

Low Emission Hub – MyHub User Guide

MyHub Guide

The MyHub function allows users to register and login into the site. You can register as one of two types of user to view all of the case studies. Registering also provides the following functionality:

- **Basic user:** can select and save case studies to view later, and to comment on case studies
- **Author:** can also upload and edit case studies

Registration and login

When you first go to the login screen you will need to register – simply click on the 'Register with MyHub' link. This will then take you to the registration screen. Fill in your name, email and a password, then select either basic or author from the drop down list.

MyHub Login

Enter your email and password to login to MyHub. New users should first [register here](#).

Register with MyHub

Submit the following form to register for MyHub. For assistance, email info@lowemissionhub.org

Registration form with fields for name, email, password, and user type (Basic/Author). A callout bubble points to the form with the text "Enter registration details".

Click to register

Login form with fields for email and password, and a "login" button. A callout bubble points to the "login" button. Another callout bubble points to the "Register with MyHub" link below the form.

You will be sent an email to confirm that your email is authentic. The moderator will then activate your account and you will be able to use the MyHub functions. Next time you use the Hub enter your email address and password and click login.

When logged in the menu bar will now show a logout button – click this to log out. Alongside the logout button is a star and a number which indicates the number of case studies you have selected and saved.



When you have logged in you will see the following screens:

Welcome to MyHub

MyHub is your admin area for the Low Emission Hub. For assistance, email info@lowemissionhub.org.

MyHub profile

Edit your user profile

MyHub options

List selected case studies

Basic user

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Edit your case studies

Author user

Editing your user profile

Both basic users and authors can enter and update their contact details in the user profile page. If you are an author you can also enter and edit some basic contextual information about your local authority. This contextual information will be used as the basic context for any case study that is created for your local authority. When you enter or edit information you need to click the **save** button for the information to be updated.

Enter and/or update your contact and local authority details.
Note that contact details will be displayed alongside published case studies.



Your local authority:

West Somerset

Your details

Name:

Role:

Email:

Address 1:

Address 2:

Address 3:

Postcode:

Tel:

Save

Local authority context

Local Info



Author users only

Local emission issues



Viewing selected case studies

When you are logged in and searching the case studies you can select case studies for viewing as a group in MyHub. Simply select the case studies as you search the case studies, then go to the MyHub page and click the 'List selected case studies' option.

This will show a list of your selected and saved case studies. Click the 'view' button to view the case study or 'remove' to remove it from your selected list. Once you are viewing a case study you can move backwards and forwards through your list by clicking the 'next' and 'previous' buttons.

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Upload a new case study

Edit your case studies

TYPE	NAME	DESCRIPTION	
	Merseyside (LTP)	Local Transport Plan: High level goal - Reducing emissions from transport to mitigate against climate change and improve local air quality (which will be delivered through the Low Emissions Strategy): (a) Provide a range of viable low emission travel options, (b) Educate about what travel options are available and when they are most appropriate, (c) Incentivise low emission travel choices, (d) Remove financial barriers to low-emission technologies, (e) Build, maintain and manage the transport network in a way that minimizes emissions. Evidence base includes modelling of impacts on C emissions.	View Remove
	BT (Fleet measures)	Since 2005, a range of measures have been implemented by BT across its fleet. Fuel usage and CO2 emissions have decreased by 30% since 2005.	View Remove
	Center Parcs (Green fleet)	Centre Parcs introduced electric vehicles to their fleet. Of the 138 LCV fleet, 18% are electric vans (22 Aixam and three Modec electric vehicles). Other measures have included replacing almost 100 ageing petrol and diesel-engine vans with new low-emission diesel models - Euro4-compliant (Ford Transit Connect and Mercedes Vito models). There has also been a reform of company car policies with incentives for purchasing lower emission models, promotion of car sharing and teleworking. Their total transport emissions have reduced by 8.5% year on year equating to a reduction of 176.25 tonnes of CO2. Across five year operating cycle, estimated operating cost reductions of 20%.	View Remove

Click to view case study

Upload a case study

Go to the MyHub page and click the 'Upload a new case study' button to take you to the upload pages. Uploading a case study is done in 5 steps:

1. **Overview** – enter the key information about the case study that will be shown in the main case study view;
2. **Actions** – enter the details of each action (measure) in the case study;
3. **Quantify** – provide any quantification you have for the whole case study, and for each individual action if available;
4. **Other info** – attach any supporting documents;
5. **Finish** – save and submit the case study for moderation and publication to the Hub.

The 5 steps are shown at the top of the upload page and you move between them as you enter data.

Overview

First enter the basic details of the case study by selecting the case study type, entering a case study name and the case study main actor (who is the case study about). Then put in the basic locational details.

Overview **Actions** **Quantify** **Other Info** **Finish**

Enter the core information for your case study.
Mandatory fields are marked by an asterix (*).

Name:

Type:

Main Actor:

Basic details*

Authority:

Location:

Town/City:

Postcode:

Headline*

B **I** **I_x** **☰** **☷** **🔗** **🗨** **✂** **📄** **📁** **📁** **📁** **⬅** **➡**

Small tesco local being built on site in market town.

Upload steps

Drop down for case study type

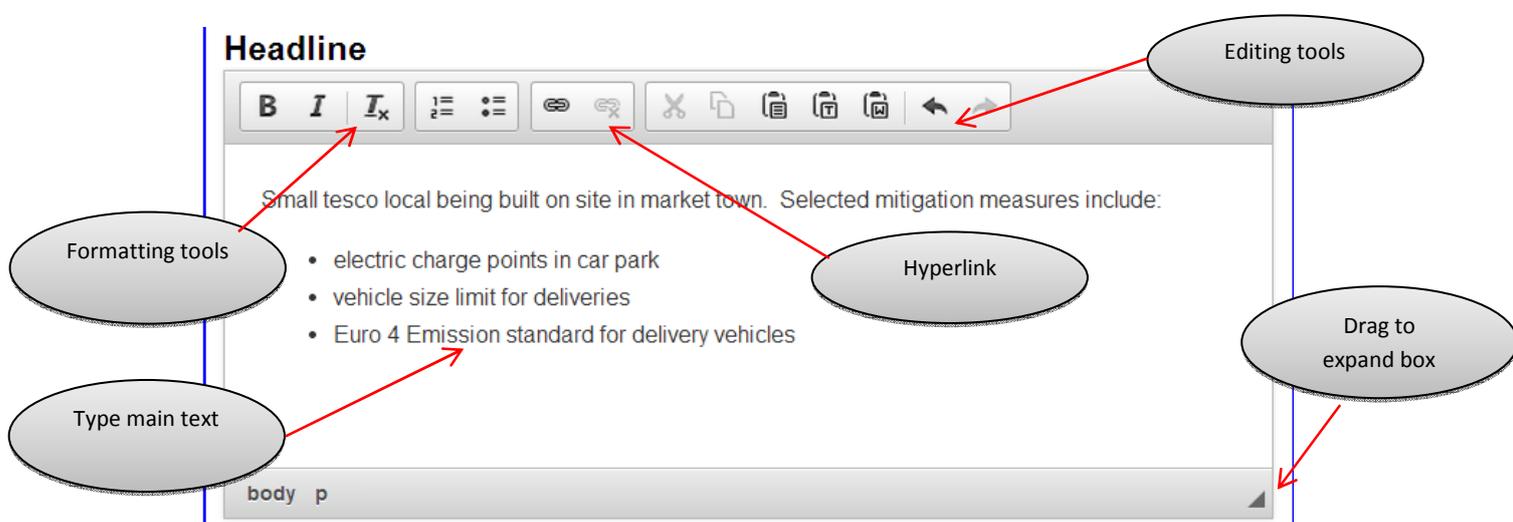
Select authority and location type

Text boxes for entering overview information

Scrolling down the page you will see a series of **seven** main text boxes that allow you to enter the main information about the case study. The text boxes cover:

- **Headline** – an overview of the case study;
- **Status** – are the actions planned, being implemented or completed;
- **Scope** – the scope of the case study in terms of what it applies to (e.g. extent of vehicle fleet, or geographical area);
- **Harm** – what was the prior emissions impact of the fleet, site or area before the measures in the case study were implemented;
- **Action** – what actions were implemented to affect the emissions;
- **Benefit** – the emissions impact of the measures in the case study;
- **Appraisal** – in general terms how successful have the actions been and lessons learnt.

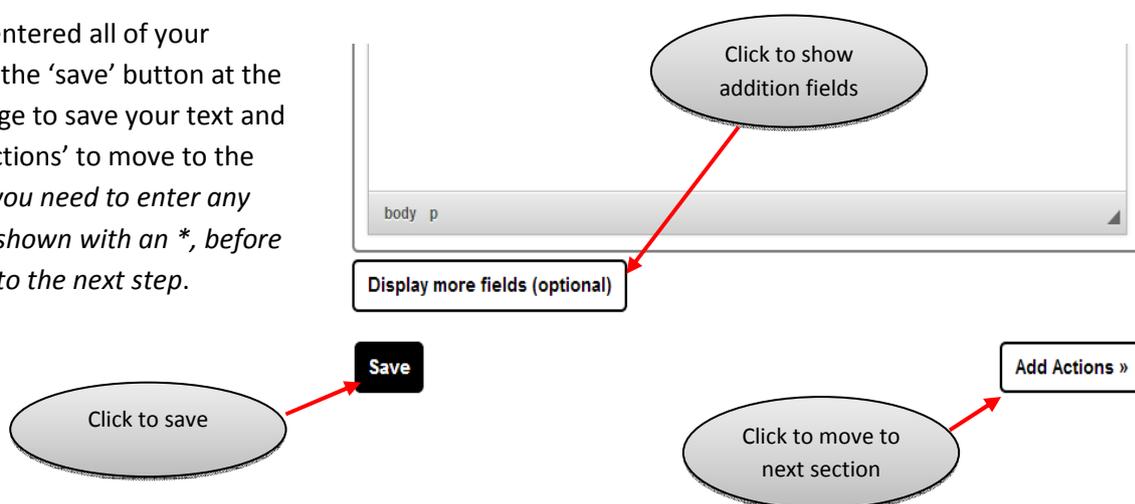
Enter text describing each of the above. The text can be formatted using the formatting tools at the top of each box. You can also include hyperlinks to other websites.



There are further optional information fields that can be accessed to provide information on:

- Local context, emission and policy issues – which will be pre populated from your local authority context information, but can be edited for each individual case study;
- Assessment notes – to provide further details on how the harm and benefits of the case study has been assessed;
- General notes – for any further information that is felt appropriate.

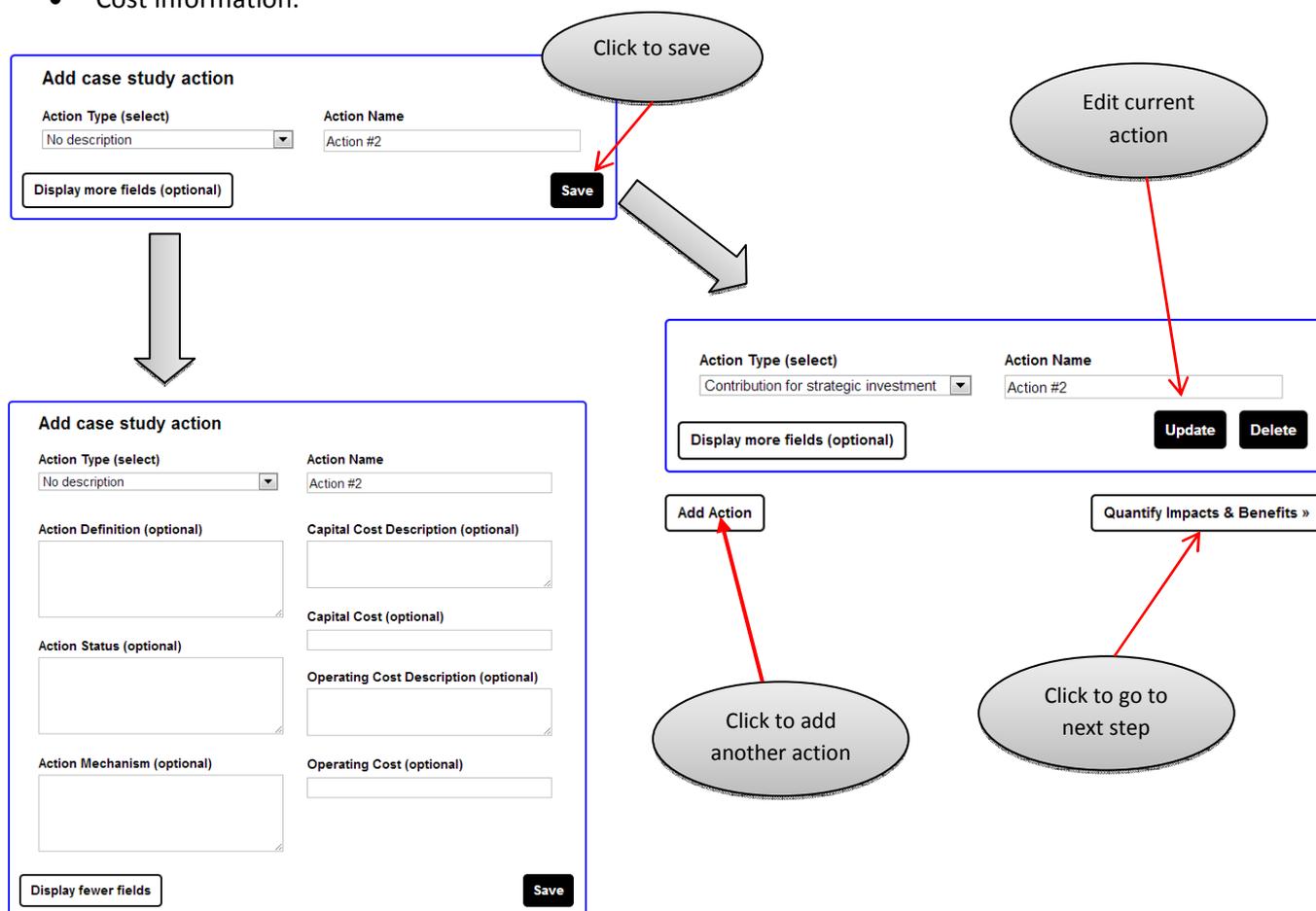
When you have entered all of your information click the 'save' button at the bottom of the page to save your text and then click 'Add actions' to move to the next step. *Note you need to enter any mandatory files, shown with an *, before you can move onto the next step.*



Detailing actions

From the actions page you can add the details of each action in your case study including:

- Action category or type from the drop down menu;
- Action name and definition;
- Status – what the current status is in terms of implementation;
- Action Mechanism – how the 'effect' translates into air quality/ emission;
- Cost information.



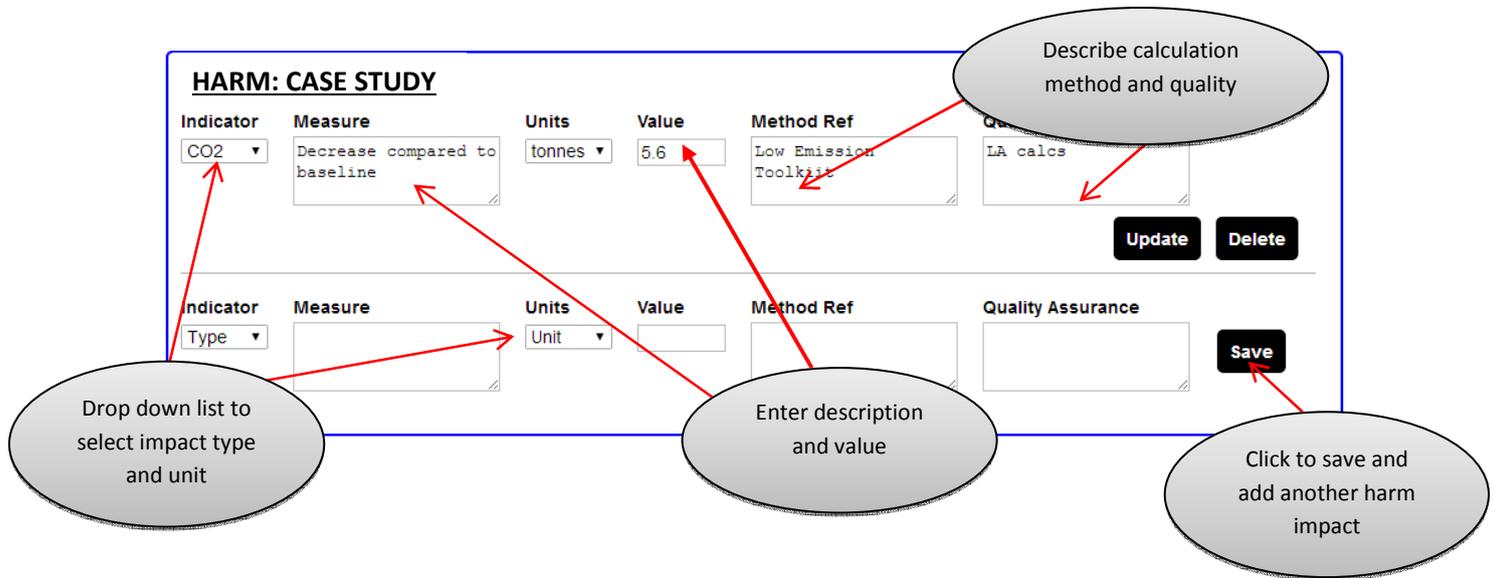
When you have entered the information click the **save** button, you can then add another action or proceed to the quantify step. You can add as many actions as you like to your case study

Quantifying harm and benefits

This page allows you to quantify the harm and benefits of a case study and each of the component actions. In this regards the following definitions are used:

- **Harm** – this is the emissions impact of the site or fleet before any mitigating actions are taken, this can also be considered the baseline impact.
- **Benefit** – is the improvement that has been generated by the actions(s) in a case study.

For each case study first enter the baseline harm by selecting the harm type and units, and then entering the value and how this has been calculated. When you save this harm quantification you can then enter additional harm impacts. You can enter as many as you like.

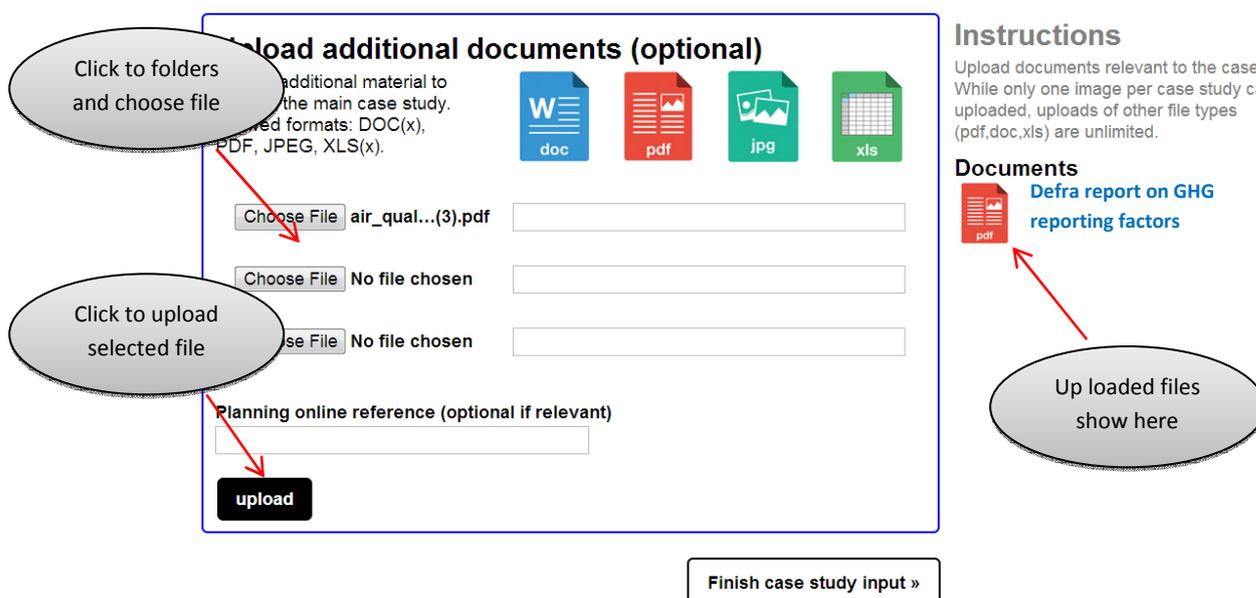


Below the case study harm box you will see boxes for the benefit of the case study as a whole and for each action. You enter these benefits in exactly the same way as the harm impacts were entered. Again when you save a benefit you can then enter another benefit. This allows you to enter as many benefits as you like for the case study and for each action. So, for example, you could state CO₂, NO_x and PM savings for the case study.

When you have finished quantifying the impacts of the case study click the 'Other info' button at the bottom of the page to move on to the next step.

Adding other information

From this screen you can add case study documentation in the form of documents, spread sheets or images including the image for the case study view. Simply choose the file to add, by entering the file name and pathway and then click the upload button. There is also a field to add an online planning reference for planning applications.



Instructions

Upload documents relevant to the case study. While only one image per case study can be uploaded, uploads of other file types (pdf,doc,xls) are unlimited.

Finish and submit your case study

When you have entered all your information click the finish your case study button. This will then take you to a view of your case study as the user will see it. At the bottom of this page you have two buttons:

- **Save for later** – to save current version so that you can continue later;
- **Send to moderator** – case study will be sent to the moderator for review and publishing.



The screenshot shows a navigation bar with buttons for 'Overview', 'Actions', 'Quantify', 'Other Info', and 'Finish'. Below the buttons, there is a text prompt: 'Review case study and send to moderator for publishing. Select the '+' sign to view expand case study detail.' A red arrow points from the 'Finish' button to a callout box.

You can move between screens at any time by clicking on the screen button in the tile bar.

Click to change screens

View and edit your case studies

You can review, edit and update any case study you have entered at any time. From the MyHub screen click the 'Edit your case studies' button. This takes you to a list of all your case studies. Simply click on the edit button and you can edit your case study using exactly the same screen as uploading a new case study.

TYPE	NAME	DESCRIPTION	
	Williton Tesco	Small tesco local being built on site in market town.	Edit
	Low emissions community bus	Biodiesel community bus	Edit

Make any changes to your case study and click to the finish screen. You will then need to send to the moderator before the new version is published on the Hub.

Once the case study has been checked by the moderator, it will be published on the Hub in the public domain.

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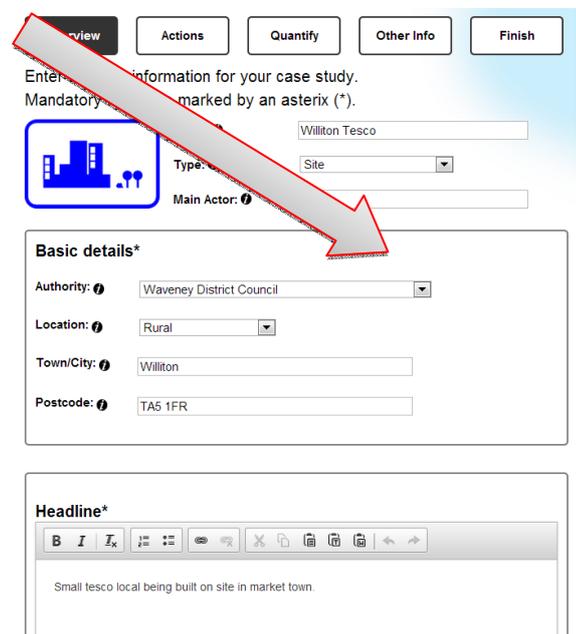
[Edit your user profile](#)

MyHub options

[List selected case studies](#)

[Upload a new case study](#)

[Edit your case studies](#)



The screenshot shows the 'Finish' button in the navigation bar. Below it, there is a text prompt: 'Enter information for your case study. Mandatory fields are marked by an asterisk (*).' The form includes a 'Type' dropdown menu with 'Williton Tesco' selected, a 'Site' dropdown menu, and a 'Main Actor' field. Below the form, there is a 'Basic details*' section with fields for 'Authority' (Waveney District Council), 'Location' (Rural), 'Town/City' (Williton), and 'Postcode' (TA5 1FR). At the bottom, there is a 'Headline*' section with a rich text editor containing the text 'Small tesco local being built on site in market town.'