



## 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 &gt; Intranet Advice'. On the left, there is a sidebar menu with categories: 'All categories', 'Demo Processes', 'General', 'Human Resource', 'Infocapture', 'Intranet Advice' (highlighted), 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', 'Ask a Question', and 'Create an Article'. A red arrow points to the 'Follow' button. To the right of the banner, there are sorting options: 'Most Recent', 'A to Z', and 'Most Popular'. Below the banner, there are two article cards. The first card has a pink icon and the title '3 ways to use your intranet as a remote onboarding tool', with a short description and a 'Last modified on 25 August 2021 in Intranet Advice' timestamp. The second card has an orange icon and the title 'How to use Discuss to boost collaboration in your teams'. On the right side of the interface, there is a search bar labeled 'Search Knowledge Base' with a search input field and a search icon. Below the search bar, there are sections for 'Recent questions' (showing 'No recent questions') and 'Tags' (listing various tags like CMS, bpm, calculations, content, infocapture, intranet, plugins, process, videos, workplace).

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

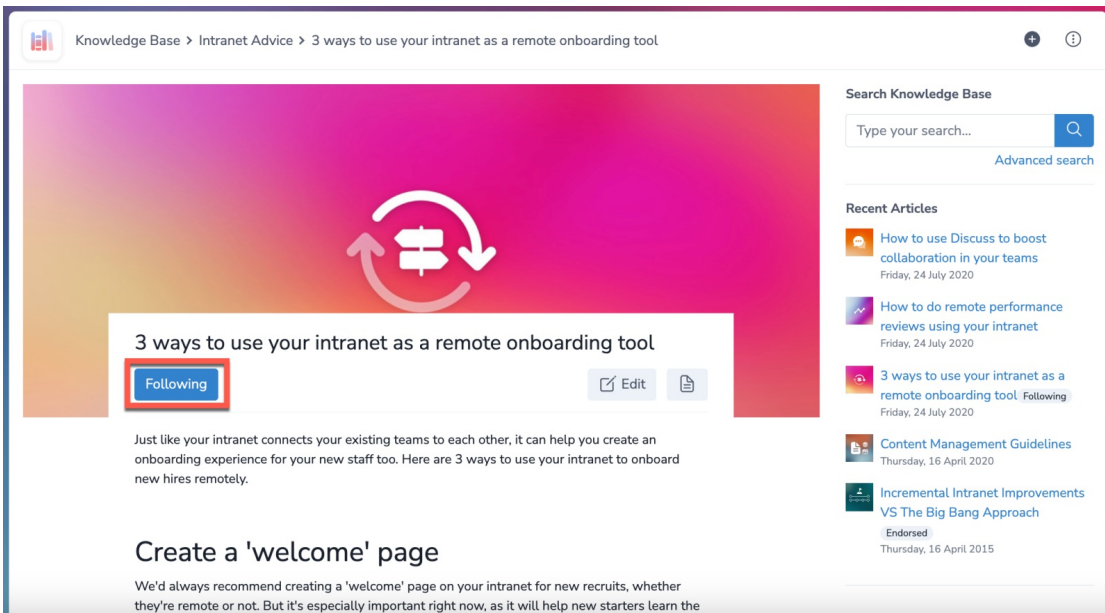
Recent Articles  
3 ways to use your intranet as a remote onboarding tool  
Friday, 24 July 2020  
How to use Discuss to boost collaboration in your teams  
Friday, 24 July 2020  
How to do remote performance reviews using your intranet  
Friday, 24 July 2020  
Content Management Guidelines  
Thursday,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

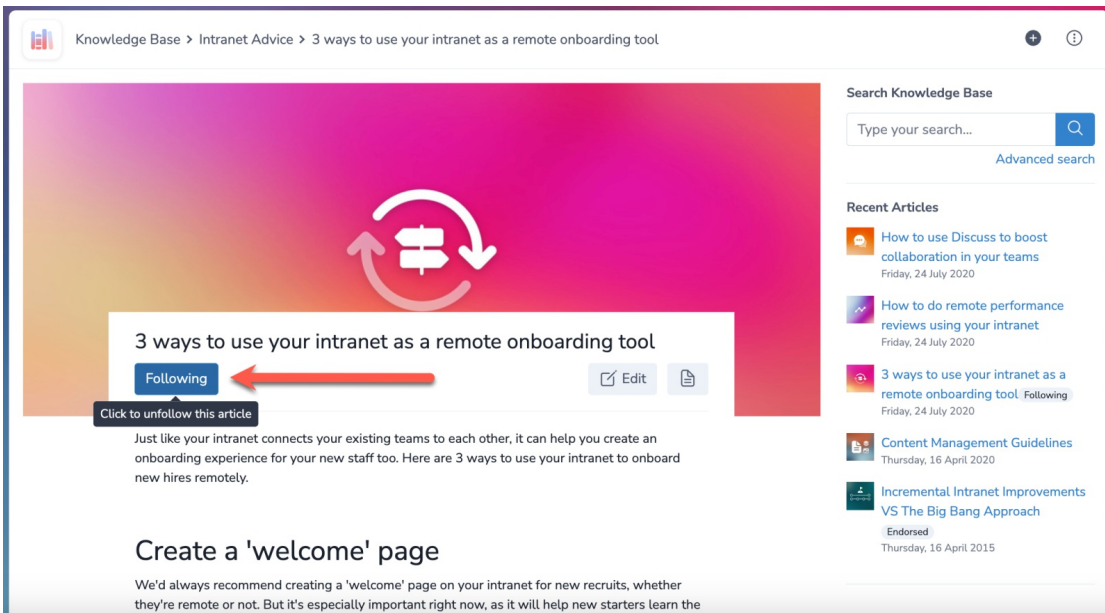
Unlike subscribing to a category, users can follow a single Knowledge base guide instead. Users will receive a notification when the existing guide is edited.



**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	<b>Article: 3 ways to use your intranet as a remote onboarding tool has been edited</b>	Knowledge Base	Claromentis Administrator

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