

Managing space level policies

The administrator of the space or hub can regulate policies pertaining to manual creation privileges within the space.

To change space policies:

- 1. Navigate to the space and click **Manage**.
- 2. Click **Settings**, then click **Policies**.
- 3. Select one of the following radio buttons.
 - i. **Everyone:** Everyone who is a part of the space can create new manuals.
 - ii. Admins Only: The space admins and the hub admin can create new manuals.
 - iii. **Selected Users:** Only selected users along with the space admins and the hub admin can create new manuals.
- 4. For the selected users option, select the members, then click **Done**.

Sylker Hub KNOWLEDGE LEARNING	SPACES REPORTS FAVORITES V	Q Search	S O 🕸 🖓
Marketing ☆ 5 members	Settings (Marketing)		(1) Manage +
MANUALS ARTICLES	BASIC MEMBERS TEMPLATES ADVANCED POLICIES		📰 🗮 ∣ Custom – ↓ह
	Who can create manuals?		
5 Search Engine Optimization	Everyone in the space Admins Only Selected Users * ①		6 Articles :
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