



Eco active business: Knowledge Hub guide

The eco active business knowledge hub is for all employees of businesses that are members of the eco active business network. This group will allow members to share ideas, network and work together to solve problems relating to environmental improvement. This document will guide you on how to sign up and get started.

From analysing other sustainability networks across the UK, we've decided to launch our own knowledge hub. It is in its experimental phase, so its use and format may change whilst we onboard members and understand how best it can be utilised.

Please note that when you open the knowledge hub website it will automatically take you to the home screen. Please ensure that you click on the [link to the group for eco active business members](#). This is a private group that is only open to members of the network.

Instructions to join

1. Click on the link <https://khub.net/group/eco-active-business-network>
2. **Sign up** to create an account with your work email address. It is necessary to create an account to access the knowledge hub as it is a private group, open to eco active business members only.

Let's begin

Setting up your account takes only a few minutes.

First Name

Last Name

Email Address

Confirm email address

Next >

3. Once registered, click the link 'GO TO LOGIN PAGE'. You will then be asked to read and accept the Knowledge Hub's (external organisation) [terms and conditions](#).
4. To complete registration, verify your email address, using the email verification code sent to your registered email.
5. Re-click on the link to take you back to the eco active business group: <https://khub.net/group/eco-active-business-network>.
6. Click 'request to join group'



Knowledgehub

Home

Groups

People

Networks

Search for



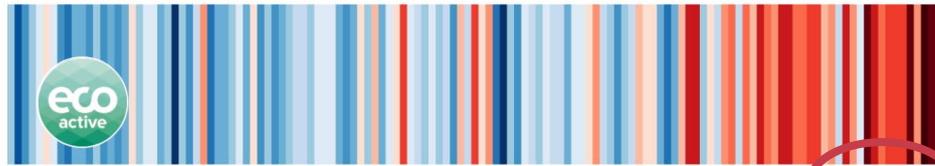
Your groups feed

Discover groups

Your groups

Help

Request a group



eco active business network

Restricted group | Started - January 2024 | Last activity - February | 4 members

Group facilitator: [Jane Burns](#), [Abbie Syret](#)

The eco active business network is an environmental management scheme for businesses or organisations that operate in Jersey. Joining the business network shows you how to take action to lower the environmental impact of the business. This group allows members to share ideas, network and work together to solve problems relating to environmental improvement.

Please note that not all content posted will necessarily be endorsed by the eco active team.

If a business is no longer part of the eco active business network, eco active reserve the right to remove employees from the knowledge hub.

Request to join

7. Where it asks 'Please could you tell us a bit about why you want to join', **please enter the business name** so we can check that you are part of the network.
8. Your request will then be sent to the eco active team who will check that your business is part of the eco active business network. They will then approve the request.



Get familiar with Knowledge Hub

1. The **Home** section is a roundup of all recent activity and shows information about the group.

The screenshot shows the Knowledge Hub interface. At the top, there are navigation tabs: Home, Groups, People, and Networks. A search bar is located to the right of these tabs. Below the navigation, there is a sidebar on the left with options like 'Your groups feed', 'Discover groups', 'Your groups', 'Help', and 'Request a group'. The main content area displays the 'eco active business network' group page. It features a header with the group name, a 'Restricted group' label, and metadata: 'Started - January 2024 | Last activity - Today | 6 members'. Below this is a horizontal menu with tabs: Home, Discussion, Library, Events, Members, Search, and News. The 'Home' tab is selected. Underneath, there is a 'Group information' section with a dropdown arrow, followed by a description of the group's purpose. A 'Recent activities' section shows a list of actions, such as 'Tom Mulholland added this and 17 other files.' and 'Tom Mulholland uploaded a new document.' on 29 Oct 2024.

2. The **Discussion** section is a feed of all activity that is posted within the Knowledge Hub.

The screenshot shows the 'Discussion' section of the 'eco active business network' group. The group name and logo are at the top left, with a three-dot menu icon to the right. Below the group name, it says 'Restricted group | Started - January 2024 | Last activity - This week | 3 members'. A horizontal menu contains tabs: Home, Discussion, Library, Events, Members, Search, News, and Admin. The 'Discussion' tab is selected. To the right of the menu is a search bar. Below the menu, there are tabs for 'Categories', 'Recent Posts', 'My Posts', 'My Subscriptions', and 'Statistics'. The 'Categories' tab is selected. At the bottom of this section, there are two buttons: 'Add Category' and 'Start discussion', with a three-dot menu icon to the right. The main content area is titled 'THREADS' and shows a single thread titled 'eco driver training' by Jane Burns, modified 5 days ago. It indicates '0 Replies' and '1 View'.



3. The **Library** tab is where resources can be uploaded

eco active business network

Restricted group | Started - January 2024 | Last activity - This week | 3 members

Home Discussion **Library** Events Members Search News Admin

Filter and Order Search for

Home **Add**

Title	Document Type	Description	Create Date	Modified Date
FOLDERS				
<input type="checkbox"/> Water	--		5 Days Ago	5 Days Ago
<input type="checkbox"/> Procurement	--		5 Days Ago	5 Days Ago

4. When uploading files, you can add titles and description to explain the reason for upload, its and its purpose

Knowledgehub Home **Groups** People Networks Search for

eco active business network

Restricted group | Started - January 2024 | Last activity - Today | 6 members

Home Discussion **Library** Events Members Search News

< New Document

Upload documents no larger than 200 MB.

File
Choose File No file chosen

Title *

Description

Category

Choose whether online editing is allowed for this document. Please note that online editing is only available for Word, Excel or Powerpoint documents.

Allow online editing NO

Permissions

Group
Only visible to group members

All site members
Visible to any logged in user

Anyone - public
Visible to any logged in and logged out users

Publish Cancel



5. The **Events** section has a calendar of all eco active business network events

The screenshot shows the 'Events' section of the 'eco active business network' group. The page includes a navigation menu with 'Home', 'Discussion', 'Library', 'Events', 'Members', 'Search', and 'News'. Below the menu is a calendar for October 2024. A single event is listed on Monday, October 7th, at 12:15, titled 'Sustainable fina...'. The calendar also shows dates from 29th to 19th. On the left sidebar, there are options like 'Your groups feed', 'Discover groups', and 'Request a group'. The 'Recently visited' section shows the current group.

6. The **Members** section shows a list of all members, allowing you to connect with other eco active business network members. Your membership off the group will be visible to all other members.

The screenshot shows the 'Members' section of the 'eco active business network' group. The page includes a navigation menu with 'Home', 'Discussion', 'Library', 'Events', 'Members', 'Search', and 'News'. Below the menu is a search bar and sorting options for 'Newest' and 'A-Z'. The member list shows one member: Tom Mulholland, with the role 'Climate Change Engagement Intern | Government of Jersey | Joined 26 Sep 2024'. The left sidebar and 'Recently visited' section are identical to the previous screenshot.



7. The **Search** section is where you can search for documents, events, discussions and members

Knowledgehub Home **Groups** People Networks

Your groups feed
Discover groups
Your groups
Help
Request a group

Recently visited
eco active business network

Content type
 Discussions
 Documents
 Events
 Wiki pages
[Clear All](#)

Tags

eco active business network
Restricted group | Started - January 2024 | Last activity - February | 5 members

Home Discussion **Library** Events Members **Search** News

Newest A-Z

eco driver training
Remember this is on-going and FREE for eco active business members for up to 5 members of staff from your business! sign up www.gov.je/ecodriver
Forum post | By: Jane Burns | Last reply: 09 Feb 2024
0 Posts: 1

Sustainable Transport Policy Next Steps
Document | By: Abbie Syvret | Last updated: 09 Feb 2024 | Downloads: 0 | [Download \(3.8 MB\)](#)
0



Knowledge Hub Dos and Don'ts

Do:

- Explore resources
- Engage with training provided
- Ask questions
- Start discussions, especially with other businesses
- Upload and share helpful resources/articles that may aid yourself and other businesses in reducing business' carbon footprint or improving environmental performance
- Take part in discussions that have been started
- Share ideas and best practice with others
- Subscribe to notifications (click on the three dots at the top of the page)
- Be polite and courteous to your fellow eco active business network members

Don't:

- Don't discuss anything that may not aid yourself and other businesses in reducing your business's carbon footprint or improving environmental performance (and anything generally "off topic")
- Make unconstructive and unhelpful comments
- No sponsorship, spam or promotions
- No inappropriate content
- Respect everyone's right to privacy