

Manage Space: Idea Stages

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Stages are a way to track the progress of ideas. Add, edit, and delete idea stages in Manage Space.

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Add Idea Stage

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Idea Stages**.
5. Click **Add Idea Stage**.
6. Enter name for the stage.
7. Click **Save**.

Edit Idea Stage

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Idea Stages**.
5. For a stage, click the edit icon.
6. Make changes to the stage.
7. Click **Save**.

Delete Idea Stage

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Ideas**.
4. Click **Idea Stages**.
5. For a stage, click the delete icon.
6. Select a stage to move ideas to.
7. Click **Move ideas and delete stage**.

tags : member