

Manage Space: Settings

Version 23

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In Settings, you can change the name, visibility, moderation, photo, and much more of a space.

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Space Settings

Manage the settings for this space.

Manage Space Settings	
* Space Name	<input type="text" value="Human Resources"/>
* Description	<div style="border: 1px solid #ccc; padding: 5px;"><p>File Edit Insert View Format Table Tools Help</p><p>B <i>I</i> <u>U</u> S <u>A</u> A </p><p>The HR team is here to help you. Access company policies, benefits, perks, and more. Get help from the team and ask questions.</p><p style="text-align: right;">23 words</p></div>
Visibility	<input checked="" type="radio"/> Public <input type="radio"/> Private
Is Moderated	<input checked="" type="radio"/> No <input type="radio"/> Yes
Parent space	<input type="text" value="Top level community"/>
Featured	<input checked="" type="checkbox"/> Yes
Custom landing page URL	<input type="text" value="/spaces/252/human-resources/hr-homepa"/> <small>Enter a relative path without virtual directory. Example: /custom-page</small>
Disable email notifications (sent to all members) when a new wall post is made	<input type="checkbox"/> Yes
Auto-subscribe new members to daily summary emails	<input checked="" type="checkbox"/> Yes
Auto-subscribe new/existing members to all forums	<input type="checkbox"/> Yes
Allow comments	<input checked="" type="checkbox"/> Yes

	Allow likes	<input checked="" type="checkbox"/> Yes
	Allow ratings	<input checked="" type="checkbox"/> Yes
	Show upcoming birthdays and anniversaries for space	<input type="checkbox"/> Yes
	Content Expiration	<input type="checkbox"/> Yes
	Required Reading	<input checked="" type="checkbox"/> Yes
	Enable showing events from other spaces in calendar	<input type="checkbox"/> Yes
	Space photo	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Upload Photo</p> <div style="border: 1px dashed gray; padding: 5px; text-align: center;"> <p>Drop file here.</p> <p>Select File</p> </div> </div> </div> <p><input type="checkbox"/> No space photo</p>

UPDATE SETTINGS

To change space settings, go to **Manage Space > Space Settings**. Click **Update Settings** to save changes.

Setting	Description
Space name	The name of your space. Note: When you change the space name, the URLs of all the Page Builder pages in that space will be updated. The old URLs will not automatically redirect to the new URLs. If you've hyperlinked the old URLs anywhere, people will get a 404 error when they click the links. To prevent this, go to Control Panel > System > System Properties and set AddPageBuilderPageURLChangesToURLMapper to true before you change the space name.
Description	Describe your space so people know what the space is used for. This description is shown in lists of spaces and on the Space Info page.
Visibility	A space can be public or private. If public, then all people in your intranet can see that the space exists. If private, then only people who are invited will know about the space.
Is Moderated	If yes, then before people become members, they must be approved by a space Admin or Moderator. If no, people are automatically given access to the space.
Parent space	Spaces can be nested inside of each other in a hierarchy. Choose the space you would like to set as the parent space. See Sub Space for more details.
Featured	If checked, then the space will be shown in a Space List Widget that displays featured spaces.
Custom landing page URL	You can set any page inside your space as the homepage for the space. Enter a relative path without the domain name or virtual directory. E.g. /custom-page Note: Publishing a Manage Space: Page Builder page that is set as the space's homepage will automatically fill out this field.
Disable email notifications (sent to all members) when a new wall post is made	By default, when posts are made to the Activity Stream, all members of the space will receive an email notifying them of the new post. Check this if you would like to turn this feature off.
Auto-subscribe new members to daily summary emails	CommuniFire sends a Daily Digest Email to people who are subscribed to them. Check this to automatically subscribe new space members to the daily digest email from this space.
Auto-subscribe new/existing members to all forums	Check this to automatically subscribe new space members to all the forums within this space. When this is checked, all existing members will also be automatically subscribed to new forums or topics created in this space.
Allow comments	Enable or disable comments for Articles, Blogs, Events, Files, Ideas, Photos, Videos and Wikis in the space. If checked, comments can be enabled or disabled for individual content.
Allow likes	Enable or disable likes for Articles, Blogs, Events, Files, Ideas, Photos, Videos and Wikis in the space. If checked, likes can be enabled or disabled for individual content.
Allow ratings	Enable or disable rating for Articles, Blogs, Events, Files, Ideas, Photos, Videos and Wikis in the space. If checked, ratings can be enabled or disabled for individual content.
Show upcoming birthdays and anniversaries for space	The upcoming birthday control shows on the Space Activity Stream . The widget show members in the space that have a birthday within the next 30 days.
Content Expiration	Check this to enable content expiration for Articles, Blogs, Files, Videos, and Wikis. You can expire content on a specific date and time. You can also set the content visibility after expiration.
Required Reading	Required Reading functionality allows an author to flag content as mandatory reading. It also allows tracking of users that have indicated that they have read the content. Check to enable this feature in the space.
Enable showing events from other spaces in calendar	This allows users to manage events in the calendar from other spaces of which they are part of. Check to enable this feature.

	Note: Checking this setting will apply a uniform color to events in the space. See Show Events From Other Spaces for how to change or remove the uniform color.
Space photo	Upload a photo to represent this space. The photo will be shown on the space navigation and wherever else a list of spaces are shown. The supported file types are: BMP, GIF, JPEG, JPG, PNG. Suggested aspect ratio: 1:1, at least 600px x 600px. Check "No space photo" to remove the existing space photo.

tags : member