



BIDBUILD TRAINING · INTRANET HUB

How to Customize Your Intranet Hub

A companion to the video walkthrough. What the hub is, how to reach the editor, every block type you can place on a page, and how to add a new page and control who is allowed to see it.

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OVERVIEW

Your company's own space inside BidBuild

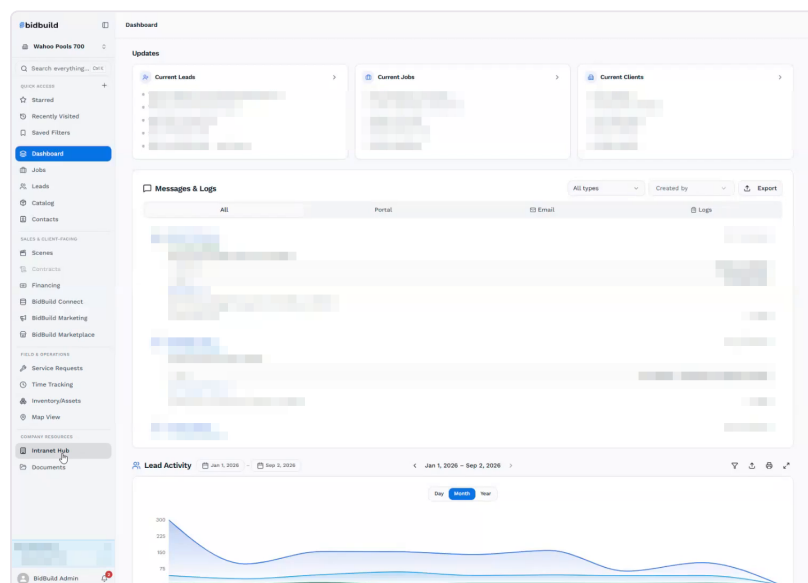
The Intranet Hub is where everything your team keeps asking for lives in one place: announcements, documents, the company calendar, the team directory, process guides, and training material. Instead of that information being scattered across emails, text messages, spreadsheets, and folders, it sits behind one menu item.

INTRANET HUB · PAGES · BLOCKS

TERM	WHAT IT MEANS
Hub	The whole internal portal — everything under Intranet Hub.
Section / page	One entry in the hub's left-hand menu, with its own icon and its own visibility rules.
Block	A piece of content on a page: text, image, video, iframe, link card, calendar, or divider.
Visibility	Which roles can open a page. Empty means everyone.

START HERE Open the hub

From the dashboard, open the side menu and select **Intranet Hub** under Company Resources. Anyone in the company can read the hub; only an administrator can change it.



SIDE MENU · INTRANET HUB

READ ACCESS VS EDIT ACCESS

Viewing the hub happens in the side menu. **Editing** it happens in Settings, which is why the two look like different screens.

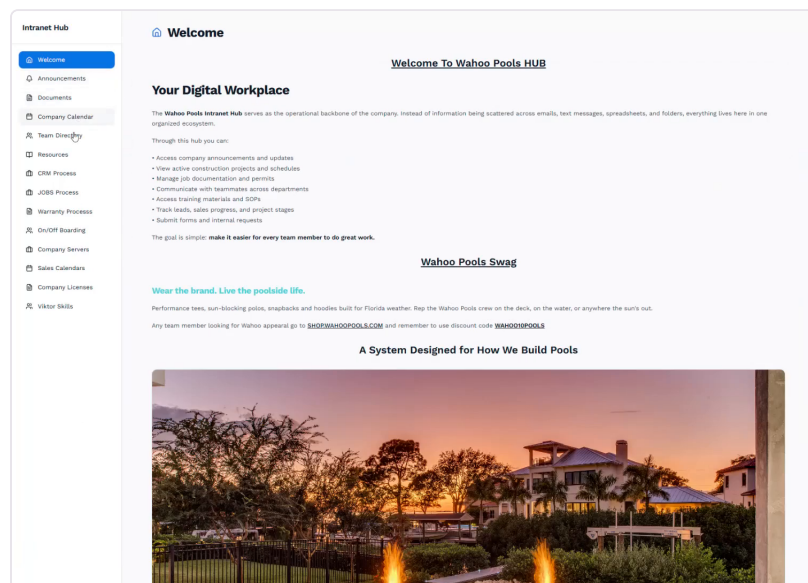
PART ONE

What your team sees

The hub opens on its landing page, with every page listed down the left.

STEP 01 The landing page

The first page is what everyone lands on — a welcome, what the hub is for, and the links your team uses most. Text, headings, links, and images all sit on the same page.



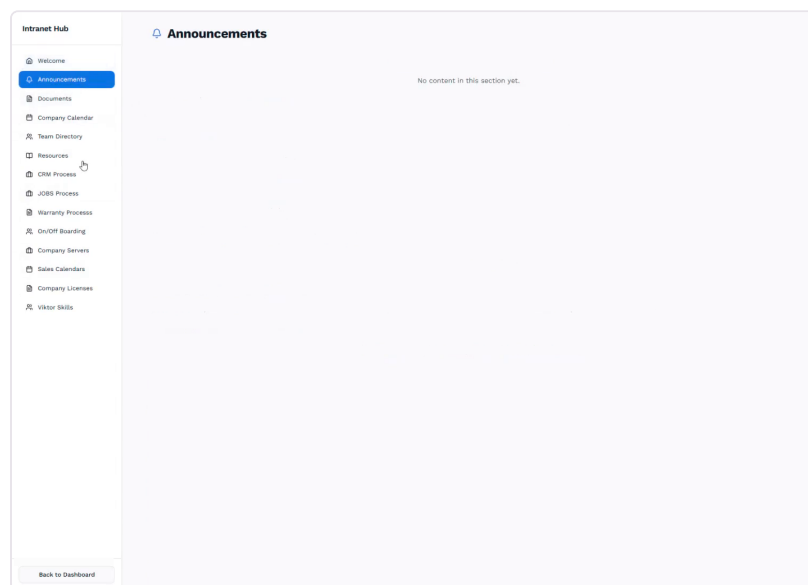
INTRANET HUB · WELCOME

PART ONE

Pages in the menu

STEP 02 The rest of the pages

Every other page is one entry in the left menu: announcements, documents, the company calendar, the team directory, resources, process guides, calendars, and licences. A page with nothing on it yet simply says so.



INTRANET HUB · ANNOUNCEMENTS

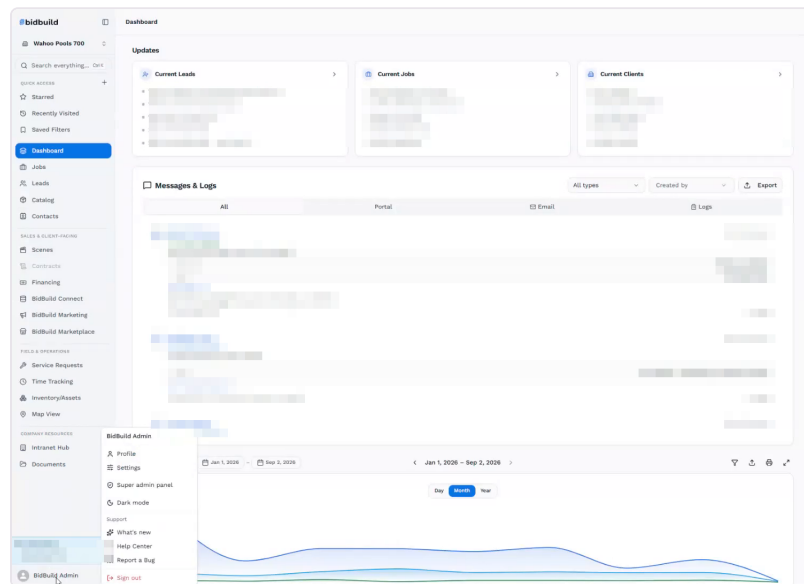
PART TWO

Open the hub editor

You must be an administrator. The editor lives in Settings, not in the hub itself.

STEP 01 Open your profile

Select your name in the lower left corner, then choose **Settings**.



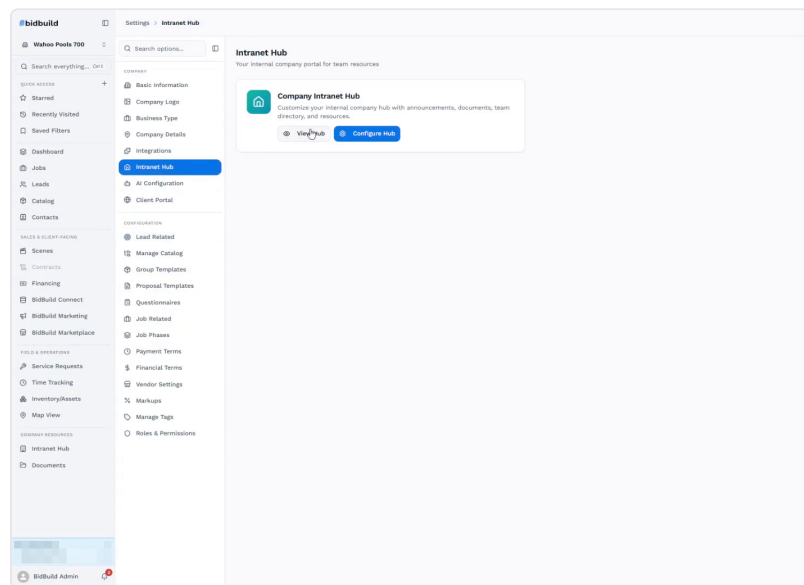
PROFILE MENU · SETTINGS

PART TWO

Open the hub editor

STEP 02 Configure Hub

In Settings, under Company, choose **Intranet Hub**. The panel gives you two buttons: **View Hub** opens it the way your team sees it, and **Configure Hub** opens the editor.



SETTINGS · INTRANET HUB

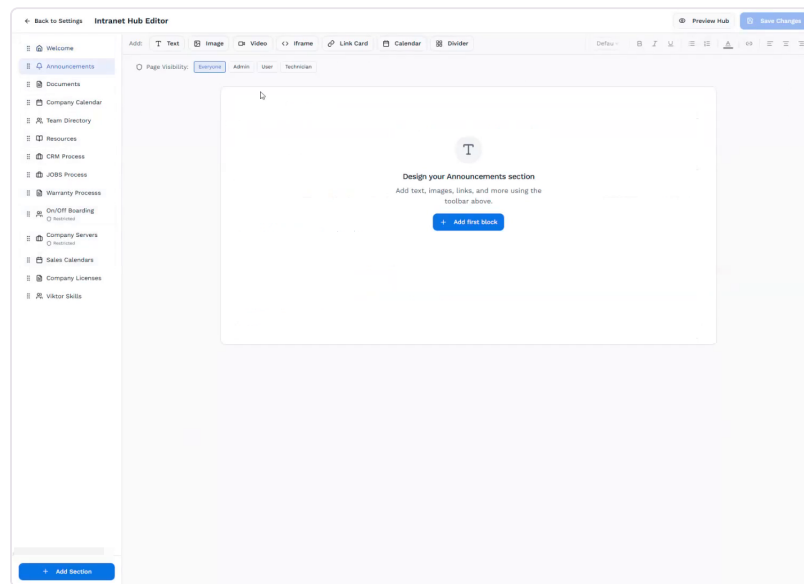
PART THREE

Build the page

Pages down the left, the block toolbar across the top, your content in the middle.

STEP 01 Pick a page

Select any page in the left list to edit it. An empty page prompts you to add its first block.



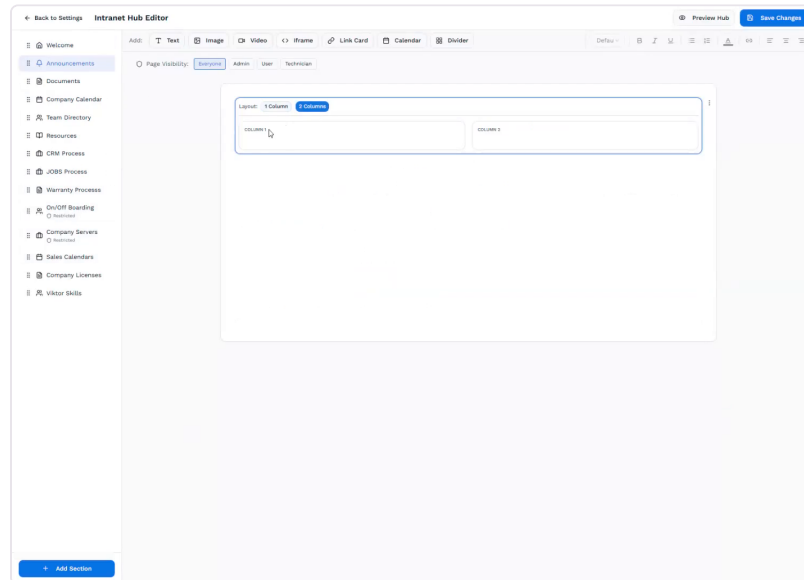
INTRANET HUB EDITOR · EMPTY PAGE

PART THREE

Add a block

STEP 02 Add a block and choose the layout

Select **Add**, then choose **1 Column** or **2 Columns** for that block, and type your information straight into it.



EDITOR · COLUMN LAYOUT

ORDER MATTERS

Blocks stack down the page in the order you add them. Build the page in reading order.

PART FOUR

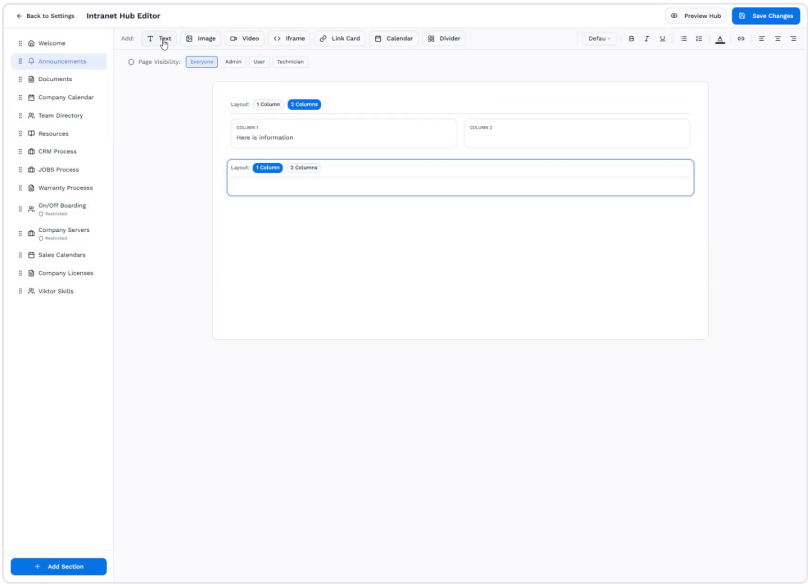
The seven block types

Everything on the toolbar, and what each one asks you for.

BLOCK	WHAT IT DOES	WHAT IT ASKS FOR
Text	Typed content, headings, lists, links	Nothing — just type.
Image	One, two, or three photos in a row	Select the upload area and choose a file.
Video	An embedded video	Select the upload area and choose a file.
iFrame	Embeds another web page inside the hub	URL and height in pixels.
Link Card	A titled, described link	Title, URL, description.
Calendar	A calendar on the page	Nothing.
Divider	A horizontal rule between blocks	Nothing.

STEP 01 The toolbar

Add, Text, Image, Video, iFrame, Link Card, Calendar, and Divider sit across the top of the editor.



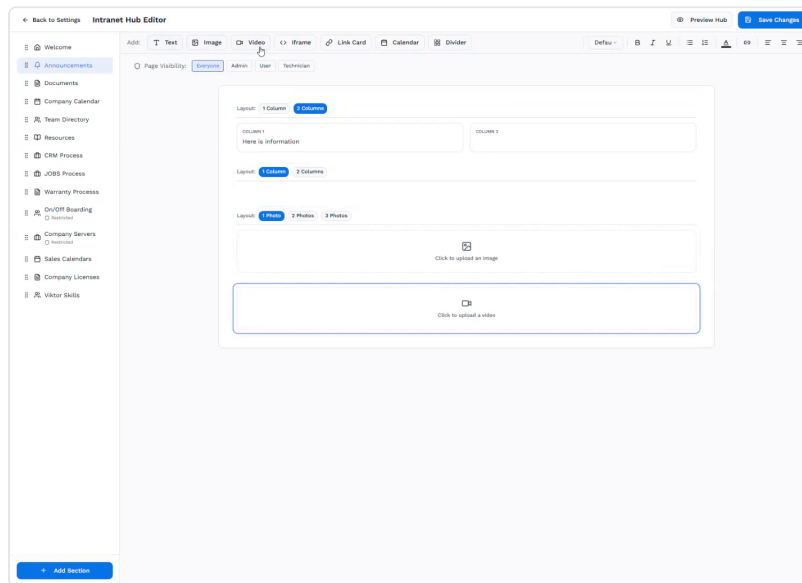
EDITOR · BLOCK TOOLBAR

PART FOUR

Media, embeds, and links

STEP 02 Image and video blocks

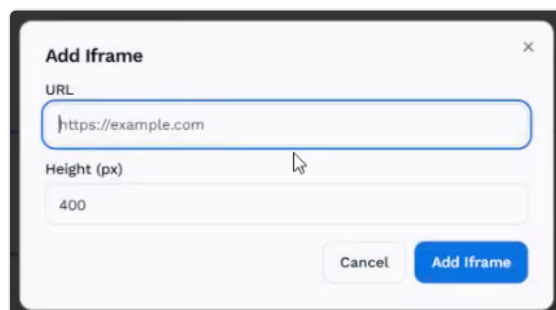
An image or video block drops an upload area onto the page. Select it and choose your file. An image block can hold **1 Photo**, **2 Photos**, or **3 Photos** side by side.



EDITOR · IMAGE AND VIDEO BLOCKS

STEP 03 iFrame

Enter the address you want to embed and a **height in pixels** — 400 is the default — then select **Add Iframe**. The URL is required.



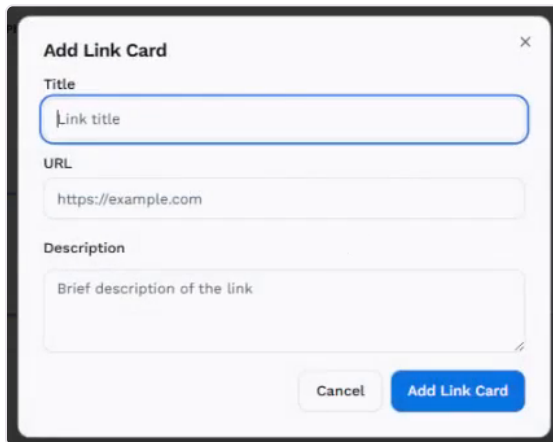
EDITOR · ADD IFRAME

PART FOUR

Link cards

STEP 04 Add a link card

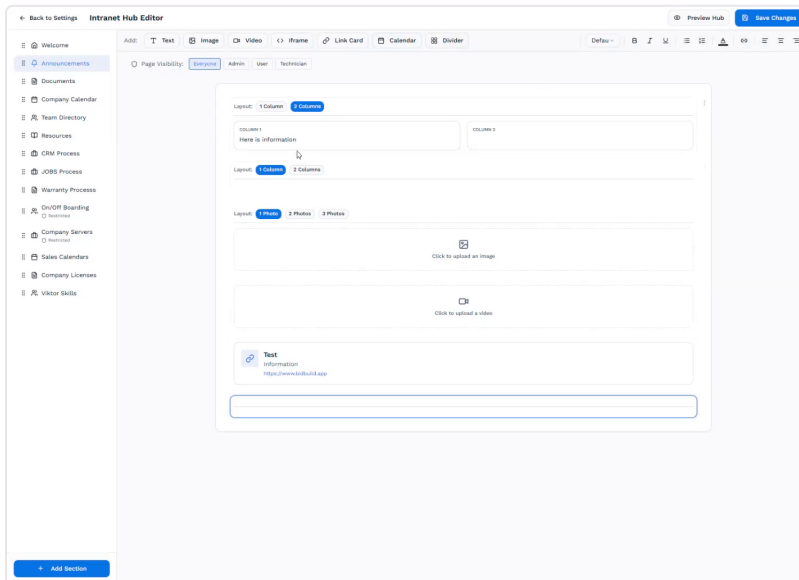
A link card needs a **title**, the **URL** it points to, and a short **description**. Select **Add Link Card** and it drops onto the page as a titled tile — better than a bare link, because your team can see what they are about to open.

A modal dialog box titled "Add Link Card" with a close button (X) in the top right corner. It contains three input fields: "Title" with placeholder text "Link title", "URL" with placeholder text "https://example.com", and "Description" with placeholder text "Brief description of the link". At the bottom right, there are two buttons: "Cancel" and "Add Link Card".

EDITOR · ADD LINK CARD

STEP 05 On the page

The finished card sits in the block list with its title, description, and address.



EDITOR · BLOCKS ON THE PAGE

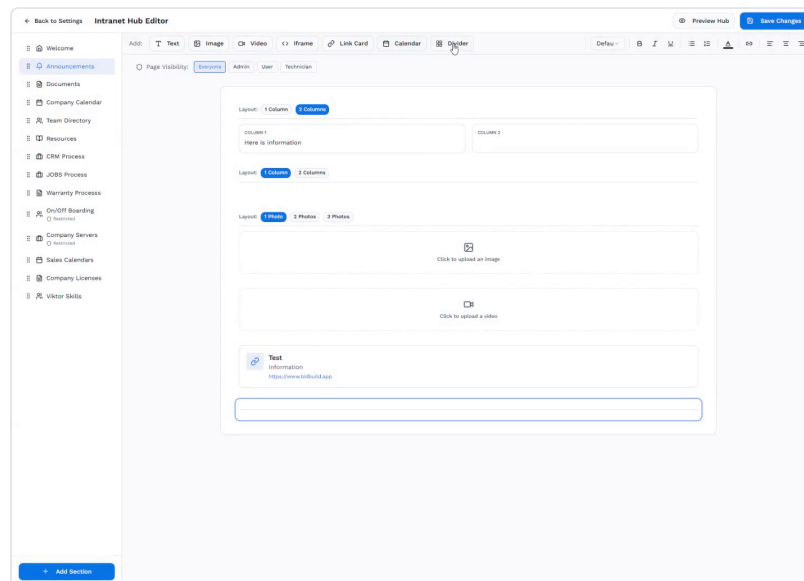
PART FIVE

Format your text

The formatting toolbar runs along the top right of the editor.

STEP 01 Highlight, then format

Select the text you want to change, then use the toolbar: **bold**, italic, underline, bullet and numbered lists, alignment, font colour, and hyperlink.



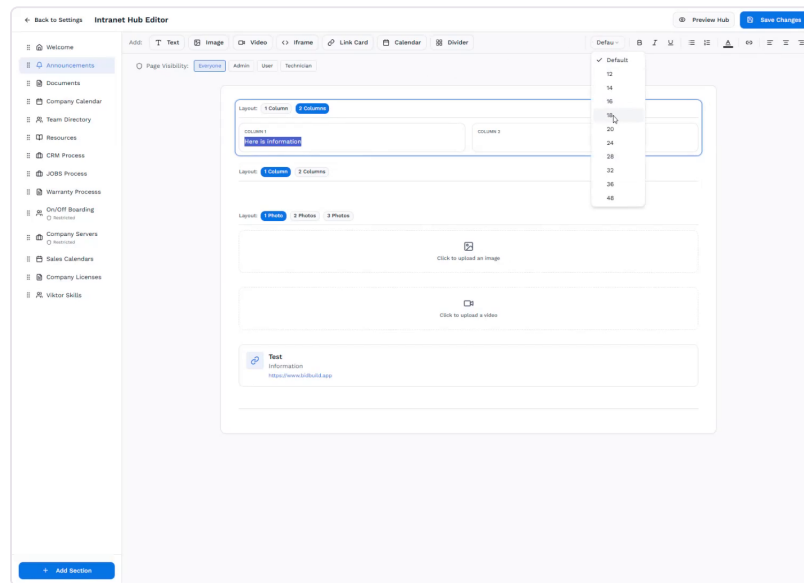
EDITOR · FORMATTING TOOLBAR

PART FIVE

Size, colour, and links

STEP 02 Size and colour

The size control sets the point size of the highlighted text; the colour control sets the font colour. The link button turns the highlighted text into a hyperlink.



EDITOR · TEXT SIZE

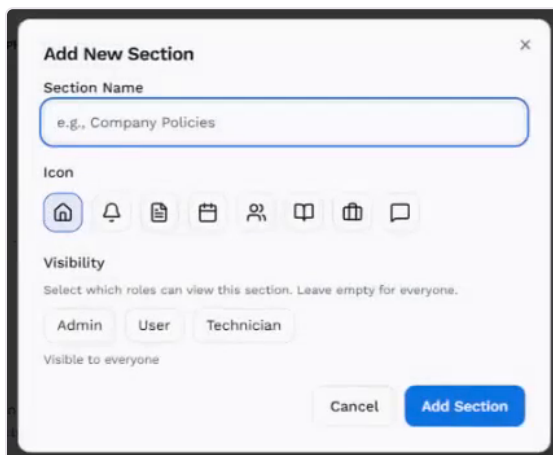
PART SIX

Add a section

A section is a page. Each one gets a name, an icon, and its own visibility.

STEP 01 Name it and pick an icon

Select **Add Section** in the lower left. Give the section a name — this is what appears in the hub menu — and choose an icon for it.



Add New Section [X]

Section Name
e.g., Company Policies

Icon
[Home] [Bell] [Document] [Calendar] [People] [Book] [Briefcase] [Speech Bubble]

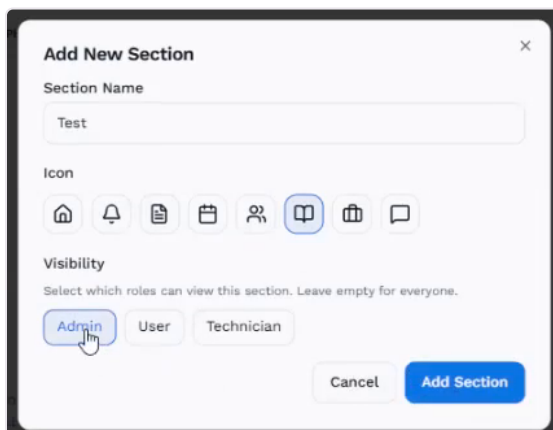
Visibility
Select which roles can view this section. Leave empty for everyone.
Admin User Technician
Visible to everyone

Cancel Add Section

EDITOR · ADD NEW SECTION

STEP 02 Choose who can see it

Under **Visibility**, select the roles allowed to view the page: **Admin**, **User**, **Technician**, or any other profile you have created. Leave it empty and the page is visible to everyone.



Add New Section [X]

Section Name
Test

Icon
[Home] [Bell] [Document] [Calendar] [People] [Book] [Briefcase] [Speech Bubble]

Visibility
Select which roles can view this section. Leave empty for everyone.
Admin User Technician

Cancel Add Section

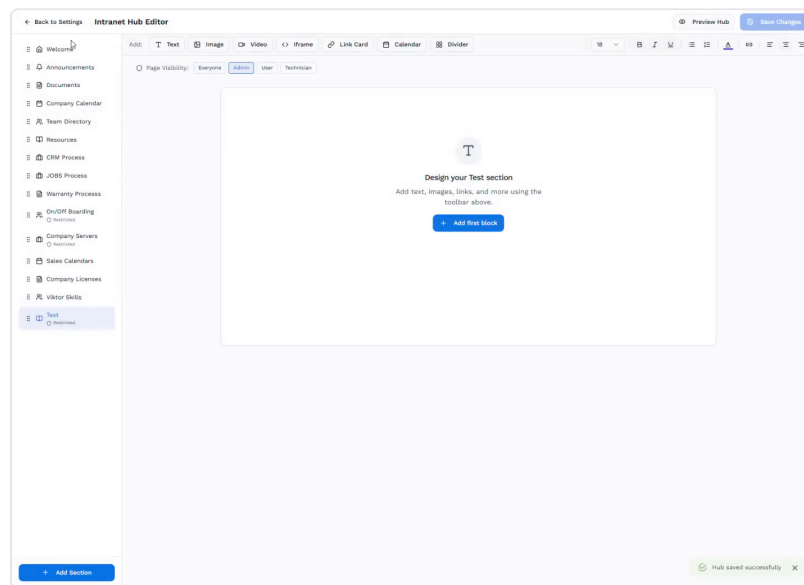
ADD NEW SECTION · VISIBILITY

PART SIX

Fill it and save

STEP 03 The new page

Select **Add Section** and the page appears in your list, waiting for its first block. Build it the same way as any other page.



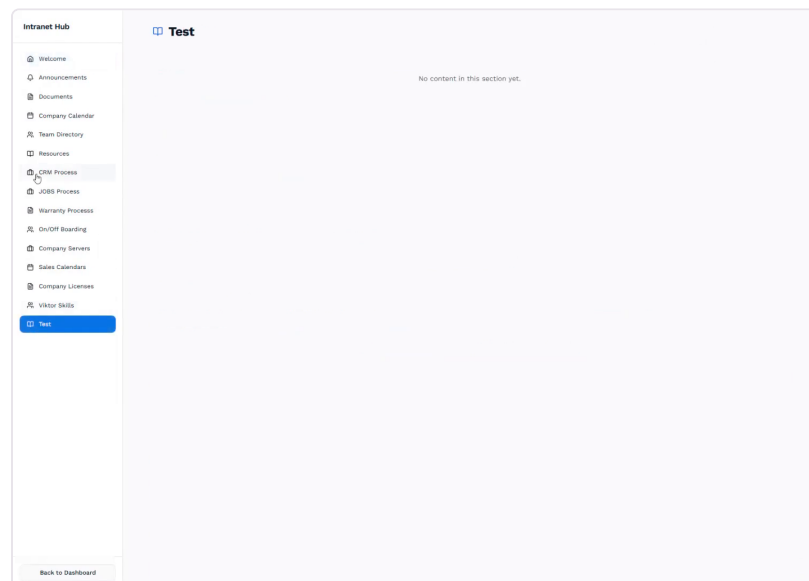
EDITOR · NEW SECTION

PART SIX

Save and preview

STEP 04 Save, then preview

Select **Save Changes** in the upper right, then **Preview Hub** to see it exactly as your team will.



INTRANET HUB · PREVIEW

REFERENCE

Quick reference

WHERE THINGS LIVE

YOU WANT TO	GO TO
Read the hub	Side menu → Intranet Hub
Edit the hub	Profile → Settings → Intranet Hub → Configure Hub
Add content to a page	Editor → select the page → Add
Add a page	Editor → Add Section (lower left)
Restrict a page	Add New Section → Visibility
Publish your work	Save Changes → Preview Hub

THINGS THAT TRIP PEOPLE UP

- **Nothing saves until you select Save Changes.** Leaving the editor without saving loses the blocks you just added.
- **Empty visibility means everyone.** Selecting a role narrows the page — it does not add to a default.
- **An iFrame needs a full URL.** The dialog refuses to add the block without one.
- **Not every site allows embedding.** If an iframe shows up blank, that site is blocking it — use a link card instead.
- **You must be an administrator** to see Configure Hub at all.

A GOOD HUB IS MAINTAINED

Give each page an owner and a reason to be opened. Announcements and calendars go stale quickly; process guides and directories are what keep people coming back.