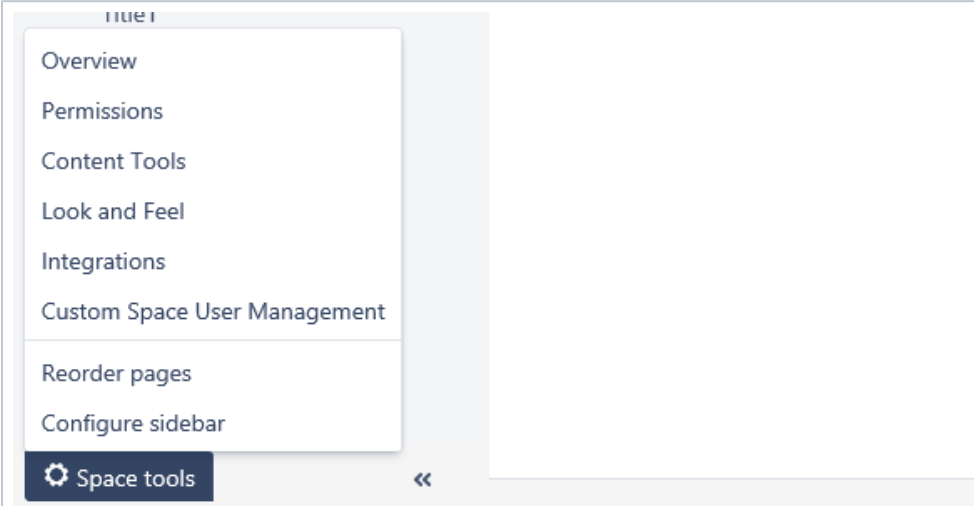


# Space Administration



## What is a Space Administrator?

A space administrator is one who leads ('owns') the organization and manages the wiki space contents and the access to the contents. This person manages the permissions for the space.

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assigned to the space by any existing space administrator and will have the same access, permissions, and responsibilities as the original requester. We recommend having at least one backup space administrator who

can perform your duties when you are away.

Space administrators must be UC SF faculty, staff, or students.

**Who are the Space Administrators of a wiki space?**

To find the space administrator(s) for a given space, go to the Space Tools menu (bottom left) and select **Overview**.

**Space Admin Controls:**

The Space Admin controls are found in the **Space Tools** menu at the bottom of

**the left sidebar.** If you're the owner/requester of a wiki space or you've been given Space Administration permissions by the owner, you'll see the menu options (see screenshot to the left) to control user access and permissions.

sions, change the look and feel of the space, and modify other settings.

**Roles and Responsibilities:**

Space Administrators are the first level of support for granting access to the wiki space. Space Administrators have full access to the too

Is that enable them to manage users into their wiki space. They are also better equipped to know the levels of permissions that would be appropriate. Wiki Admins support them if they run into issues.



In addition to the instructions below for space administrators, check the [Wiki Basics](#) and [FAQs](#) pages for more information. If you have any further questions, please [email the wiki administrators](#).

## User Access /Permissions

### [View/Change Permissions](#)

Access to your wiki space and pages is determined by the setup in the **Permissions** page. If a user is not in the setup, they **WILL NOT BE ABLE** to access your wiki space and pages.

Find out who has access to your space and what they can do there.

### [Add/Remove Individual User Permission](#)

Grant access and permissions to users on an individual basis. Add other individuals as space admins.

### [User Group Maintenance](#)

Create or maintain a user group for your Space; Set up a page to display a list of users in a group.

### [More Information](#)

All about wiki accounts, space types, and permission types.

## Additional Documentation

## Space Admin FAQs

### How do I give someone access to my space or find out who already has access?

In your space, click the Space Tools menu (bottom left) and select Permissions. This page shows groups and individuals that can access your wiki space (and their respective [permission types](#)).

If you see **confluence-users** as one of the groups having access to your wiki space, this means that your wiki space is 'login-required' and its contents are accessible by all users with a login id into Wiki@UCSF. This group includes UCSF users and all invited collaborators from UC locations and affiliate organizations (e.g. Boston University). The inclusion to this group is automatic and handled by the system.

For instructions, see [View/Change Permissions](#) and the other links in the 'User Access/Permissions' panel to the left.

### Which users are in a user group?

You can use the User List macro to display a list of users in a group. For instructions, see [User Group Maintenance](#). Space Administrators can create a new user group or add/remove users in a group using the Custom Space User Management tool under within Space Tools.

### Is it possible to let users see or edit certain pages in a space but not others?

To set restrictions for a page, click the lock icon above the page name. **COMMON ISSUE Remember that Viewing/Editing restrictions on a page do not grant viewing/editing permissions to users — they restrict these permissions to certain users or groups among those who have already been granted these permissions in the space (see [View/Change Permissions](#)). For additional documentation, see [Page Restrictions](#) and [Permissions and restrictions](#).**

### Is there a list of all restricted pages in my space?

In your space, click the Space Tools menu (bottom left) and select Permissions. Click the Restricted Pages tab to see the list. For additional documentation, see [View all restricted pages in a space](#).

### Can I recover a deleted page or attachment?

In your space, click the Space Tools menu (bottom left) and select Content Tools. Click the Trash tab to see a list of deleted pages and attachments. Click the Restore link to the right of the one(s) you want to recover. For additional documentation, see [Restore deleted pages](#).

### Can I modify the left sidebar?

In your space, click the Space Tools menu (bottom left) and select Configure Sidebar to modify elements as desired. Don't forget to click the Done button at the bottom to save your changes. For additional documentation, see [Configure the Sidebar](#).

### Can I use Google Analytics in my space?

You can use the HTML macro to insert Google Analytics tracking code on any page you want to track in your space. Go to the page you want to track, click Edit, and add an HTML macro in the body of the page by typing {html}. Inside the HTML macro block that appears, paste the javascript tracking code copied from your Google Analytics account. Don't forget to save the page when you're done. It may take up to 24 hours for your data to appear in Google Analytics.

These links go to the [Confluence Documentation](#) website:

- [Spaces](#)
- [Organize your Space](#)
- [Customize your Space](#)
- [Space Permissions Overview](#)
- [Assign Space Permissions](#)
- [Pages and blogs](#)
- [Page Restrictions](#)
- [Permissions and restrictions](#)
- [Watch Pages, Spaces and Blogs](#)
- [Blueprints](#)
- [Create a Template](#)
- [Macros](#)
- [Add, Remove and Search for Labels](#)
- [Export Content to Word, PDF, HTML and XML](#)

#### **How do I delete my space?**

If you no longer need your wiki space, please [email the wiki administrators](#) to request that it be deleted. Keep in mind that once the space is removed, it is no longer recoverable. If you want to make a backup of the content in your space before it is removed, see [Export Content to Word, PDF, HTML, and XML](#).