

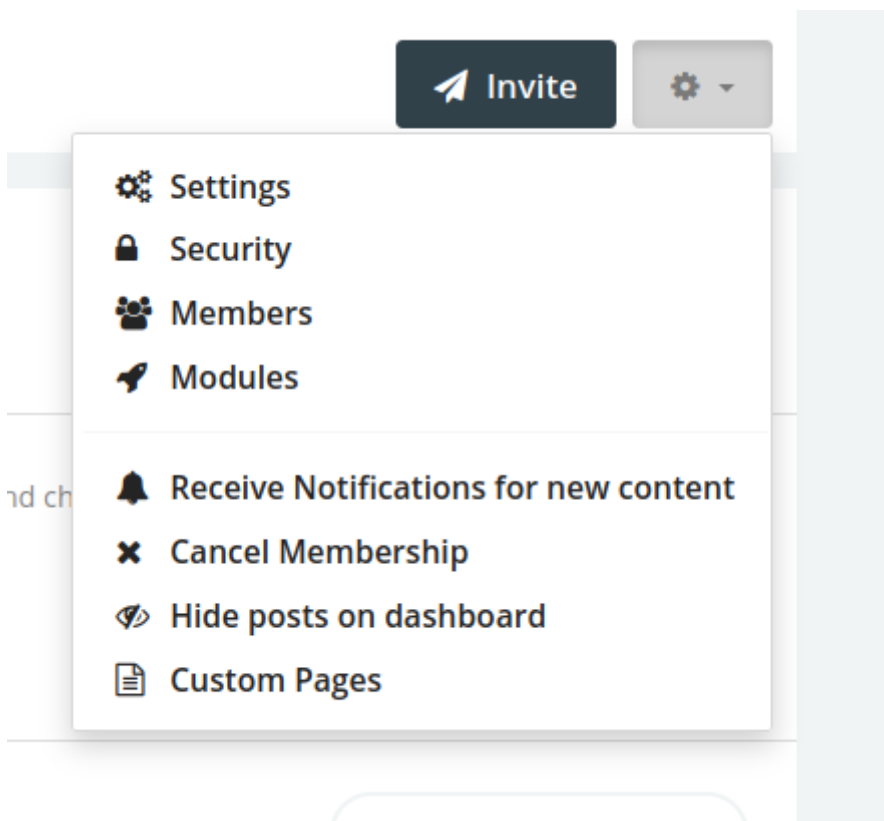
# Space hosts

## 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 '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, table, image, video, refresh, undo, redo), a 'Show on About Page' checkbox, and a 'Tags' section with an 'Add tag...' input field.
- Blocked users**: A dropdown menu with the text '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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