

A Guide to [includem Hub](#)

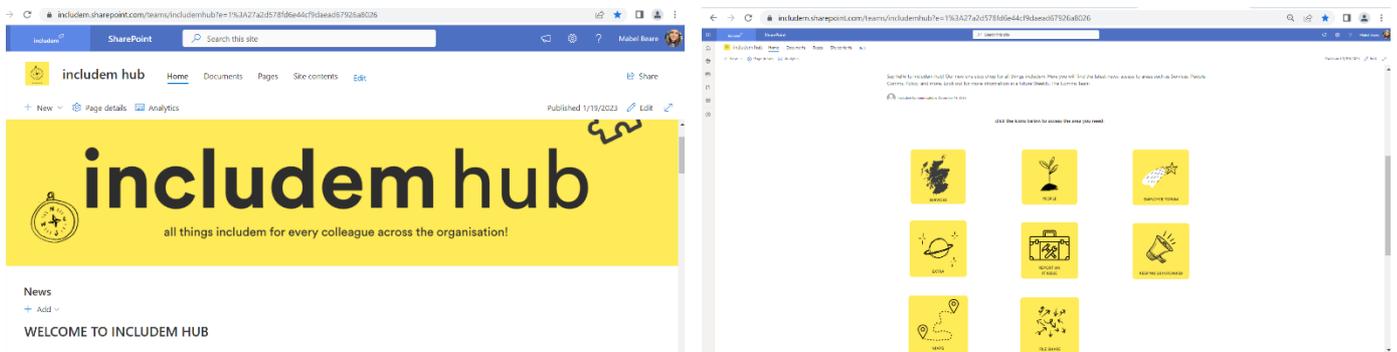
Why is this being done?

Includem Hub is a re-vamp of the Staff Updates SharePoint page. It will work as a central point for all organisational resources, updates, and information.

Here you will find anything from our organisational policies and procedures, to service reports and will become the new home for includem weekly and Friday Five back issues.

In the same style as our website, includem Hub will continue to evolve over time.

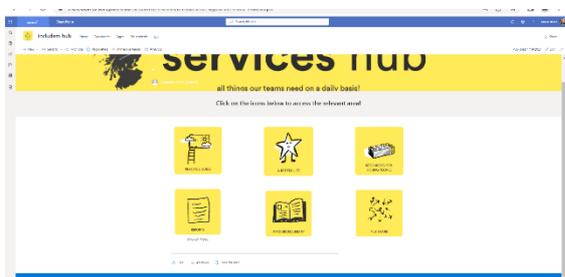
What it looks like



How it Works

On the front page of the Hub (what we're calling the "home page") you will find 8 yellow buttons. Three of these will take you through to relevant pages. The rest are either still being built or direct links to MAPS or to your FileShare section of SharePoint. We wanted to highlight three pages buttons to you:

Services



Services is the new home for our Practice Guide, A Better Life toolkit, Resources for Young People and specific to the location you work in.

People



People is the new home for all things HR, Learning & Development, wellbeing, and also the organisation’s policies and procedures.

There are also plans for a new “keep us updated” form to be added to this page. More information about this will come soon!

Extra



Extra (working title) is the new home for Comms, Fundraising, Projects and Research.

Here you will find all you need to know about our branding, marketing materials, the comms request form and more as well as updates and videos from the Research and policy team.

Ownership

Although the Comms team will have oversight of the new Hub, there are certain pages where the upkeep responsibility will lie with certain teams and a SharePoint folder will need to be created where the relevant team can add documents to this folder with the link to this folder added to Hub (don’t worry we’re here to help you set this up!).

The table below highlights which pages this will impact:

Page	Upkeep Responsibility
Services > Resources for Young People	Services Teams
Services > Reports	Head of Services/Team Managers/Development Team
Services > Resources Library	Services Teams
People > Learning Hub	Learning & Development
People > Wellbeing Hub	Comms Team/MHFA/Learning & Development
Employee Forum	Comms Team
Comms	Comms Team
Fundraising	Development Team
Projects	Project Teams
Research	Policy Team
Keeping Us Informed	Coming Soon

For any page that is edited by the Comms team, this will be updated weekly where appropriate.

Hub on your Phone

You are also able to add an app to your phone's home screen that will take you directly to includem Hub. Follow these steps:

- Open includem hub on your phone (you can access the link through your emails)
- In the top right-hand corner of your screen, click the three dots.
- Click 'Add to Home screen'
- It will then give you the option to rename the icon (I recommend calling it 'includem Hub')
- Click 'add' and your includem hub icon will appear on your phone's home screen – you're good to go!