



Feature Help: hubley h Quick Admin Actions

The admin dashboard is designed to be a center for managing certain hubley Actions. This is the place to go, for hubley Admins, Content Contributors and Page Designers who need to:

- [News Post](#)
 - [Subsites](#)
 - [HubSites](#)
- [Add Site Page](#)
- [Add Department Site](#)
 - [Subsites](#)
 - [HubSites](#)
- [Clear Cache](#)
- [Manage Alerts and Manage Quick Links](#)
- [Manage Mega Menu](#)
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The admin dashboard can be accessed by interacting with the floating hubley h button in the bottom right-hand corner of the page. In this documentation, we will explain how to use the floating h and all hubley Actions included in the dashboard.

We will also answer the following frequently asked questions:

- [What's the difference between Department Sites and Site Pages?](#)
- [How do I find my new Sites and Site Pages?](#)
- [How do I create a new Department Site template?](#)
- [Can I change the color of my hubley h?](#)

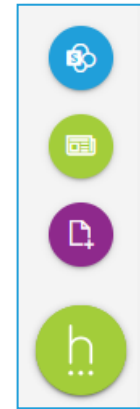
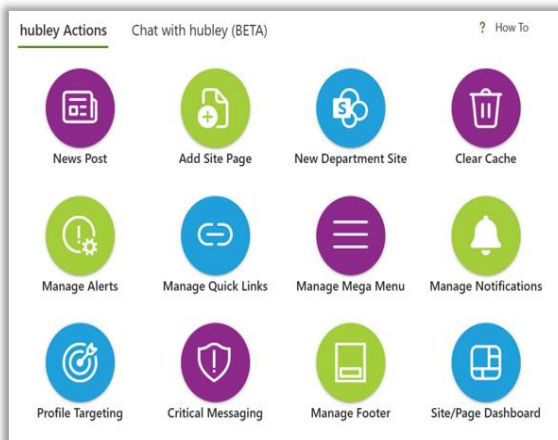
Still have questions about the hubley h feature? Submit a Support Ticket!

First things First:

How Do I Use the Button?

There are two ways to interact with the hubley h button:

- **Hovering over** the hubley h will display the **easy access menu**. This easy access menu gives you the ability to **create Site Pages, News Pages or Department Sites** by clicking on the icons on top of the main hubley h button.
- In addition to the easy access menu, you will also find the **hubley Bot** when you hoover over the hubley h. The hubley Bot is a great tool for all you **hubley related questions**. Find helpful resources with step by steps on how to **set up/configure all the hubley webparts**.
- **Left-clicking the hubley h** will open the full menu of **hubley actions**. This menu includes all the actions available when hovering over the hubley h, as well as the ability to **clear cache, manage alerts and manage Quick Links**.

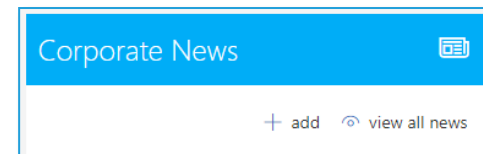


Creating a New News Post Subsites

News posts and feature rotators are created by completing the New Post form. If you have the correct permissions, you can access the News Post form in a few different ways:

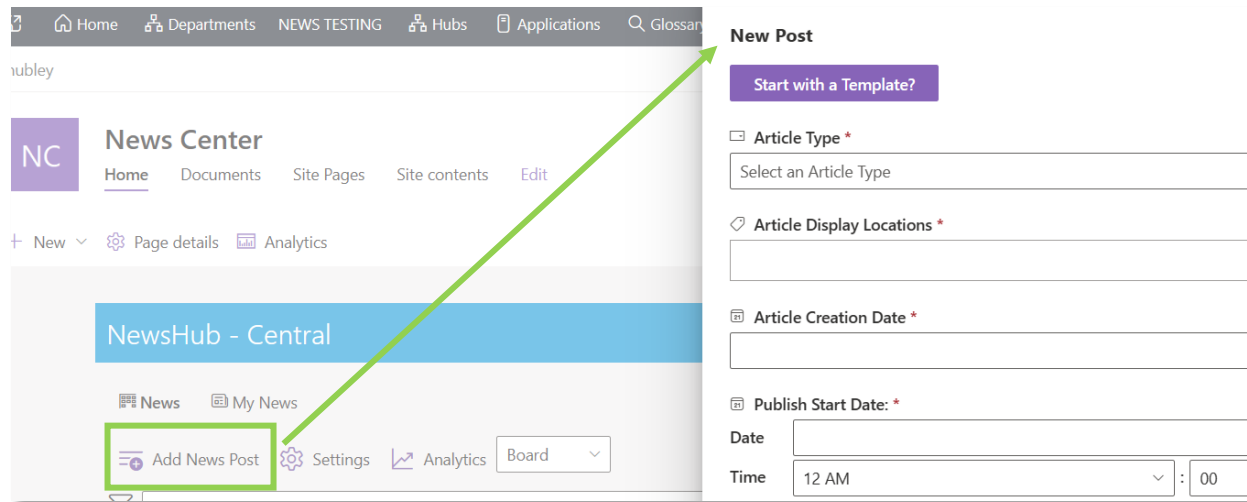
- By clicking the +add button on the newsfeed webpart
- By hovering over the hubley h and clicking on the News button
- By clicking the hubley h and Selecting “News Post” from the hubley Actions form
- From the NewsHub, your one-stop shop for Creating, Scheduling and Reviewing News.

No matter how you access the form, the process is always the same for creating a news article. *You can find full guidance for creating news in subsite environments [here](#).*



HubSites

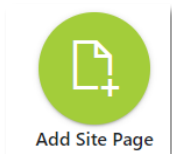
Creating news in the HubSite environment is very easy. Once you click the News Post button in the hubley h, you will be taken to your [NewsHub, where you can create and manage new news](#). Once in NewsHub, click the Add News Post icon at the top to open your News Post form.



The screenshot shows the NewsHub interface. The top navigation bar includes links for Home, Departments, NEWS TESTING, Hubs, Applications, and Glossary. The main content area is titled 'News Center' and includes tabs for Home, Documents, Site Pages, Site contents, and Edit. A green box highlights the 'Add News Post' button in the bottom left corner, with a green arrow pointing to the 'New Post' form on the right. The 'New Post' form includes a 'Start with a Template?' button, an 'Article Type' dropdown, an 'Article Display Locations' field, an 'Article Creation Date' field, and a 'Publish Start Date' field with a date and time picker.

Add Site Pages

Site Pages are most commonly used for **View All pages**, but you may also want to create a site page to highlight additional information that does not fit on the Department Site homepage or even create a page for one of our **larger webparts/apps**.



To create a Site page, click the **Add Site Page** button on the hubley h form.

Pages



Type in the **title** of the page and choose the appropriate **template or page layout**.

Using Templates with Site Pages

When creating a Site Page, you can use any **existing site page** as a template. Toggle the **Start with Template** button to **Yes** to activate this feature.

If you chose a template in the Create from Template box, you will see a preview of the template on the right-hand side of the page:

The screenshot shows the 'New Site Page' interface. On the left, there's a form with a 'Page Title' field, a 'Start with template?' toggle set to 'Yes', and a 'Create from template' dropdown menu showing 'My-Hub.aspx'. Below the dropdown are 'Create' and 'Cancel' buttons. On the right, a preview pane titled 'My Documents' displays a list of templates: 'Evaluation Form' (modified about 2 months ago, Human Resources) and 'Q2 Safety Presentation' (modified about 2 months ago).

This screenshot shows the 'New Site Page' form with the 'Page Layout' dropdown menu open. The menu lists several options: 'Color Block', 'Blank page no header', 'Title Only', 'Image and Title', 'Color Block', and 'Overlap'. The 'Color Block' option is currently selected.

A close-up of the 'Create' and 'Cancel' buttons. The 'Create' button is blue with white text, and the 'Cancel' button is light gray with dark gray text.

Click the **Create** button to kick off the page creation process.

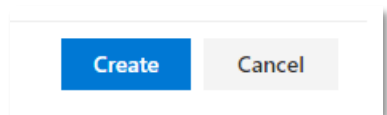
When to use a Site Page:

When you want to put multiple/features on a page, or when you want to add things like images/headers to the page.

Apps

Type in the **title** of the page and choose the appropriate **App** that you would like to utilize as your new site page.

Click the **Create** button to kick off the page creation process.

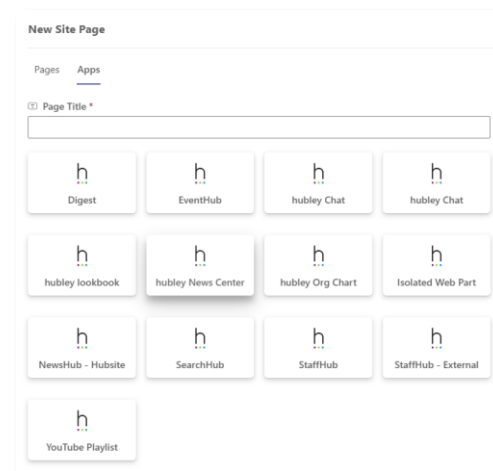


When to use an App Page:

If you want to create a full-page version of a single webpart. When you create an app page, you cannot:

1. Add other webparts to the page
2. Add a header/image
3. Be able to save your changes as a draft (and get approval before going live to your users)

Once the page is created, the New Site Page form disappears, and you'll see this message at the top of the hubley Actions form. Click on **page** to open and **review/edit the page**.



hubley Actions

✓ Page created successfully.



Add Department Site

Subsites

Creating a **Department Site** creates a new hubley **Subsite**. You can use this subsite as a department or other functional site.

When you click the **New Department Site** Button, the New **Department Site form** pops up on the page

You can create a New Department site by typing in the **Site Title** and **choosing a template** and clicking **Create**.

**Note: Please keep in mind that it takes some time for the department site to be updated with all the appropriate webparts and items. The page will not be fully populated, immediately.*

A screenshot of a web form titled "New Department Site". It has two main sections: "Site Title" and "Template". The "Site Title" section has a text input field containing the word "Training". The "Template" section has a dropdown menu with "Department Site Template" selected. Below the dropdown, there is a list of template options: "Department Site Template" (which is highlighted with a grey background) and "Human Resources - Template". At the bottom right of the form, there is a blue button labeled "Create".

Once your Department Site is complete and you are happy with the way it looks, you can copy the URL and **add it to the Mega Menu** to make it accessible to your users.

HubSites

To create a new Department site in the HubSite environment, click on the hubley h from the homepage and then click New Department Site.

Fill out the form and click Save. **You will be emailed in approximately 20 minutes with the new Department URL once creation is complete.** All templating should be applied once you receive the link!

Note: Spaces can be used in the Site Title, but they won't display in the URL. Special characters cannot be used in the Site Title.

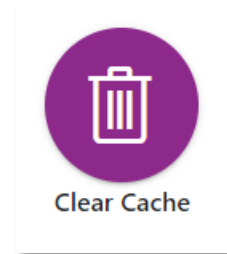
How Do I Create a New Department Site Template?

The department site template field looks for any site with the word Template in the title. To create a new template, create a subsite that starts with the word Template in the title. A few example Templates will be provided, for your use.

Clear Cache

Your hubley Environment uses **caching to improve loading speed**. This is why news and other items may not show immediately, when you add them. We wanted to make it easier for our users to clear the cache and refresh the page, so you can see items as you add them.

To clear the cache, click the **Clear Cache** button on the hubley actions form, then **refresh your browser** window.



Manage Alerts & Quick Links

The [Manage Alerts](#) and [Manage Quick Links](#) button work in the same way. Clicking on either button will show you every **alert or Quick Links list** in your environment. You can click on the **button to the left of any list** to open the appropriate list and add alerts or Quick Links. Click the associated links above to read more details about each webpart.

Manage Quick Links

-  HR Quick Links
Human Resources - Template
-  Quick Links
HubleyConfig
-  Quick Links
Department Site Template

[Close](#)

Manage Mega Menu

Managing the Mega Menu has never been easier. You can use [this documentation](#) to learn how to **manage your menu structure, add and edit items and even customize the look on your Mega Menu!**

Manage (Global) Notifications

Global Notifications can be helpful to make sure your users have the right info in the intranet or in their Employee App. [Read more here](#) to learn how to create and manage notifications.

Profile Targeting

Profile Targeting is one way that you can make sure the right information is visible to the right group of people. **Profile Targeting uses user's profile information – like Department, Job Title or Location to set visibility.** Setting up Profile Targeting can be very sensitive. You can [review this documentation to learn more](#), but don't hesitate to reach out to Support for additional setup assistance.

Critical Messaging

Critical Messaging is one of the ways you can get important, time-sensitive information to your users. This feature requires acknowledgment from your user that they have read the message. [Learn how to efficiently utilize this feature here.](#)

Manage Footer

The hubley Footer sits at the bottom of your hubley Site. You can control the logo, footer header color, and social links as an admin. You'll also be able to add your content to the footer. This is a great way to make certain links available across all your hubley sites. [Learn how to setup and configure the hubley Footer here.](#)

Site/Page Dashboard

Easily locate all of your Sites and Site Pages within your Intranet. This smart search functionality, combined with quick filters and direct links to site homepages, simplifies navigation and enhances productivity. [Learn how to efficiently utilize this feature here.](#)

FAQs

What's the Difference between Department Sites and Site Pages?

Department Sites are individual Subsites or HubSites – depending on what structure you're using. Subsites/HubSites have their own collection of lists, libraries, site assets and site pages. You would create a Department Site, if you're creating a page that needs it's own lists, libraries, etc.

Can I Change the Color of my hubley h?

Yes, you can. Navigate to the hubley Global Settings Manager, via the admin tab.



hubley Global Settings

Use this list to interact with various hubley Global Settings, such as the color of your hubley h button.

In this list, you will see an option called Action Button Background Color. You can input the RGB, Hex Code or color name in the value field to change the color of the main hubley h. Once done, scroll to the bottom and click Save.

Inputting a color code will only update the color of the main hubley h. The smaller buttons that appear when you hover over the h will always be the same color.

[The Global Settings Manager documentation can be found here.](#)

