



Subscribing to Knowledge base

The **Subscribe** feature allows users to follow and keep up-to-date with any Knowledge base category or guides they have permission to.

A notification will be generated to a Knowledge base subscriber any time a new guide is published in the category. A notification will also be sent if an existing guide has been edited within the associated category (i.e. guide edited, comment added etc.).

Subscribing to KB categories

From the Knowledge base category, select the **Follow** option.

A screenshot of a web application interface for a Knowledge Base. The top navigation bar shows 'Knowledge Base' and 'Knowledge Base > Intranet Advice'. On the left, there is a sidebar menu with categories: 'All categories', 'Demo Processes', 'General', 'Human Resource', 'Infocapture', 'Intranet Advice' (highlighted with a blue bar), and 'Professional Services'. The main content area features a large purple-to-pink gradient banner with a white question mark icon and a person icon. Below the banner are three buttons: 'Follow' (highlighted with a red arrow), 'Ask a Question', and 'Create an Article'. To the right of the main content, there is a search bar labeled 'Search Knowledge Base' with a search icon and a link to 'Advanced search'. Below the search bar, there are sections for 'Recent questions' (showing 'No recent questions') and 'Tags' (listing 'CMS', 'bpm', 'calculations', 'content', 'infocapture', 'intranet', 'plugins', 'process', 'videos', 'workplace'). At the bottom of the main content area, there are two article snippets: '3 ways to use your intranet as a remote onboarding tool' and 'How to use Discuss to boost collaboration in your teams'.

Following a category will automatically subscribe users to new guides and all existing guides. Users will receive a notification when a guide is newly published or when an existing guide within the category is edited.

Knowledge Base > Intranet Advice

All categories
Demo Processes
General
Human Resource
Infocapture
Intranet Advice
Following
Professional Services

Search Knowledge Base
Type your search...
Advanced search

Recent questions
No recent questions

Tags
CMS bpm calculations content
infocapture intranet plugins
process videos workplace

Following

Ask a Question Create an Article

Most Recent • A to Z • Most Popular

How to use Discuss to boost collaboration in your teams Following
Collaborate from afar Sometimes the best collaborative moments happen spontaneously by the coffee machine, but given this isn't possible right now, you need to get a little creative in how you engineer these en...
Last modified on 7 September 2021 in Intranet Advice
Last modified on 7 September 2021 in Intranet Advice

3 ways to use your intranet as a remote onboarding tool Following
Just like your intranet connects your existing teams to each other, it can help you create an onboarding experience for your new staff too. Here are 3 ways to use your intranet to onboard new hires remotely. Cr...
Last modified on 25 August 2021 in Intranet Advice

Please note: KB subscriptions are chosen by the users themselves and cannot be enforced by a Knowledge base application admin.

Subscribing to a KB guide

From a Knowledge base guide, select the **Follow** option.

Knowledge Base > Intranet Advice > 3 ways to use your intranet as a remote onboarding tool

Search Knowledge Base
Type your search...
Advanced search

Recent Articles
3 ways to use your intranet as a remote onboarding tool
Friday, 24 July 2020
How to use Discuss to boost collaboration in your teams
Friday, 24 July 2020
How to do remote performance reviews using your intranet
Friday, 24 July 2020
Content Management Guidelines
Thursday, 16 April 2020
Aligning your External and Internal Communications
Thursday, 16 April 2015

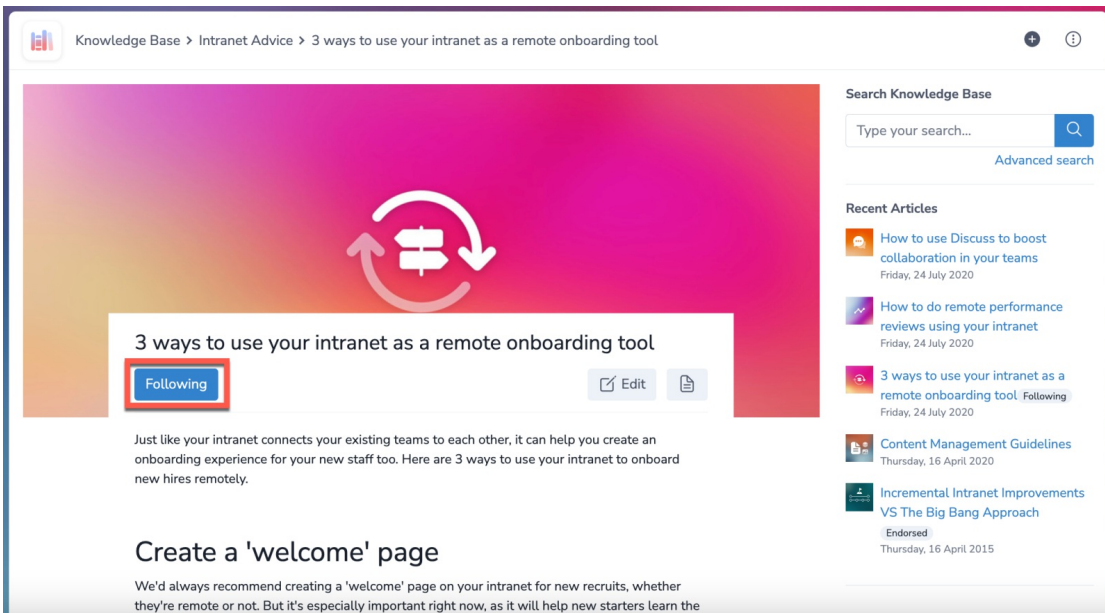
3 ways to use your intranet as a remote onboarding tool

Follow Edit

Just like your intranet connects your existing teams to each other, it can help you create an onboarding experience for your new staff too. Here are 3 ways to use your intranet to onboard new hires remotely.

Create a 'welcome' page
We'd always recommend creating a 'welcome' page on your intranet for new recruits, whether they're remote or not. But it's especially important right now, as it will help new starters learn the

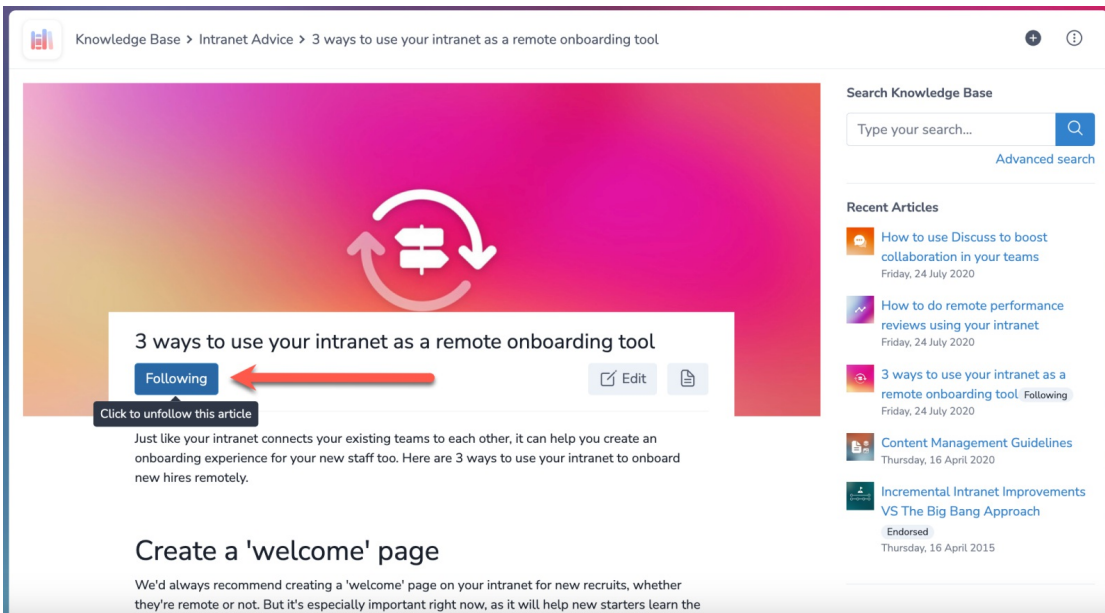
Unlike subscribing to a category, users can follow a single Knowledge base guide instead. Users will receive a notification when the existing guide is edited.



Please note: KB subscriptions are chosen by the users themselves and cannot be enforced by a Knowledge base application admin.

Unsubscribing from KB

Users can unsubscribe from a Knowledge base category or guide the same way they subscribed, by toggling the **Follow** option.



Subscription notifications

Subscribed users will receive notifications according to their notification preference (i.e. In-system, Email etc.).

<input type="checkbox"/>	Date Received	Subject	Application	From
<input type="checkbox"/>	29-07-2024 22:31	Article: 3 ways to use your intranet as a remote onboarding tool has been edited	Knowledge Base	Claromentis Administrator

For more information, check out our [Notification Preference](#) guide.