

Managing user settings

You have the option to add members to your space either during its creation or at a later time. Users can be included by individually selecting users in the hub or by importing a CSV file.

The users you add to the space should belong to your hub. To know how to add users to a hub, visit <u>Inviting users</u> to hub.

Adding individual members

Space admins have the ability to add users to the space as either members or admins and space members can only add manuals to the space.

Space admins have permissions to:

- Add or delete manuals from the space
- Add or delete members from the space
- Change the role of other members in the space
- Manage space-level settings and policies
- Delete the space
- Add templates to the space

To add users:

- 1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
- 2. To add a new member, search by typing their name or email into the text box and click **Add to Space**.

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(or)

- 1. Click **Add Members** in the **Members** tab.
- 2. Type a name or email and select a member from the list.
- 3. Once you have added members to the selected list, click **Add**.

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		Ignaci ignaci@zylker.com				
		James Arthur arthur@zylker.com				
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Adding members by importing CSV

You can add users in bulk by importing a CSV file containing their email addresses. The CSV file should have valid email addresses of users who belong to the hub.

To import CSV file:

- 1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
- 2. Click Import.
- 3. Click **Choose a file** and select a file from your device.
- 4. Hover over the email addresses to edit or delete them.
- 5. Click **Proceed**.



Managing existing members

After adding users to your space, you have the option to assign them as space administrators or remove them from the space. A space administrator has the authority to manage manuals, articles, courses, users, and policies within the space.

To manage existing members:

- 1. Navigate to your space and click **Manage**, then click **Manage Members**. (or) Navigate to your space and click **Manage**, then click **Settings** and go to the **Members** tab.
- 2. Search for an existing member by entering their name or email in the input box.
- 3. To make a member an admin, click the **Settings** icon (⁽²⁾) next to their name and click **Make Admin**.

4. To remove a member from the space, click the **Settings** icon (⁽²⁾) next to their name and click **Remove from Space**.

