

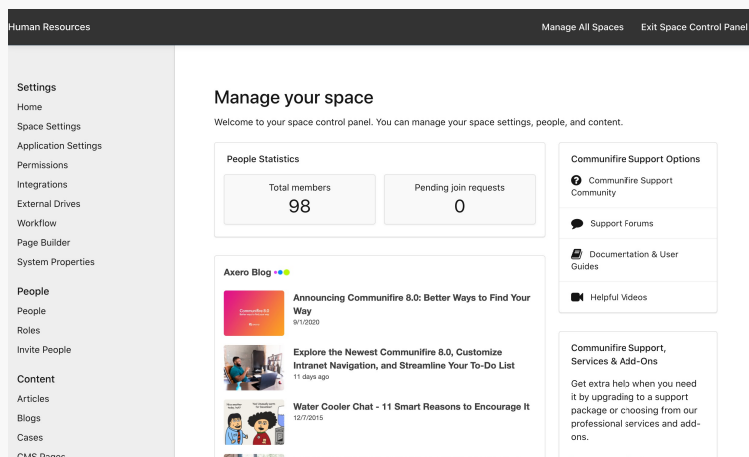
Manage Space

Version 25

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In the Manage Space area, you can edit space settings, customize space features, set permissions, and manage people and content.

To access Manage Space, visit the space, then click **Manage Space**, below the space name.



The screenshot shows the 'Manage your space' control panel. At the top, there is a navigation bar with 'Human Resources' on the left and 'Manage All Spaces' and 'Exit Space Control Panel' on the right. A sidebar on the left lists various settings categories: Settings, Home, Space Settings, Application Settings, Permissions, Integrations, External Drives, Workflow, Page Builder, System Properties, People, People, Roles, Invite People, Content, Articles, Blogs, Cases, and CMS Pages. The main content area is titled 'Manage your space' and includes a welcome message: 'Welcome to your space control panel. You can manage your space settings, people, and content.' Below this, there are several sections: 'People Statistics' showing 'Total members' as 98 and 'Pending join requests' as 0; 'Axero Blog' with three article thumbnails; 'CommuniFire Support Options' with links for 'CommuniFire Support Community', 'Support Forums', 'Documentation & User Guides', and 'Helpful Videos'; and 'CommuniFire Support, Services & Add-Ons' with a message about upgrading to a support package.

Settings

[Manage Space: Settings](#)

Change the name, visibility, moderation, photo, and much more of a space.

[Manage Space: Application Settings](#)

Turn space content types on and off.

Manage security access to a space's administrative tools, workflow, content types, and more. Permissions give you total control over who can see and do what. Secure your spaces and content with permissions.

[Manage Space: Integrations](#)

Add and manage integration accounts in a space. Integration accounts added in Manage Space are only available for use in that space.

[Manage Space: External Drives](#)

Manage external drives for a space. Add a cloud storage drive to bring external files into Communifire. Once a user connects their external account in Files, they can view, search for, and download external files right in Communifire. You can even upload files to your external account from Communifire. Communifire supports two-way syncing for Box, Dropbox, Google Drive, Sharepoint, and OneDrive.

[Manage Space: Workflow](#)

A workflow consists of a series of moderation steps where the content must be approved before it gets published. Each step is based on a user role. Before the content becomes active, a person with the required role must approve the content. Manage pending content in Manage Space.

[Manage Space: Page Builder](#)

Page Builder is an easy drag and drop tool that allows you to create beautiful content-rich pages throughout your intranet. Page Builder pages are responsive, meaning they are friendly to desktops, tablets, and mobile phones. Page Builder provides pre-built widgets like the ones in the screenshot below for you to get started quickly. You can easily create a page like the one below.

[Manage Space: System Properties](#)

System Properties are additional space settings not available in Manage Space: Settings or Manage Space: Application Settings . Use System Properties to turn additional features on or off in a space.

People

[Manage Space: People](#)

Manage the members of a space in Manage Space > People. Space Administrators, space Moderators, and members with user administration permissions can manage space people. You can remove space members, set space roles, and approve or decline join requests.

[Manage Space: Roles](#)

Creating user roles helps you organize people into groups and assign permissions. These roles are most commonly used for customizing permissions and for workflow approval steps.

Content

[Manage Space: Articles](#)

Manage articles and article categories in Manage Space. Edit, deactivate, or delete articles. Add, edit, or delete article categories.

[Manage Space: Blogs](#)

Manage blog and blog categories in Manage Space. Edit, deactivate, or delete blogs. Add, edit, or delete blog categories.

[Manage Space: Cases](#)

Manage case projects, categories, statuses, and priorities in Manage Space. Case projects are a way to organize cases in a space. Cases in a project can be further organized by categories. Case statuses are a way to indicate the progress of a case. Case priorities are a way to indicate the urgency of a case. Add, edit, and delete case projects, categories, statuses, and priorities in Manage Space.

[Manage Space: CMS Pages](#)

Content Management System (CMS) in Communifire is a way to create custom pages with static content.

[Manage Space: Discussions](#)

Manage discussions and forums in a space.

[Manage Space: Dynamic Properties](#)

Dynamic Properties can be used to add content in places throughout a space. Dynamic Properties can also be used to send notifications to everyone in a space and to provide templates for the rich editor.

[Manage Space: Events](#)

Manage events, event types, and email settings. Edit or delete events. Add, edit, or delete event types. Add an event email server to send event invitations and receive event RSVPs.

[Manage Space: Ideas](#)

Manage ideas, idea categories, and idea stages in Manage Space. Edit, deactivate, or delete ideas. Add, edit, or delete idea categories and stages.

[Manage Space: Photos](#)

Manage albums and photos in Manage Space. Edit or delete albums and photos.

[Manage Space: Polls and Surveys](#)

Manage polls and surveys in Manage Space. Create, edit, or delete polls and surveys. View, download, or delete poll and survey responses.

[Manage Space: Videos](#)

Manage video and video categories in Manage Space. Edit, deactivate, or delete videos. Add, edit, or delete video categories.

[Manage Space: Wikis](#)

Manage wiki pages in Manage Space. Edit, deactivate, or delete wiki pages. Sort wiki pages.

[Manage Space: User Activity](#)

The user activity page displays all the actions taken in a space by all users. You'll see activity such as viewing content, commenting on content, creating content, and more.

[Manage Space: Expired Content](#)

View and delete expired and upcoming expiring content. The content author and people with the Moderator role will receive a notification when content expires.

Analytics

[Manage Space: Audience Overview](#)

The Communifire analytics feature collects data regarding site traffic and other metrics and displays that data in easy to understand visualizations. Manage Space > Audience Overview reports report high level analytics for the space.

[Manage Space: Top Content](#)

Top content analytics provides a list of top viewed, commented, liked, and rated content in a

space.

[Manage Space: Content Statistics](#)

Content statistics provides a visualization of content analytics data in a space.

[Manage Space: Content Type Distribution](#)

Content type distribution analytics provides a visualization of the number of publications of all the content types (articles, blogs, etc.) in a space for the specified date period.

[Manage Space: Membership Report](#)

The membership report provides information about the roles every member in your intranet has in the top level community and all the spaces they are a part of.

[Manage Space: Search Analytics](#)

Space search analytics provides an overview of the keywords and tags people search for in the space and the click-through rate.

[Manage Space: Recognition Analytics](#)

Recognition analytics provide visualizations for recognition data in a space.

tags : member