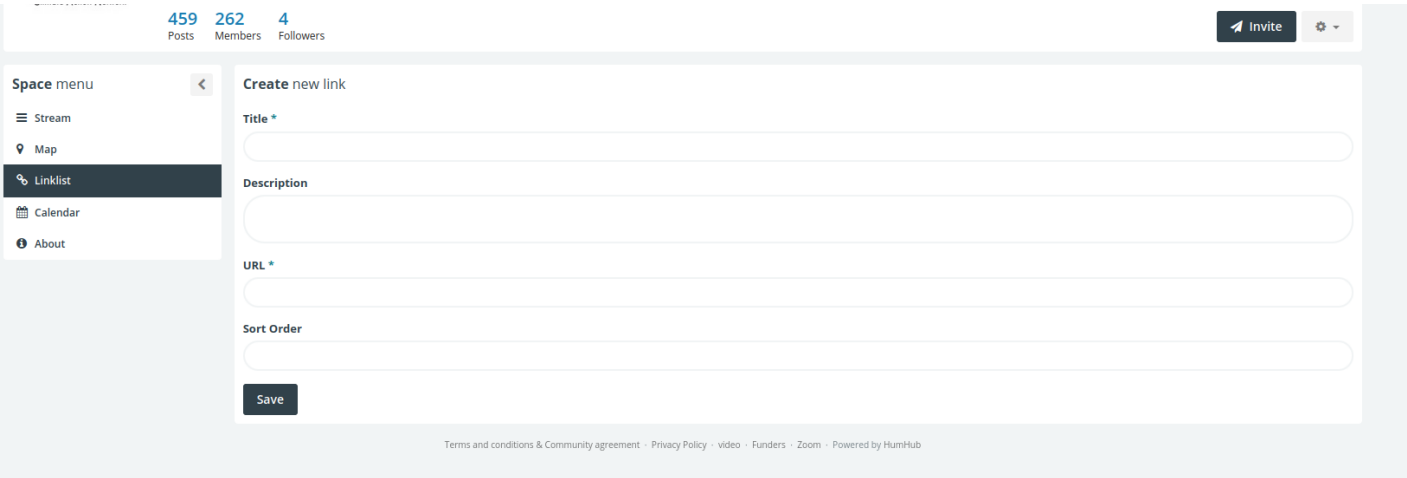
Linklist

If you have linklist enabled in your space you can

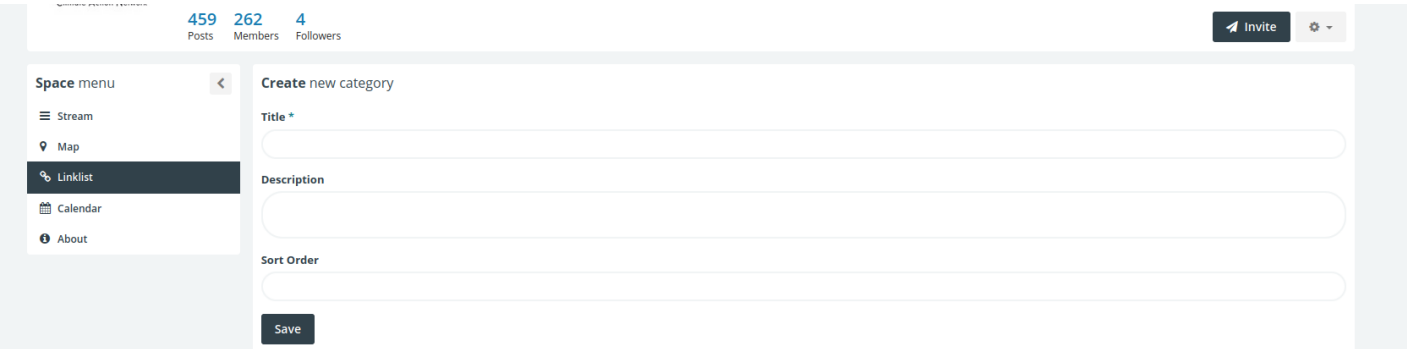
- Add links and comment on links others have posted
- Organize links in categories



Below the new link interface



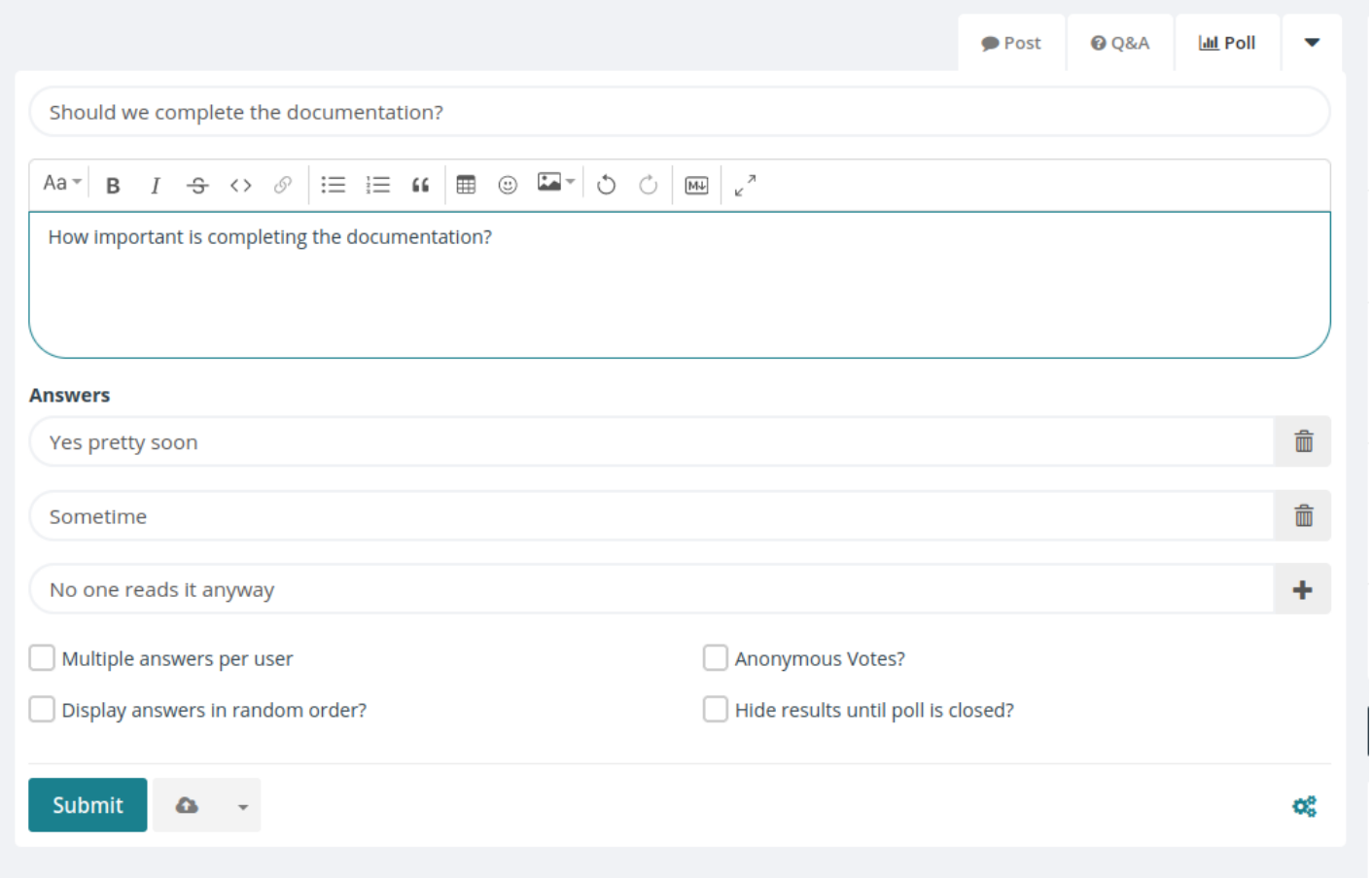
Below the new category interface



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.



Overviews

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

- Discuss the results in the comments

Files

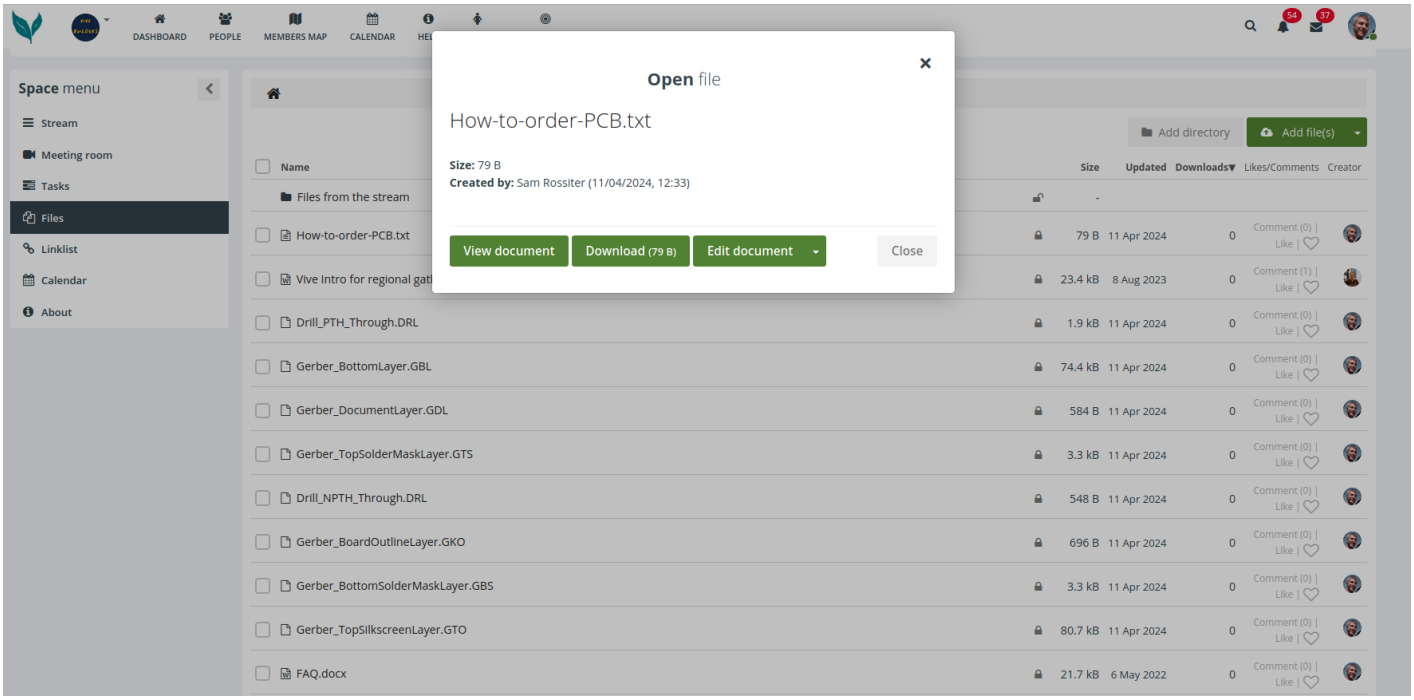
Files

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

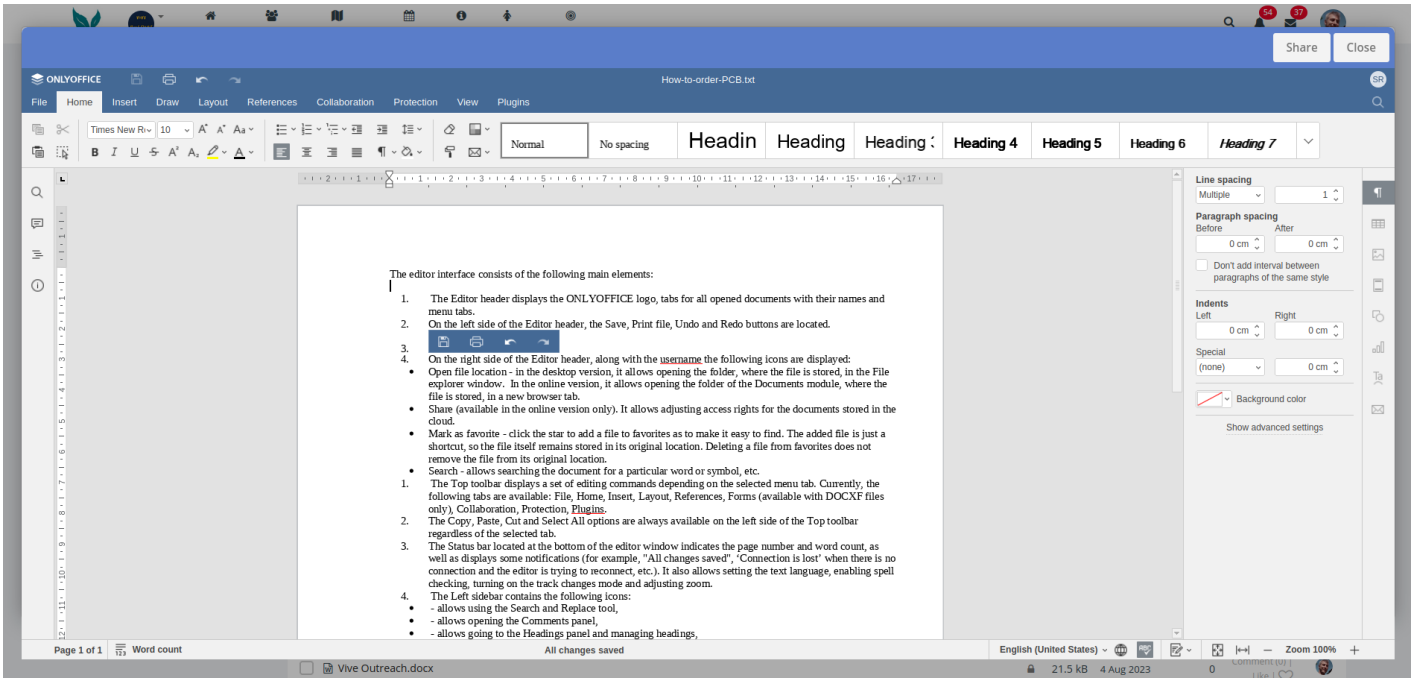
- **File Overview:** Get instant access to all files from your stream and profile.
- **Interact:** Comment on and like files for better collaboration and feedback.
- **Folder Structure:** Organize your files into unlimited folders and subfolders.
- **Migration:** Effortlessly move files and folders within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

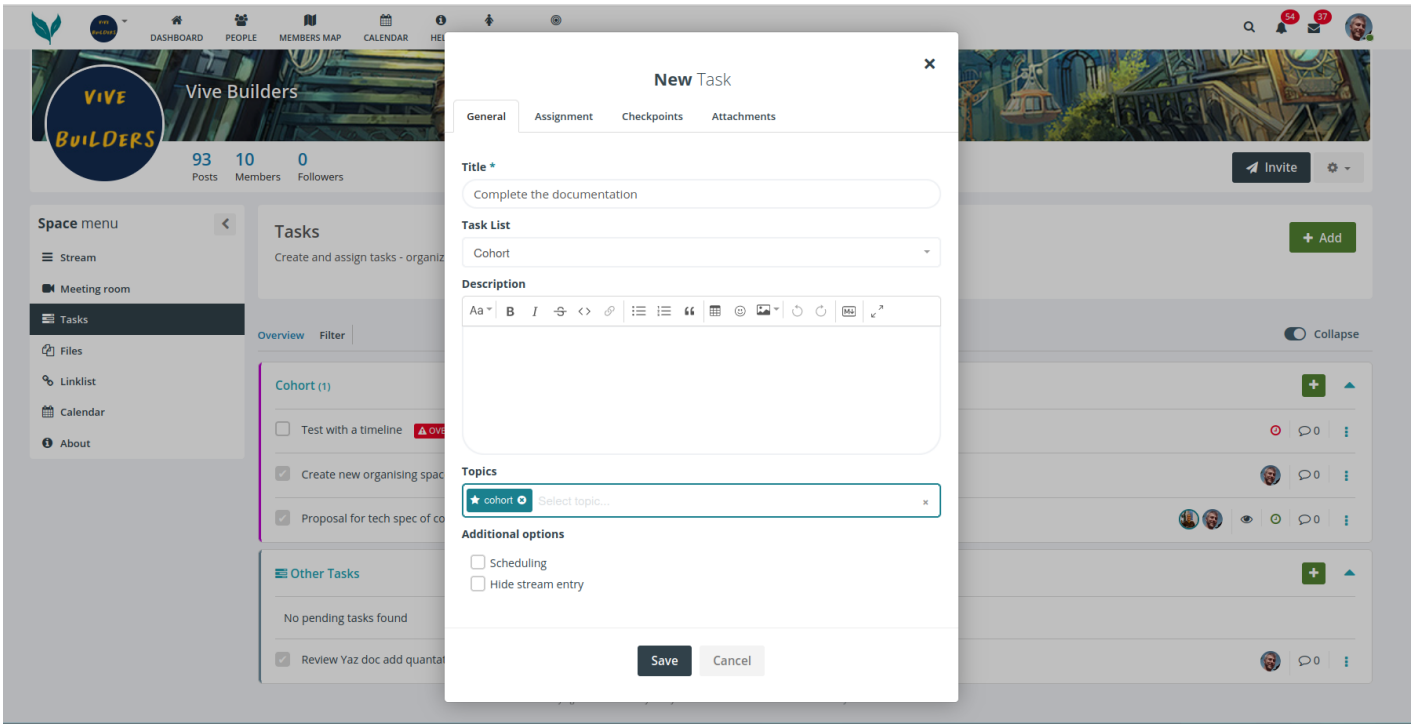
If you select edit document you will see an editor interface open



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

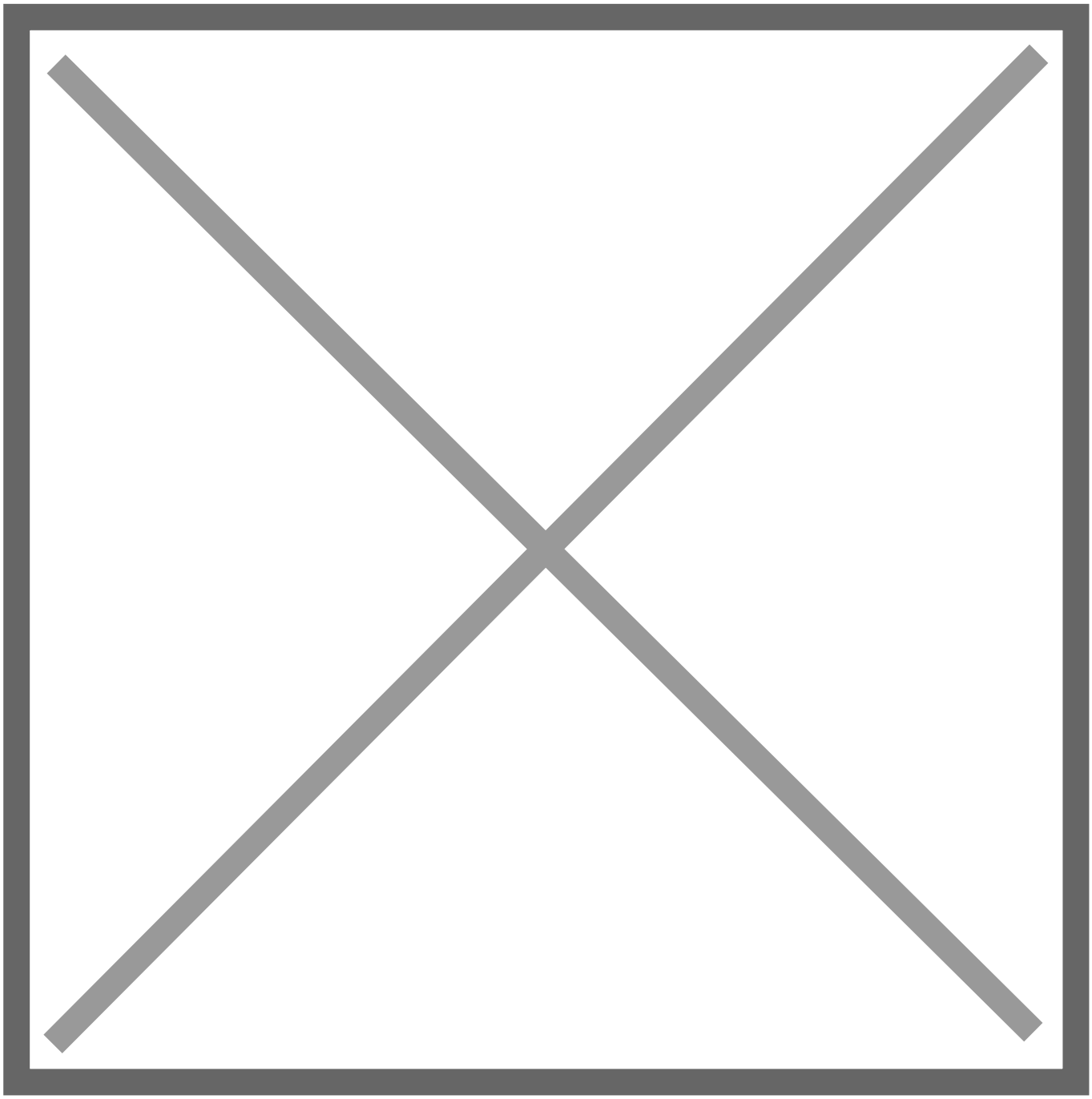
When you signed up you set a local timezone. That can be changed here

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