



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**.

