## FlowNet Users Guide

The Knowledge Hub website is a tool to help people connect, share and learn from each other. FlowNet is the group for all those interested or involved in flood risk and water management on the Knowledge Hub website. FlowNet has seven sections. The key sections are the document library, the forum and the events notice board.

## Figure 1: FlowNet website map

## Activity

This is the FlowNet home page. It displays the most recent forum posts, document uploads and event postings on the FlowNet site.

## Group Hub

Group hub is split into two sections: Library and Blog.

### Library

The library is a collection of documents, relating to flood risk and water management including guidance documents, newsletters and bulletins. Any member of FlowNet can contribute to the document library and upload documents onto the library.

The following file formats can be uploaded: .bmp, .css, .doc, .docx, .dot, .gif, .gz, .htm, .html, .jpg, .js, .lar, .odb, .odf,. odg, .odp, .ods, .odt, .pdf, .png, .ppt, .pptx, .rtf, .swf, .sxc, .sxi, .sxw, .tar, .tiff, .tgz, .txt, .vsd, .xls, .xlsx, .xml, .zip, .jrxml, .flv, .csv, .psd, .rar, .xhtml, .rss, .avi, .wmv, .mpg4, .wma, .mp3, .pub . The preferred document type for upload is PDF and the maximum size of any upload is 100 megabytes.

To upload documents onto the FlowNet library, you must add a document title and description and tag the document with the tag ‘**Flownet**’ and a key theme. The document tags will enable it to be filtered during a search. In addition to the ‘Flownet’ tag, all documents should be tagged with one of the 9 main document tags:

1. **General Flood and Coastal Erosion Risk Management**

This tag should be used for documents on FCERM that doesn’t fit within the other forums.

1. **Local Flood Risk Management**

This tag should be used for documents on local flood risk management, including the Flood & Water Management Act 2010 and Flood Risk Regulations duties and implementation

1. **SuDS and SABs**

This tag should be used for documents relating to Sustainable Drainage (SuDS) and SuDS Approval Bodies (SABs)

1. **Spatial Planning**

This tag should be used for documents on spatial planning and flood risk, including the role of the Department of Communities and Local Government and the planning process.

1. **Resources**

This tag should be used for documents on resources, including capacity building, knowledge and skills and partnership working.

1. **Funding**

This tag should be used for documents on funding mechanisms available for flood risk management and its implementation.

1. **Emergency Planning**

This tag should be used for documents on emergency planning relating to flood risk, including reservoirs.

1. **Trusted Content**

This tag should be used for documents, which provide important guidance information from trusted sources, for example, PPS25 and the flood risk management checklist for local authorities provided by the local government information unit.

1. **Archive**

This tag should be used for out-of-date bulletins or superseded guidance information.

As an example of the tagging system, the SuDS manual is tagged as ‘Flownet’, ‘suds and sabs’ and ‘trusted content’.

Before finalising the upload of a file to the group you will be asked to select the permissions for the file, either:

* this item is public and published online (this will be available in the Knowledge Hub's Public Library and indexed on the web for non members to view and download); or
* this item is restricted to members of this group only.

Members of FlowNet can ‘like’, comment on and share (via email, twitter, facebook and Linkedin) library documents.

### Blogs

The blogs tab gives access to the thoughts of FlowNet members. Any member of FlowNet can write their own blog and comment on other member’s blogs. Tags should be added to the blogs to make it easier for the blogs to appear in search results and for them to be pulled into groups covering relevant topics. The main tags to be used in FlowNet are covered in the section on library documents.

## Members

The members tab of FlowNet lists members in alphabetical order by surname. Each member has their own profile, containing the following information: job title, organisation, website, biography, email address and links to social networking profiles. FlowNet allows you to connect or follow other members of the group.

## Forum

The forum allows members of FlowNet to have discussions and share knowledge of FCERM. It consists of threads of forum posts under six key topics, plus an additional forum for the hot seat discussions:

1. **General Flood and Coastal Erosion Risk Management**

General discussion on FCERM that doesn’t fit within the other forums.

1. **Local Flood Risk Management**

Discussion on local flood risk management, including the Flood & Water Management Act 2010 and Flood Risk Regulations duties and implementation.

1. **Sustainable Drainage (SuDS and SABs)**

Discussion relating to Sustainable Drainage (SuDS) and SuDS Approval Bodies (SABs)

1. **Spatial Planning and Flood Risk**

Discussion on spatial planning and flood risk, including the role of CLG and the planning process.

1. **Resources**

Discussion on resources, including capacity building, knowledge and skills, partnerships, and funding.

1. **Emergency Planning**Discussion on emergency planning relating to flood risk, including reservoirs
2. **Hot Seats**A series of lunchtime 'Hot seat' on-line question and answer sessions, where a panel is available to answer questions and encourage discussion on specific topic areas.

To start a new thread, select one of the relevant subject area from above, select add a new thread and enter the details for the thread title, the discussion, and the thread tags. A reply to the forum post is posted as a comment.

## Events

The events calendar is a place to share and publish events with the aim of creating a comprehensive directory of all the conferences, seminars, workshops and courses coming up. To post a new event to a community, select the Events tab and then select the 'Add event' button. Enter details of the event including:

* Title
* Venue name and location (Please enter full address including postcode)
* Start and finish date and time
* Summary
* Body (full description of the event)  You may wish to add a link to the booking system or website for the event
* Include details of who to contact for the event
* Hyperlink to any key documents in the Library that are relevant to the event.
* Visibility (Choose to publish the event as "public and published online or restricted to members of this group only

Event adverts should not be added under forum posts or library documents.

## Wiki

Wikis are web pages which anyone can edit. This means that any visitor to the wiki can change, update and add to its content if they desire. Wikis are good for using other people's knowledge and experience to help develop an idea or a piece of work. To create a new Wiki, select the Wiki tab and then add a new page button. Enter the details into the form to start the wiki and select publish to complete.

## Ideas

Under the ideas tab, members post their ideas and others can vote on their agreement with the idea. Additionally comments can be provided to contribute thoughts on the idea.