

User Space Assignment Rules

Version 18

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You can create rules to assign people to specific spaces based on their email domain and/or their role. This function allows you to streamline space administration, reducing the amount of space applications and invitations. You can create as many assignment rules as you like.

Email domain-based rules are applied when a user first registers and when the rule is created. Role-based rules are applied when the rule is created and each time a person's roles change. Users are removed from spaces if they no longer meet the role qualifications for the space.

The screenshot shows the Control Panel interface. At the top, there is a navigation bar with 'Control Panel' and dropdown menus for 'People', 'Content', 'System', and 'Analytics'. A dropdown menu is open under 'People', listing options: 'Manage People', 'Roles', 'User Profiles', 'Getting Started Steps', 'Points', 'Point Levels', 'Recognition', 'User Section Permissions', and 'User / Space Assignment Rules'. A red arrow points to the 'User / Space Assignment Rules' option. Below the navigation, the main content area shows 'Control Panel' with a welcome message and 'People Statistics' including 'Pending Activation' (0), 'Total Admins' (3), and 'Banned Members' (0). There is also an 'Axero Blog' section with three articles.

The screenshot shows the 'User / Space Assignment Rules' configuration page. The page title is 'User / Space Assignment Rules'. Below the title, there is a description: 'You can create rules to assign people to spaces based on their email domain and/or their site wide role. You can create as many assignment rules that you need. Email domain-based rules will be assigned only when a user first registers. Role-based rules will be evaluated each time a persons roles change. Users will be removed from spaces if they no longer meet the role qualifications for the space.' Below this is a section titled 'Create a space assignment rule' with a form containing four fields: 'Auto enroll users into space' (set to 'Human Resource'), 'and set their space role to' (set to 'Member'), 'When their email domain is' (set to '*'), and 'and/or their site wide role is' (set to 'All'). There is a 'Save' button to the right of the form.

To create a rule:

1. Select the space to assign the users to.
2. Select the role the users will have in that space.
3. Enter an email domain.
 - Do not include the www or the at-symbol (@).
 - Enter * for all email domains.

4. Select a role to limit the rule to a group of users.

- Select *All* if you do not want to limit by role.

5. Click Save.

tags : site-administrator