# ARMIS

MOVING BUSINESS THROUGH TECHNOLOGY

INTRANET SOLUTIONS

WITH MICROSOFT 365

WHY USE AN INTRANET?

› It allows people to communicate, collaborate, research, and share information.

› Much more than just a communication tool

›

› Employee-centric platform that not only provides them with an indispensable tool for sharing information, managing knowledge and disseminating news

› Providing employees with business applications and management tools to increase efficiency.

› Attractive and easy-to-use interface, the ability to easily **make external applications available integrated** with appropriate security features

› Documentation that provides help to people and other resources that will be easily updated by information managers

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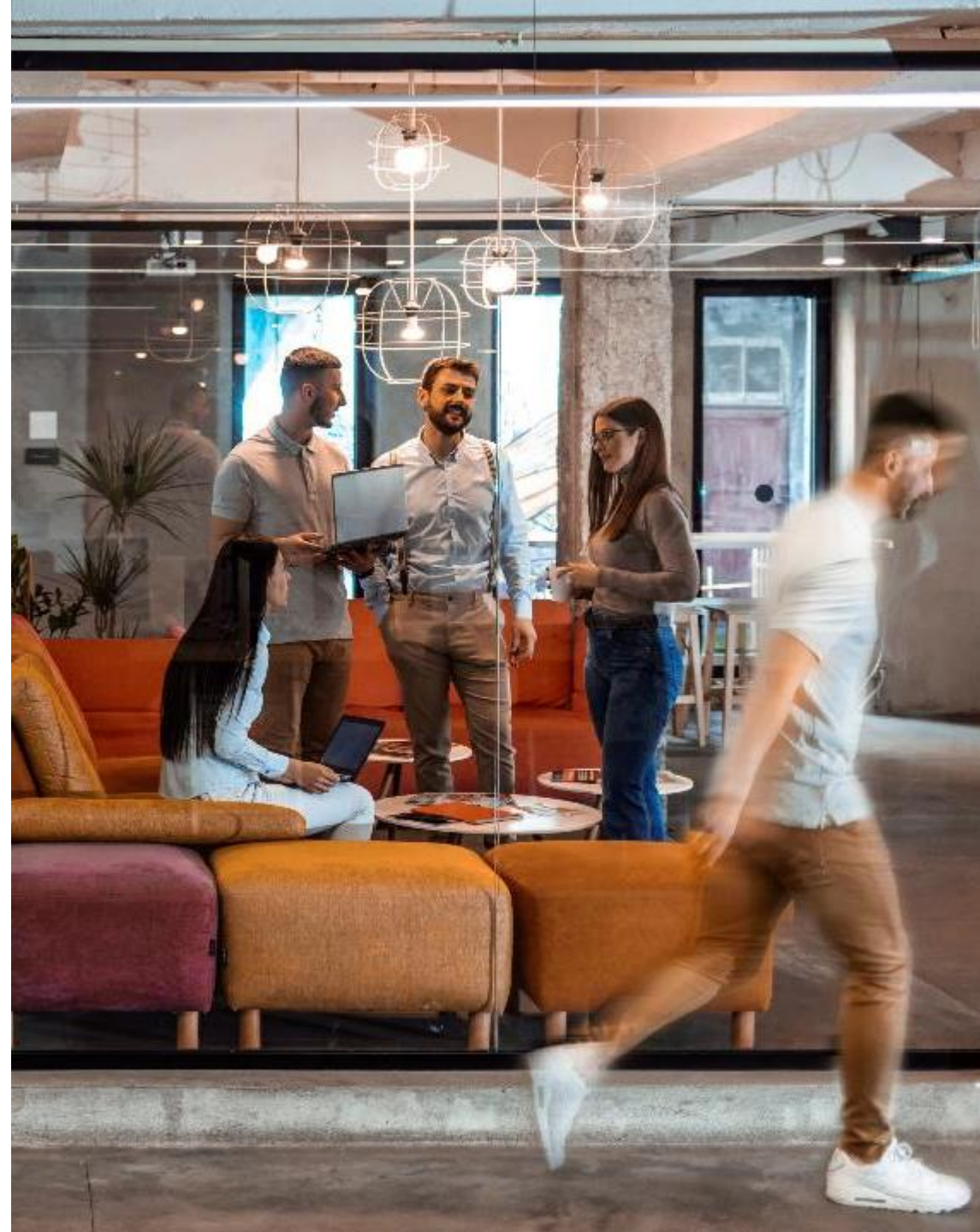
WHAT ARE THE GOALS?

CENTRALIZATION OF INFORMATION

Modernization and improvement of quality of services.

The "gateway" to the organization's information

MODERN AND INNOVATIVE

Portal that communicates in an innovative way what the Organization is and its Values;

Common platform for group in sharing information

EASY ACCESS TO INFORMATION

Provide access to a diverse number of information and services in a structured, coherent, attractive, simple and intuitive way.
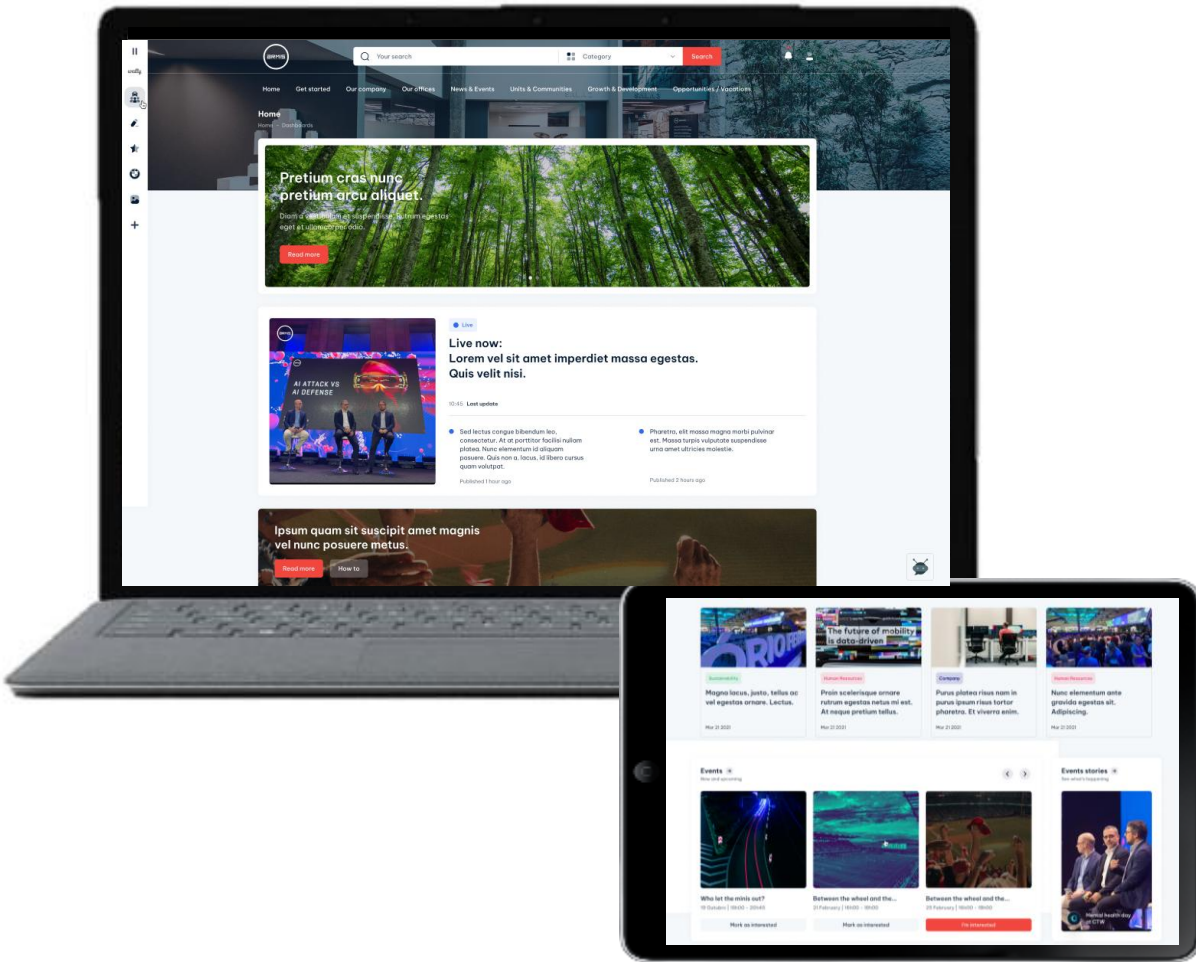
EASY CONTENT MANAGEMENT

Intuitive and flexible portal in updating the information content provided

An innovative, dynamic and appealing design ensuring easy navigation at all times

DYNAMIC AND SCALABLE

Provide a solution that is scalable, in order to allow the platform to constantly evolve

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PUTTING IT ALL TOGETHER - DIGITAL WORKSPACE

It's essential to provide common access to Microsoft 365 tools to help users guide usage.

The goal is not just to have a gateway, but to provide a **centralized INTRANET** that integrates with **Microsoft 365 tools and information**, intrinsically inserting itself together.

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BENEFITS

INTRANET MICROSOFT 365

Designed to improve global connectivity, internal communication, and collaboration challenges, this intranet solution incorporates Microsoft 365 tools into an integrated, united intranet with the following benefits:

COMPROMISE

Empower users to participate and engage with communications by bringing dynamic conversation into static information with Yammer intranet integration.

COLLABORATION

Supporting employees to work effectively with each other, breaking down internal silos and enabling the sharing of knowledge, information and experience

COMMUNICATION

Effective and efficient communication to maximize visibility of achievements, challenges, and business plans

PRODUCTIVITY

Increase productivity, efficiency, and output for all employees by providing the right information to the right people at the right time.
Ensure that information is relevant and up-to-date

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OUR SOLUTION

The intranet solution we propose is based on the provision of several widgets for the presentation of information according to the type of functionality. Each page is created based on the configuration of the various widgets required, with SharePoint lists as repositories of the content to be managed by the administrators.

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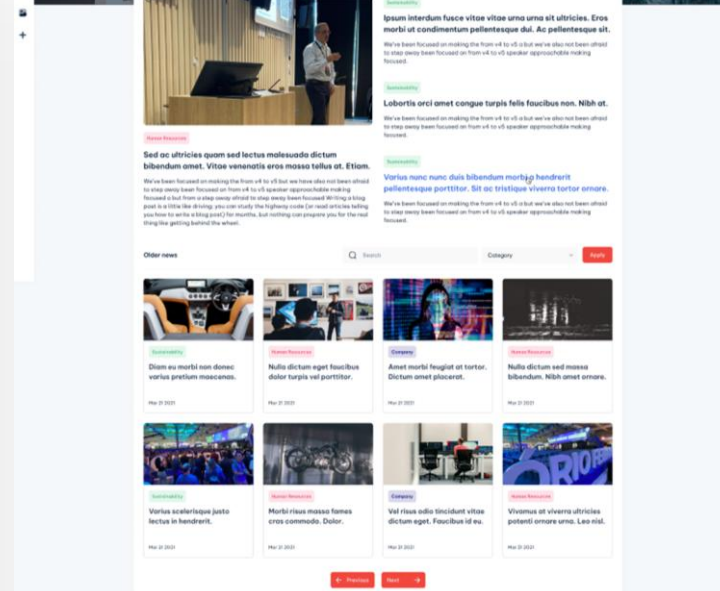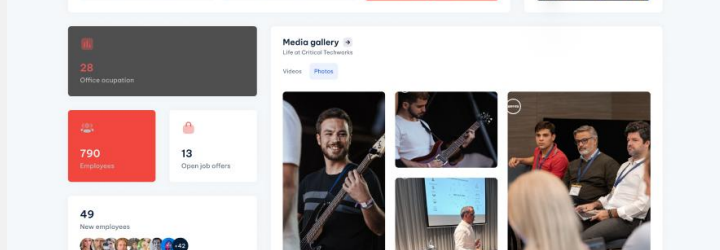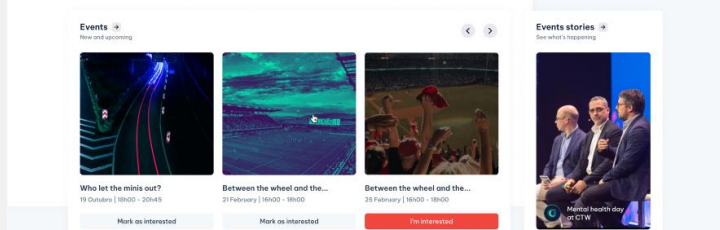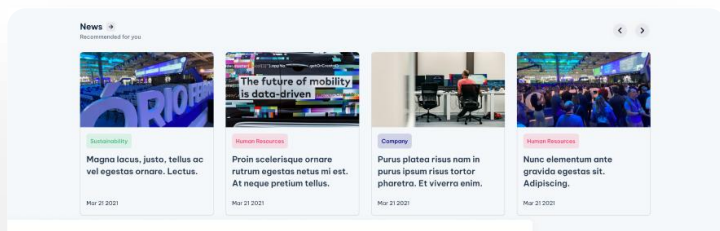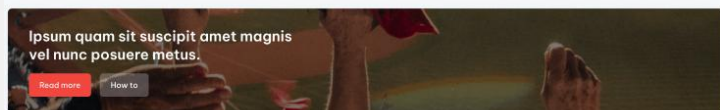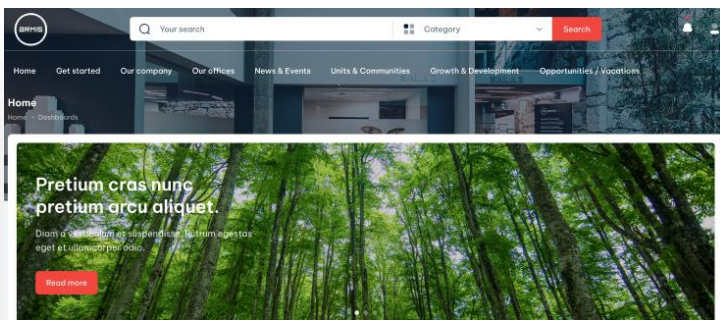
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INTRANET HOMEPAGE

In the following image, we present an example of the layout of an Intranet Portal.

The structure and image only serve to demonstrate the features and will be fully adjustable to the needs of each custome.

The portal home page in this example provides the following information:

1. Logo;

2. People and Content Research;

3. Employee information with presentation of their data in the organization;

4. Menu for access to the various content areas of the portal;

5. Portal Highlights;

6. Shortcuts to access the general features of the portal (Easy Access);

7. Highlight of the latest news/blog published;

8. Highlight banner;

9. List of the latest published news/blog;

10. Latest posts on the organization's social networks

11. Chat bot

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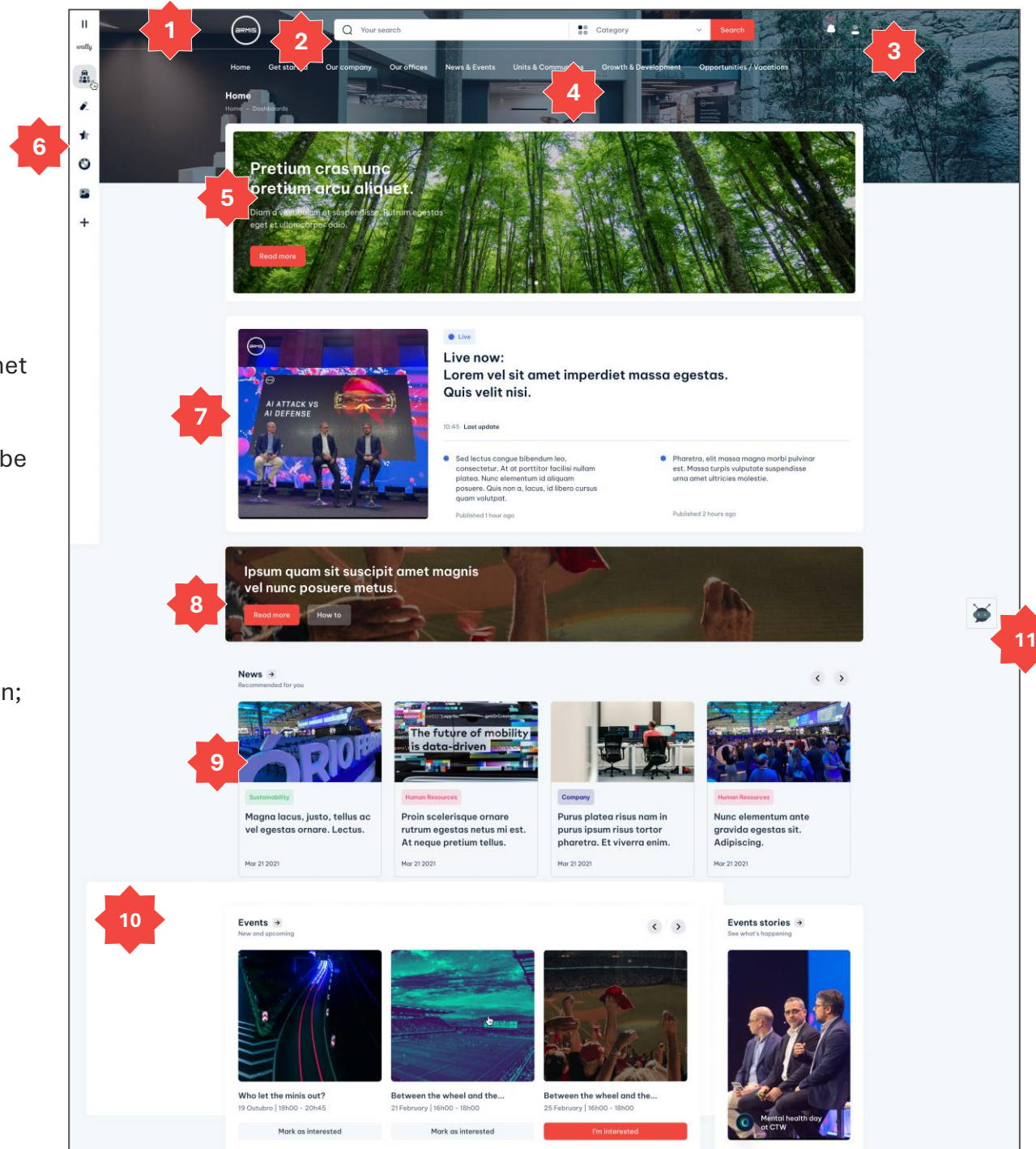
INTRANET HOMEPAGE

1. Latest announcements from the organization.

2. Published classifieds;

3. Presentation of events related to the organization;

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INTRANET HOMEPAGE

1. Some indicators and general data that can be obtained through integrations with external applications

2. Summary information of new employees

3. Image and video gallery highlights

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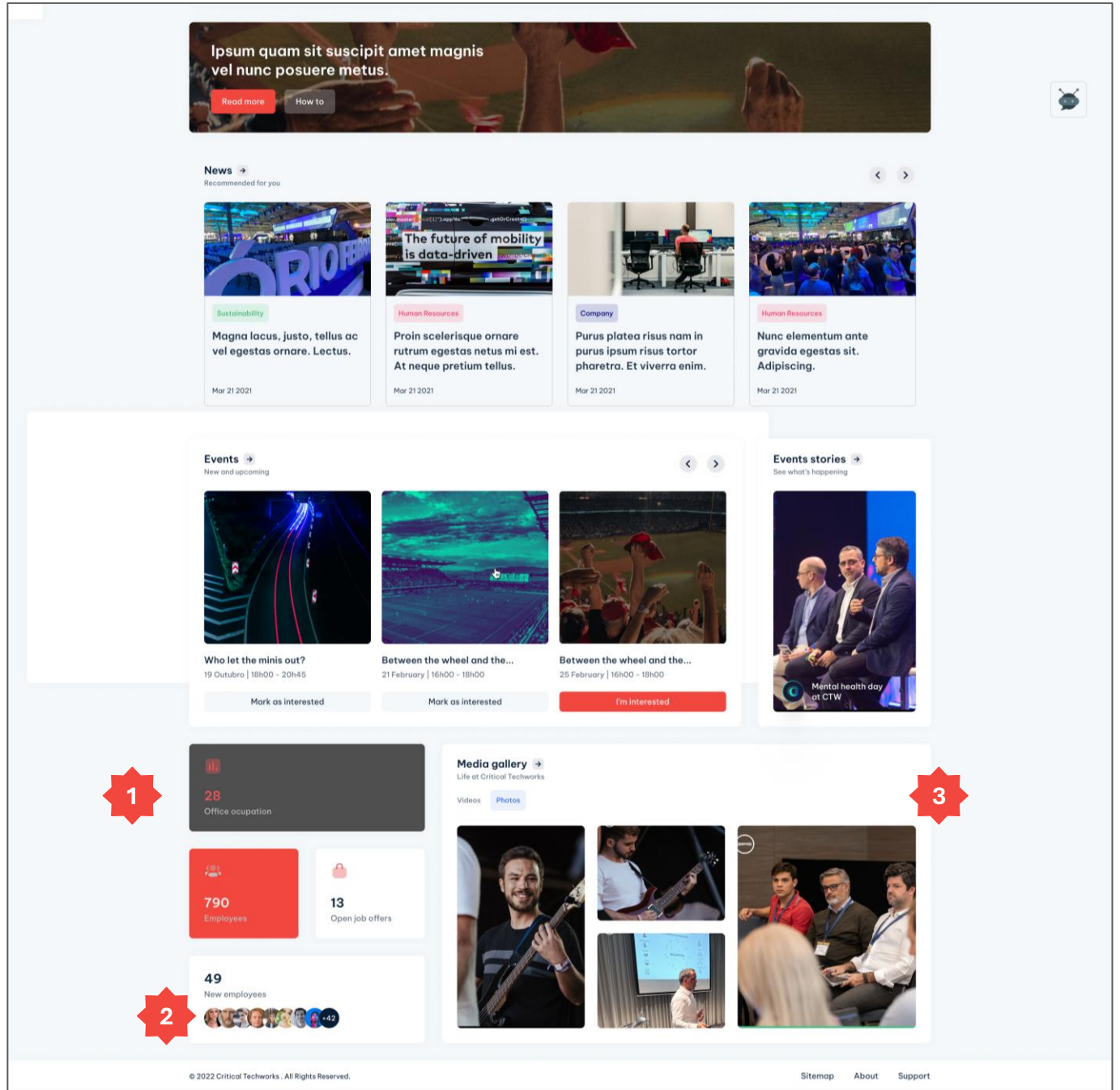
PORTAL NAVIGATION

Global navigation (1) will be delivered via a mega menu or something similar, and there may be a secondary navigation to different areas of an intranet.

We recommend including a toolbar in a 'persistent' way, so it will be available on all intranet pages (2);

At the top of the site we also propose to include some important features such as the intranet name and/or logo (3), access to the content and people search feature (4) and a quick access to the employee's profile page (5).
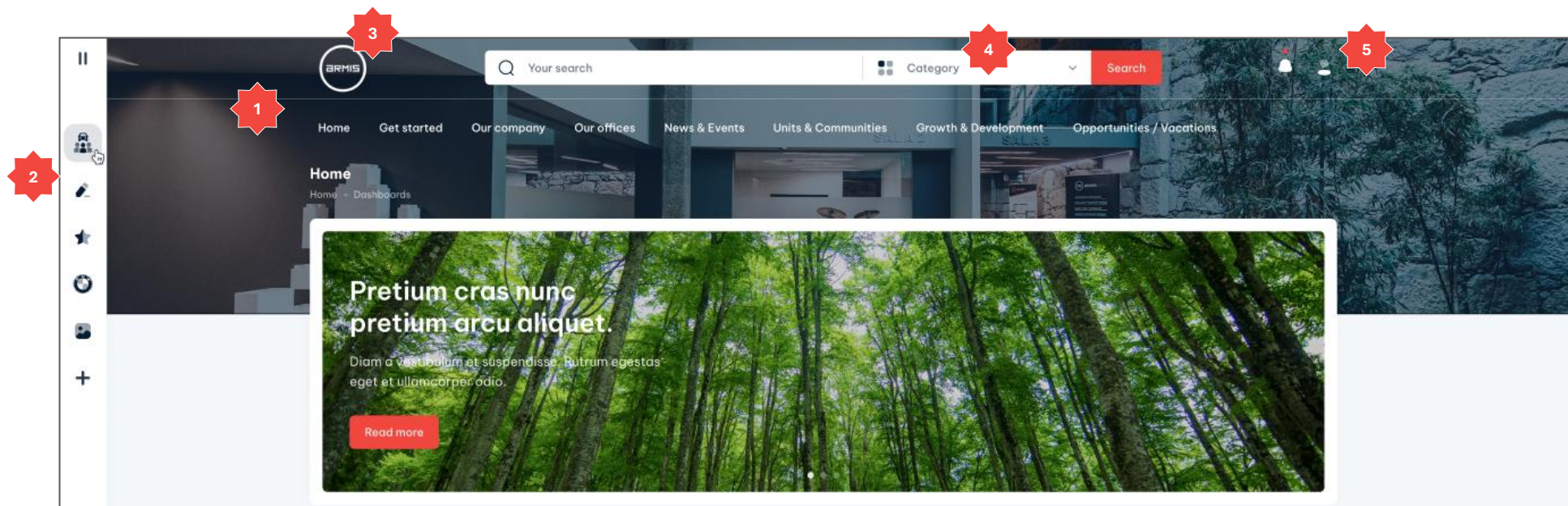
HOMEPAGE HIGHLIGHTS

Portal administrators have an area in the BackOffice where they can manage highlights to be displayed on the portal's homepage.

For each highlight, it is possible to define an image or video, a title and a link where the user should be redirected.

This link can be an intranet page or an external page.

Several active highlights can be defined.

DID YOU KNOW THAT...

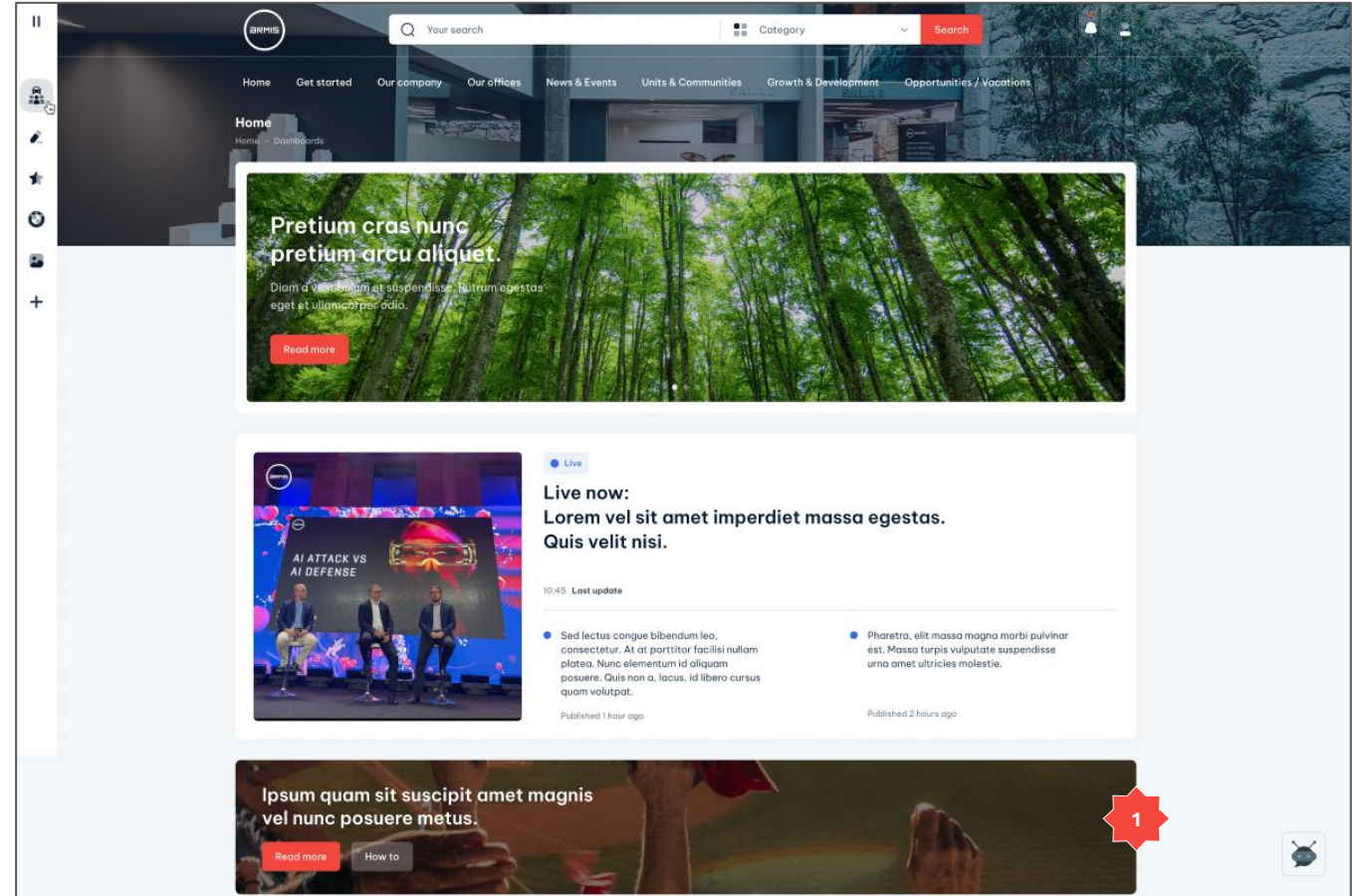This area (1) allows you to display slogans or other information of general interest in a prominent manner.

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EVENTS

Several categories of events can be configured (internal events, events sponsored by our brands, cultural events, etc.).

On the homepage, the information of the month for all these events is presented in aggregate form.

A color is used to represent the type of event associated with each record.

The events page and the part on the homepage of the site have a calendar view with the possibility of filtering by type of event to be consulted.

Selecting a particular day on the calendar will display the list of events in question.
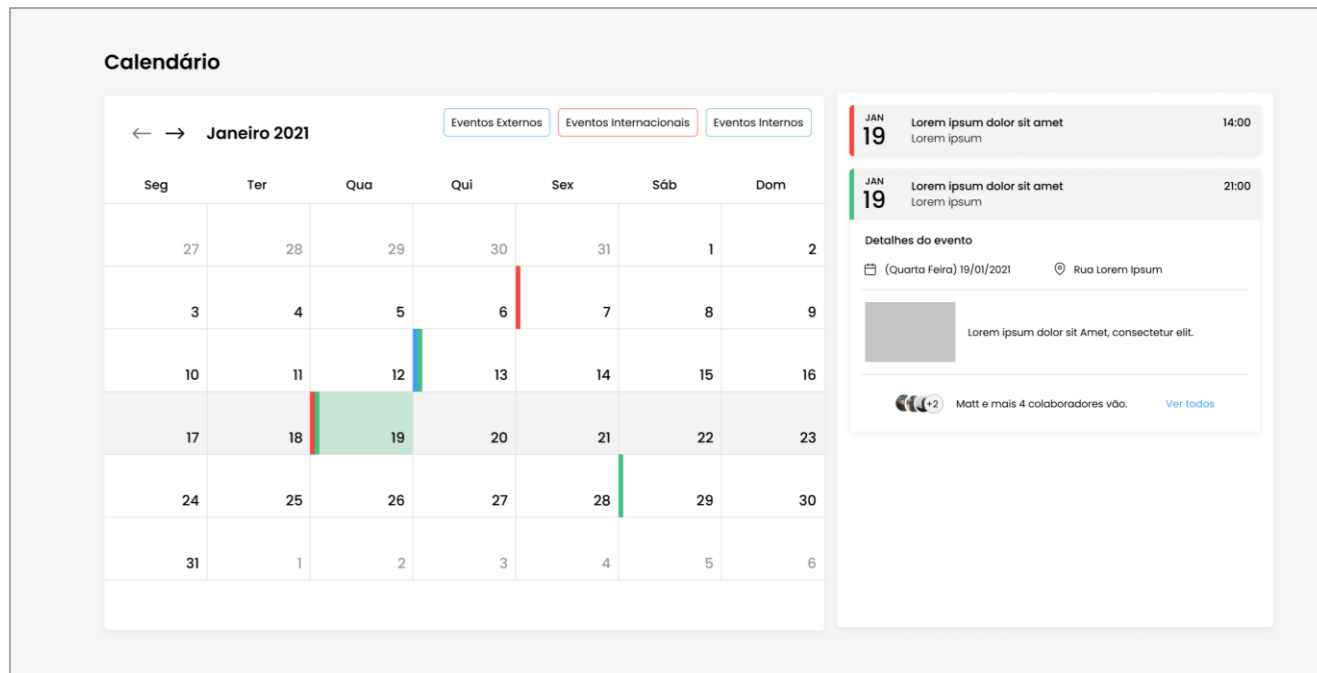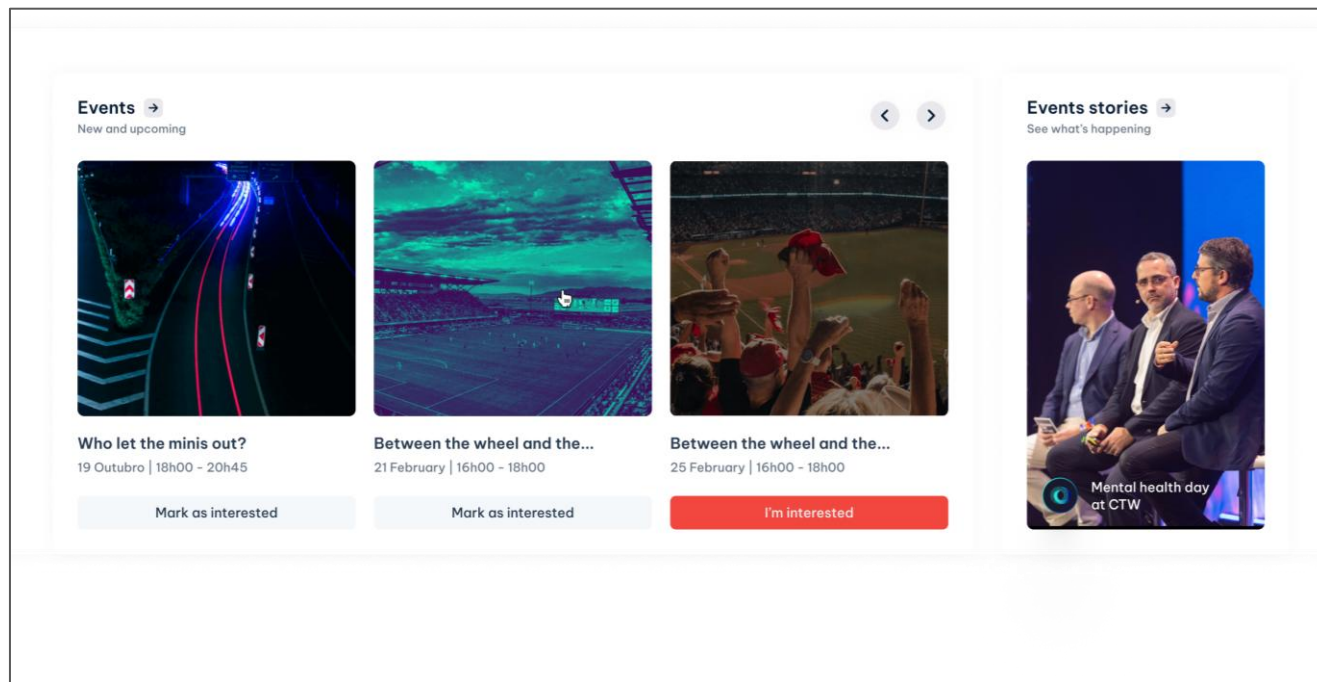
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GALLERIES

On the homepage it is possible to show the last items from the photo and video albums.

3 possible formats are available for the presentation of this featured area.

The photo and video gallery area allows portal administrators to create albums in the backoffice for the presentation of various photos and videos.

A search will be available that will search the properties of the contents.

You can link comments and Likes to albums, photos, and videos.
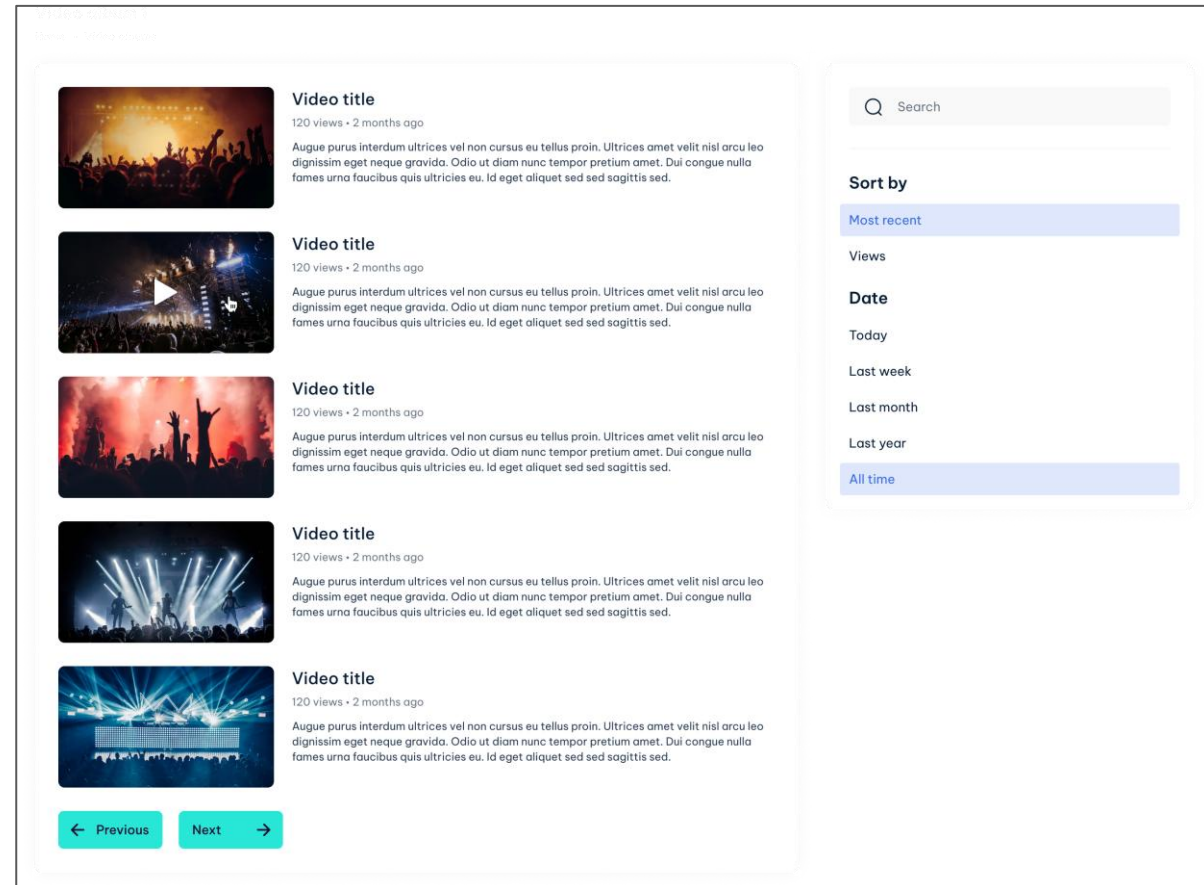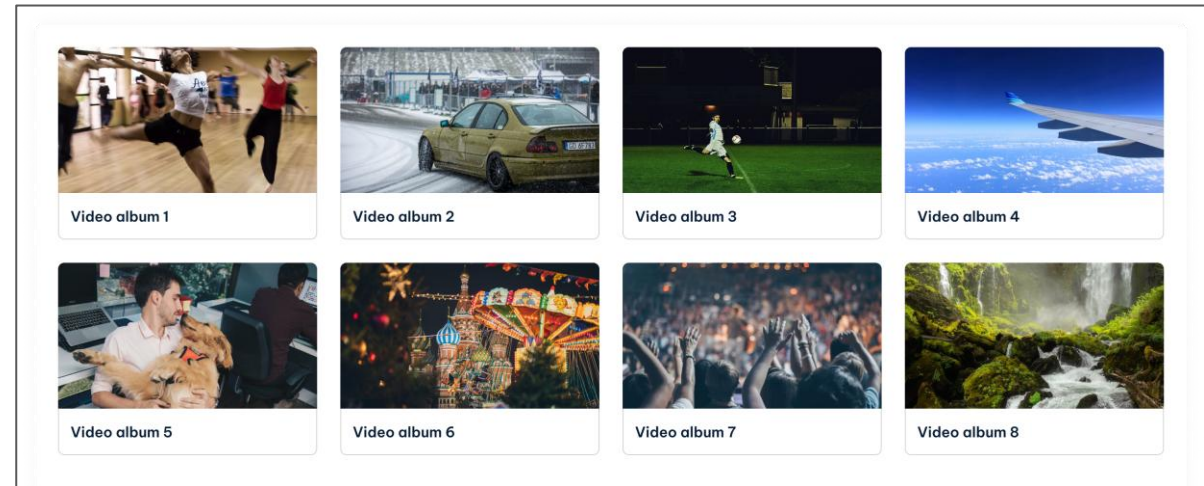
WELCOME AND BIRTHDAYS

On the main page, new employees in the organization can be displayed using the new employees widget.

For each of them, it is possible to define a short text introducing the person.

The birthdays feature shows the next people to complete their birthdays are presented.

Anyone who doesn't want to see their birthday disclosed can set this information as confidential on their profile page.

Boas-vindas

A todos os novos colaboradores, sejam bem-vindos!

| **Smith Webber** | **Jennifer Larth** | **William Lee** | **Eliza Taylor** | **Rachel Cambrian** |
| After-sales Manager | Marketing | Design Team | Development Team | Design Team |

Aniversários

João Ferreira	Sara Teixeira	Artur Sousa
3 de Fevereiro	7 de Fevereiro	16 de Fevereiro
Clara Dias	Paulo Duarte	Cristina Queirós
15 de Fevereiro	2 de Março	5 de Março

14

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CHATBOT

A Chat Bot can be used to help intranet portal users obtain information more efficiently through questions, and the Chat Bot can respond with recommendations or guide the user to obtain the information they are looking for.

The Chat Bot will be an ever-present feature on the Intranet Portal.

Users will be able to access the Chat Bot at any time and will be able to start a conversation with which it will respond and guide the user until the user reaches the information they want.

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CANTEEN MENU

Providing information on the meals on the canteen menu is usually very strategic to captivate the use of the portal by employees.

The information presented here is managed in the back office by filling in the information.

Booking or meal booking processes may be integrated.

Ementa

SEG	TER	QUA	QUI	SEX
Bangers & Mash Pork or Halal chipolata served with mash and beans	**Beef Keema** Served in ciabatta or panini with herb diced potatoes and seasonal vegatables	**Roast Chicken** Boneless chicken with crispy roasties, fresh cauliflower and gravy	**Margherita Pizza** Cheesy tomato topped pizza with homemade wedges, beans and sweetcorn	**Fish Fingers** Golden breaded Pollock or Salmon fish fingers with chips and peas
Quorn Bangers Quorn sausages with mash, green beans and gravy	**Quorn Keema** Served in ciabatta or panini with herb diced potatoes and seasonal vegatables	**Quorn Roast** With crispy roasties, gravy and fresh cauliflower	**Pasta Napolitan** Wholemeal Penne, tomato sauce and garlic slice	**Picnic Pitta** Quorn dippers and minty cucumber salad with chips and pitta pocket
Tutti Frutti Sponge Dried fruit and cherry cake served with custard	**Sticky Orange Cake** Zingy orange cake made with polenta	**Chocolate Hedgehogs** Cornflakes mixed together with melted chocolate	**Chocolate Brownie** Served with Orange Slices	**Cookie and Shake** Oat Cookie & Chocolate Milkshake

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PORTAL AREAS AND CATEGORIES OF INFORMATION

There is the concept of Categories of Information that can be used throughout the portal to associate the various contents, representing them through small notes with the color associated with the category in question. An example of using these categories will be in the news (1).

For each information area of the portal (e.g. for each menu option) it is possible to define its name and the associated header image.

This feature will allow you to build an attractive and dynamic portal.

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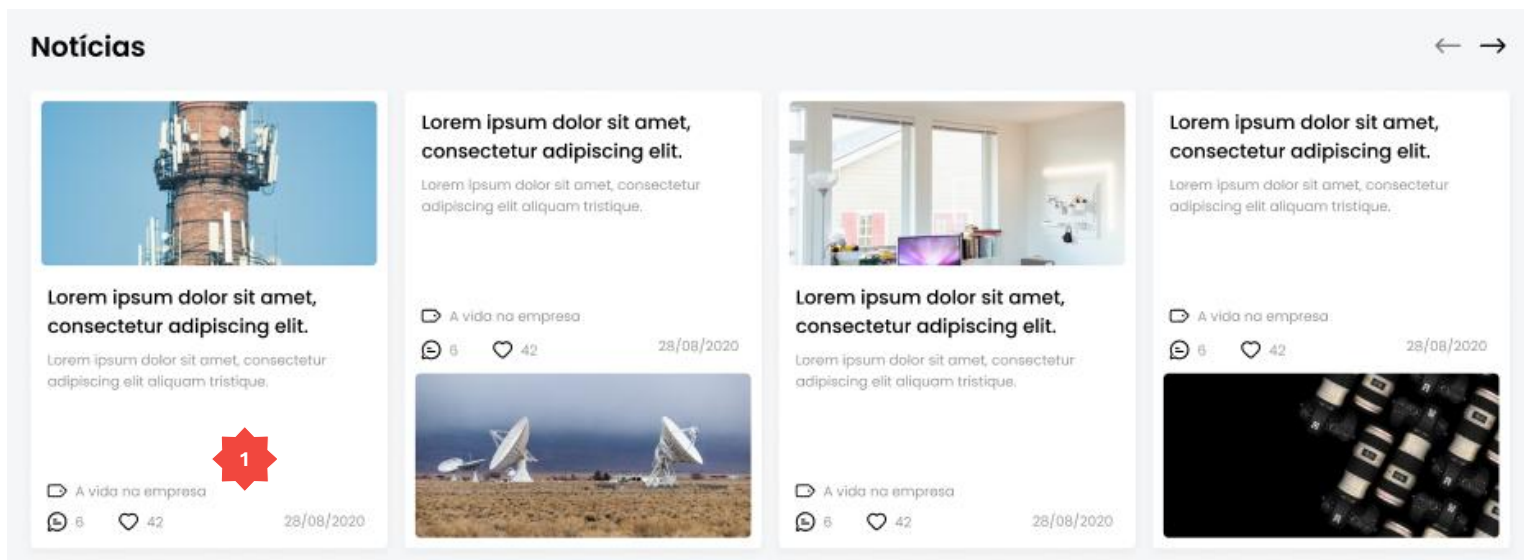
NEWS & BLOG

The news and/or blog area is centrally managed in the BackOffice and the latest published news is displayed on the homepage.

A category can be associated with each news item, to represent the various news.

A link to a complete list of news is available.

Associated with the news, employees will be able to leave their comments.

For each news it will also be possible to "Like" and read related news.

The operation to "Report" a comment will be available, which sends a notification to the portal administrators.

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PEOPLE SEARCH

The people search area allows you to search and consult the information of the people in the organization.

By selecting a person, you have access to their profile page where they can consult the employee's public information.

When entering this area, people from the same department as the employee in question will be displayed.

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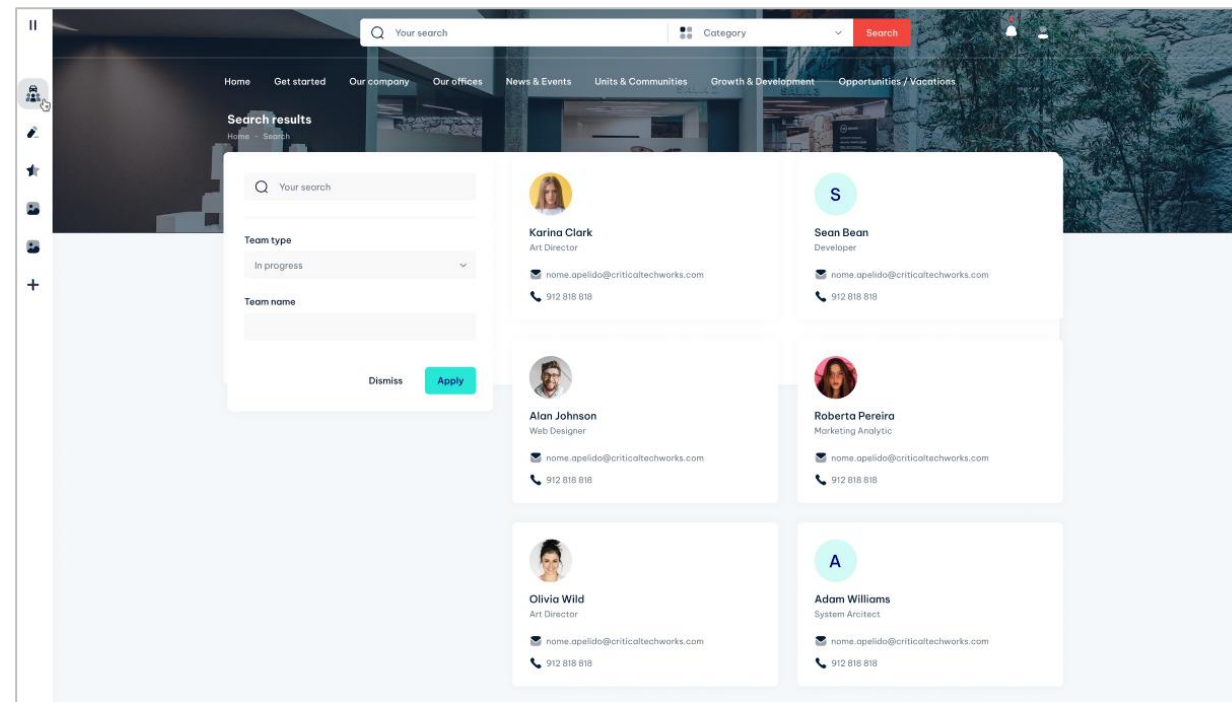
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EMPLOYEE PROFILE

In the employee profile area, an area can be created with a set of information related to the employee.

This information may only be related to your intranet settings (such as favorite applications, birthday information configuration) or even through API integrations with other applications in the organization.

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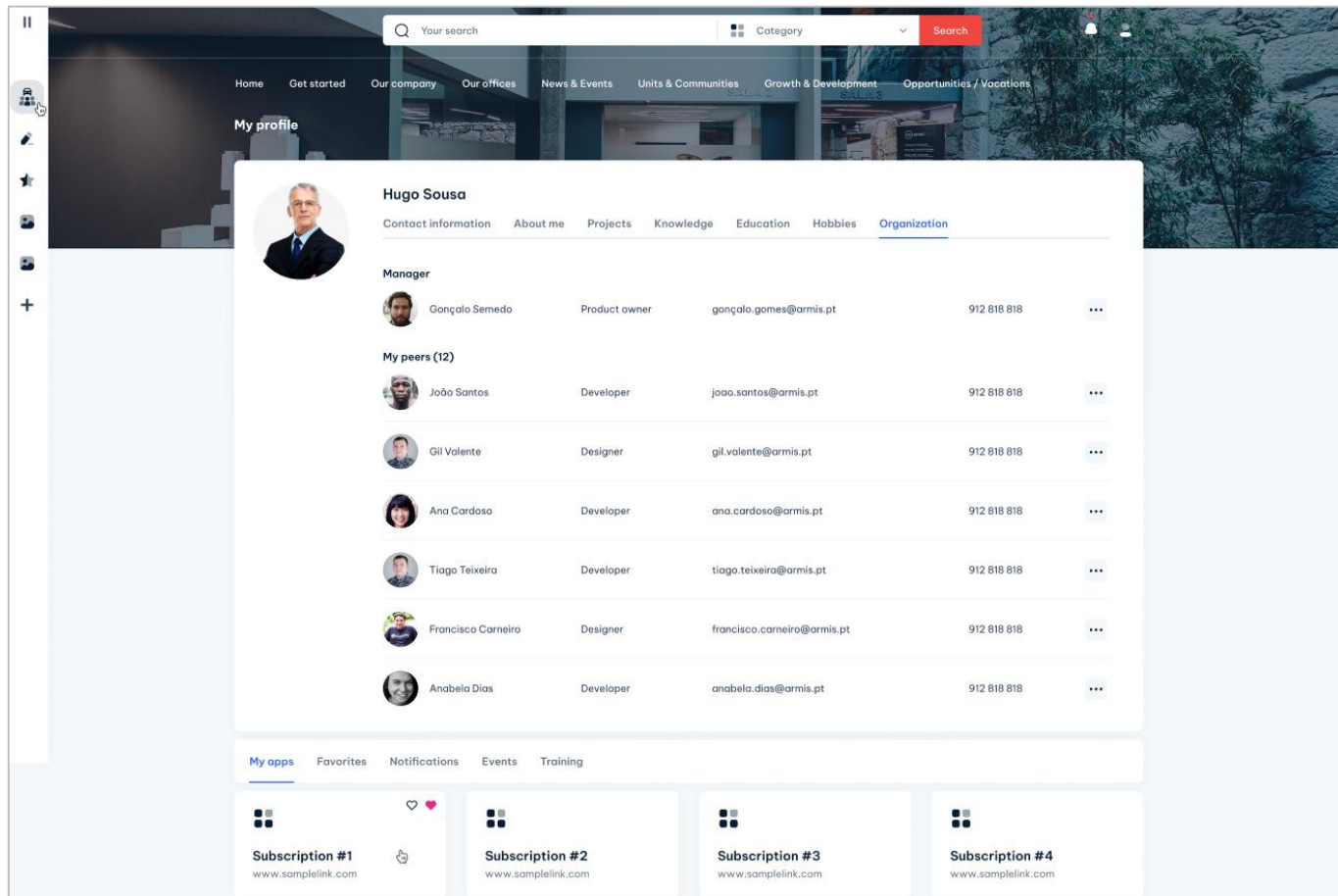
COMMUNITIES

We provide a template with a basic structure for the creation of Team Sites so that the various teams can control and manage their content, creating the concept of departmental or team sites. Depending on the need, the Teams tool can be used to create smaller workspaces related to project information, for example. Communities functionality is made available through integration with Viva Engage or Departmental sites, and the latest news from each community can be listed on the intranet.

Yammer feed
Recommended for you

Laura Bailey	Travis Willingham	Matthew Mercer	Taliesin Jaffe
2 minutes ago	2 minutes ago	2 minutes ago	2 minutes ago
Arcu varius a euismod tortor suspendisse aliquet sit sit at.	**Erat faucibus libero viverra hac sed interdum. Quisque in fames.**	**Ac ipsum eget tellus sed faucibus. Morbi ullamcorper mi.**	**Sem nisl nisl nunc non fringilla. Neque elit interdum pulvinar.**
Sed lectus congue bibendum leo, consectetur. At at porttitor facilisi nullam platea. Nunc elementum id aliquam posuere. Quis non a, lacus, id libero cursus quam volutpat.	Sed lectus congue bibendum leo, consectetur. At at porttitor facilisi nullam platea. Nunc elementum id aliquam posuere. Quis non a, lacus, id libero cursus quam volutpat.	Sed lectus congue bibendum leo, consectetur. At at porttitor facilisi nullam platea. Nunc elementum id aliquam posuere. Quis non a, lacus, id libero cursus quam volutpat.	Sed lectus congue bibendum leo, consectetur. At at porttitor facilisi nullam platea. Nunc elementum id aliquam posuere. Quis non a, lacus, id libero cursus quam volutpat.
♡ 42 likes ⬭ 8 comments	♡ 42 likes ⬭ 8 comments	♡ 42 likes ⬭ 8 comments	♡ 42 likes ⬭ 8 comments

← Previous   Next →

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LIST OF APPLICATIONS

The Apps area lists all the apps available in your organization and allows you to provide quick shortcuts to apps.

For each application, in addition to its name and link, some additional information can be associated, such as a description.

In this listing, the user can add the apps to their favorites, which will be displayed in the contextual sidebar.

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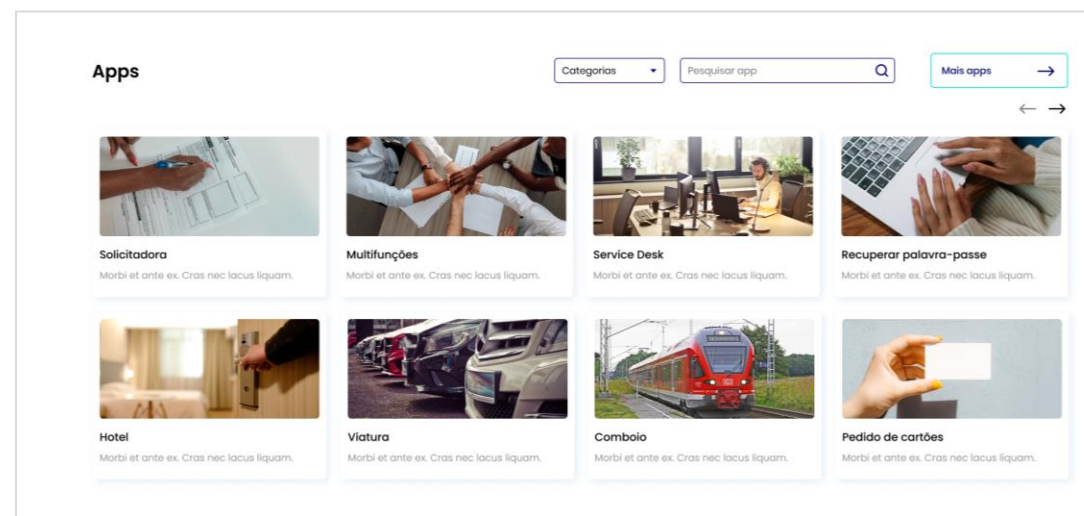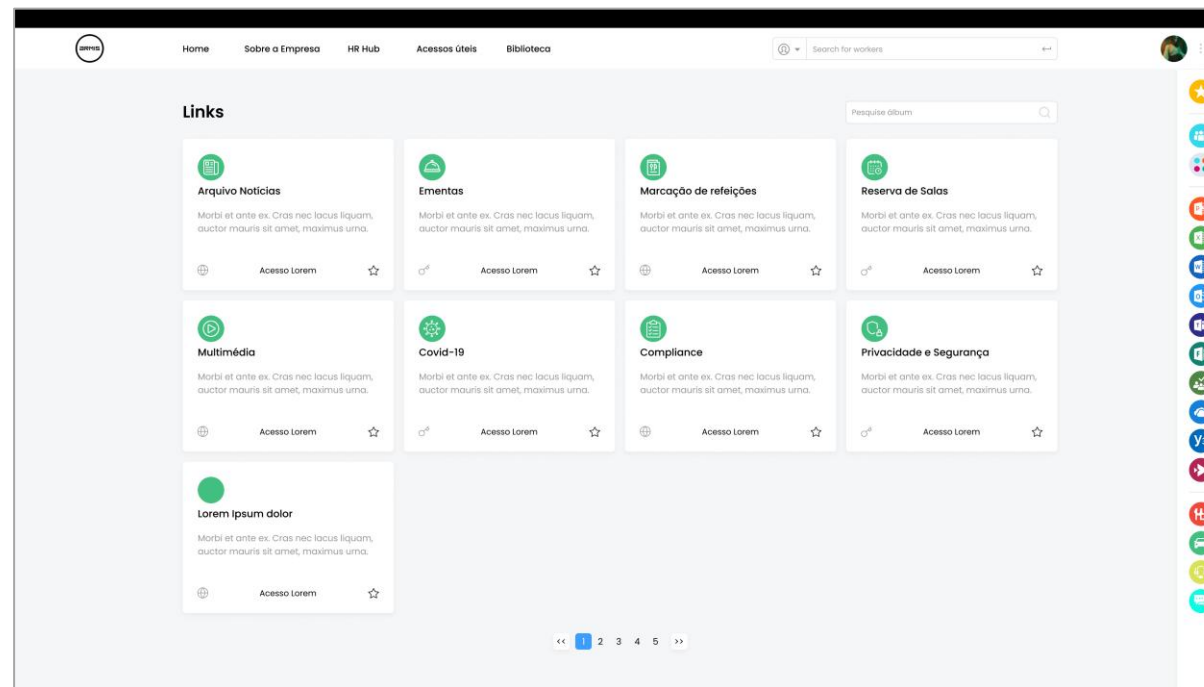
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GENERAL CONTENTS

In addition to the specific features already presented, it is usually necessary to present information and diverse content in the various areas of the portal available in the menus.

The presentation of this content is made on the basis of information structures that can be reused.

We provide the following templates that typically cover all content publishing needs:

› **Simple List:** Template for presenting list content that has a title, description and link or attached files;

› **Full list:** Template for presenting content with title, text with formatting and attached files;

› **Document List:** Generic Document Listing Template;

The following image illustrates an example of an area created based on a Simple List template structure.

This template can be used for content such as Links, Documents, Manuals, Regulations, various forms, etc etc.

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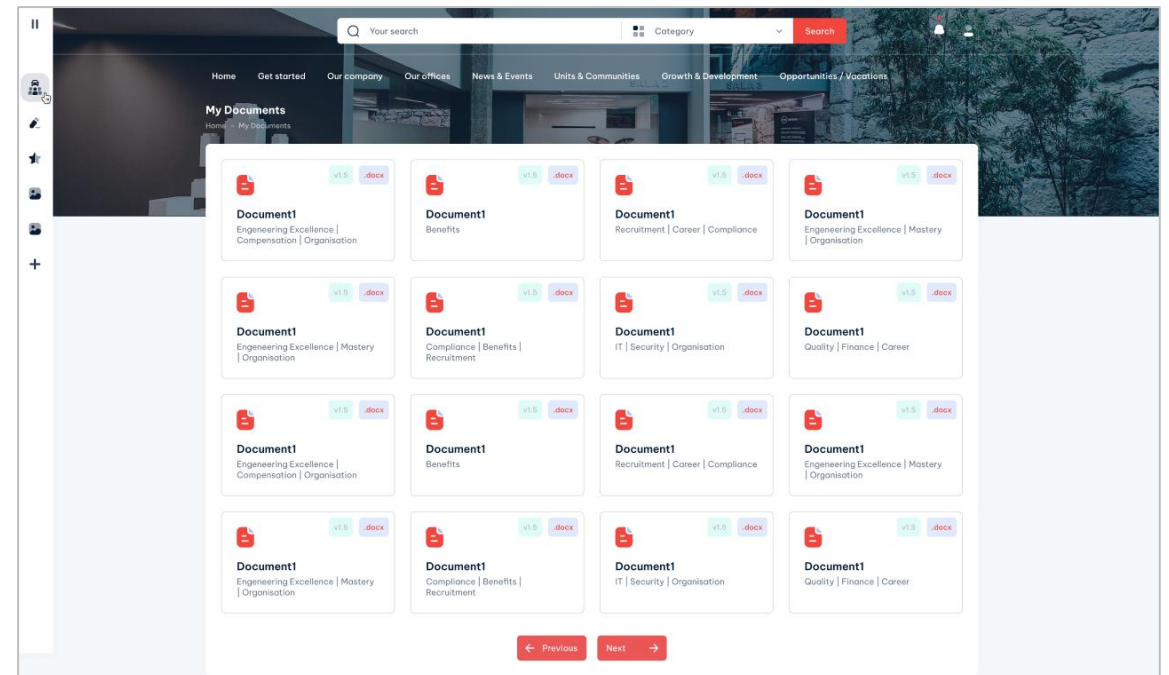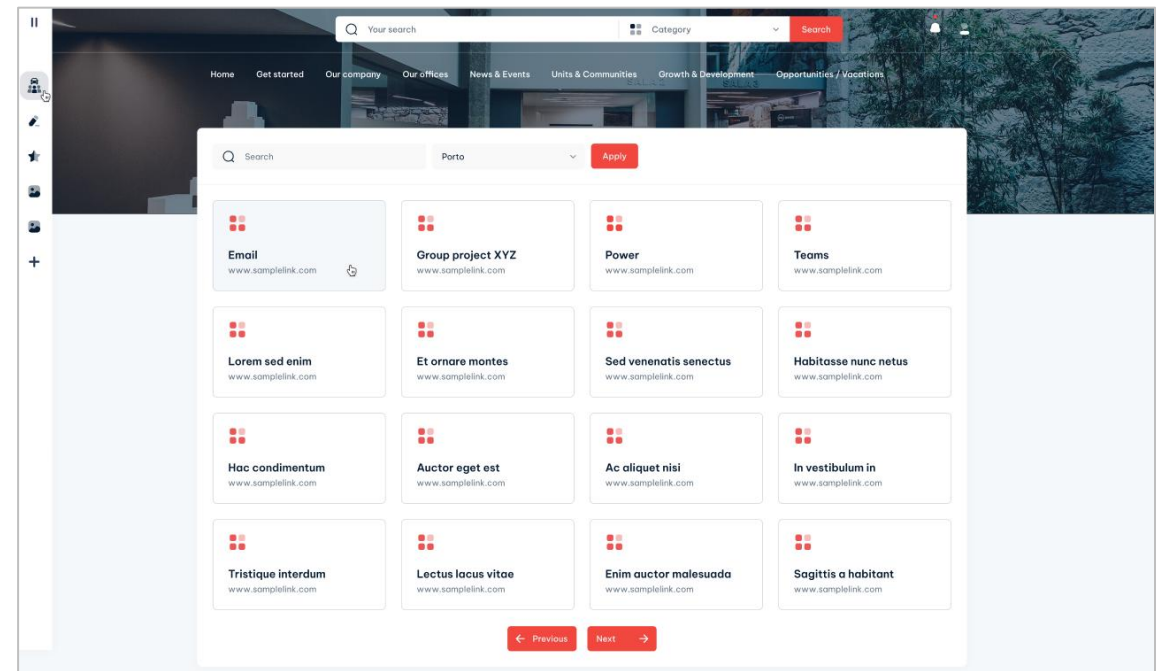
GENERAL CONTENTS

In this image we present the **Full List template** that can be used as a list, or just with a single registration as a simple content page.

For each area of information you can define a title and a date (optional) and a body text that can have text, images, videos, tables, links, etc etc.

This template presents the contents in a list in the format of "open" and "close".

For each content, attached files listed at the end of the content can be associated.

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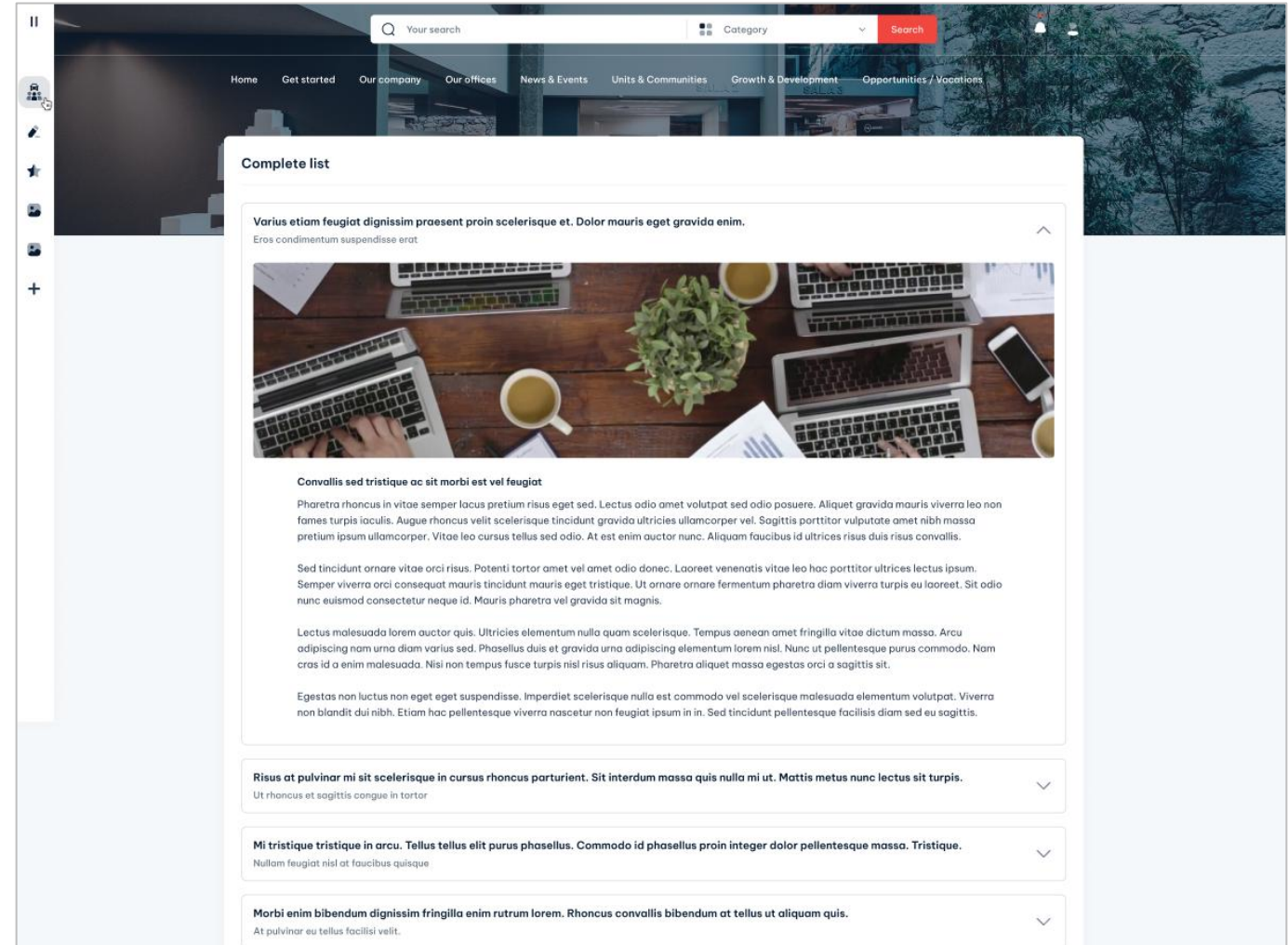
ALERTS

This feature allows the provision of general or specific alerts to a group of users.

These alerts are managed in the Backoffice and the users and/or groups of users who will have access to them can be selected.

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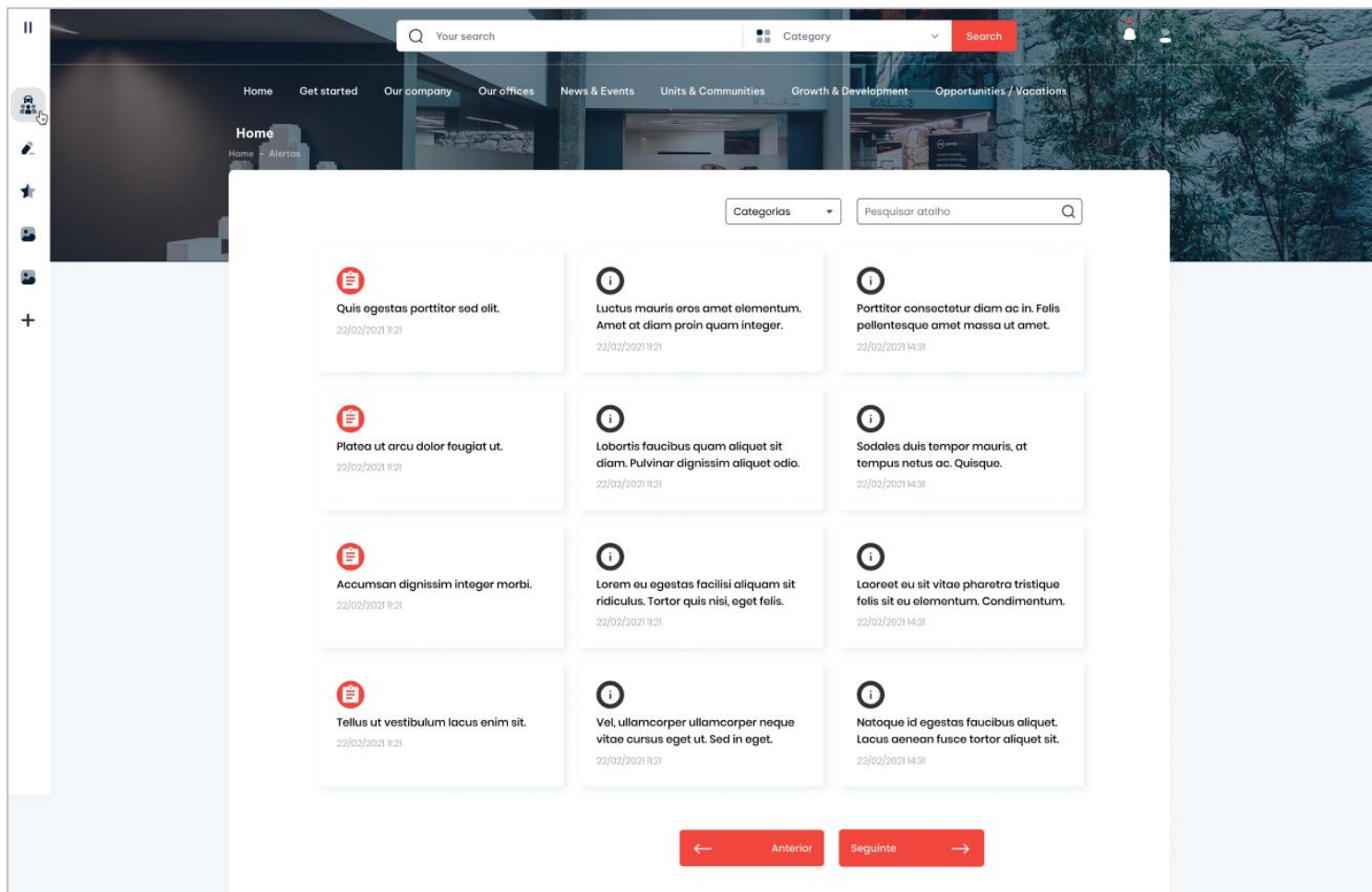
CLASSIFIEDS

Provision of a module for sharing ads with employees.

The features to be made available in this module are:

> Definition in the back office of the various categories of classifieds;

> View the list of active articles in the various categories;

> Consult the detail of the article with your information and that of the collaborator who makes the article available;

> Contact form for the employee who provides the item;

> Employee article management area.

26

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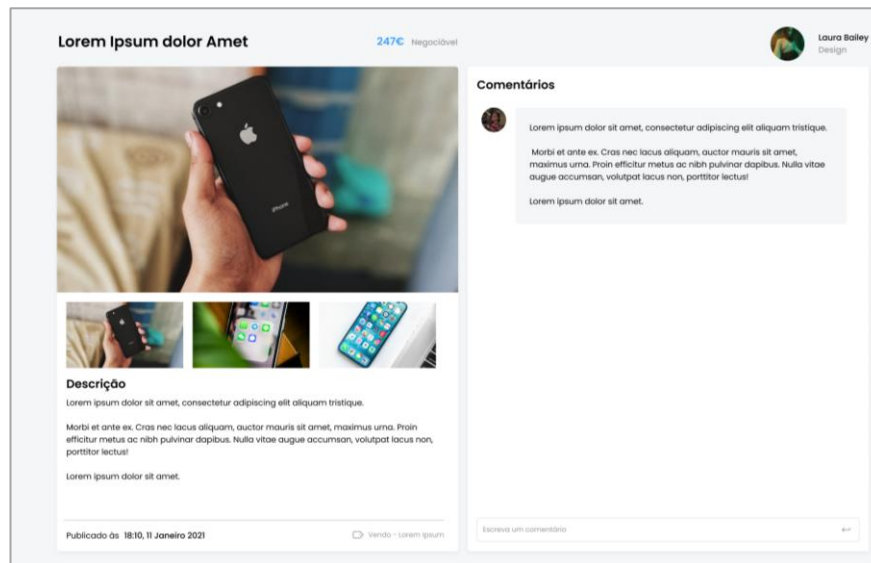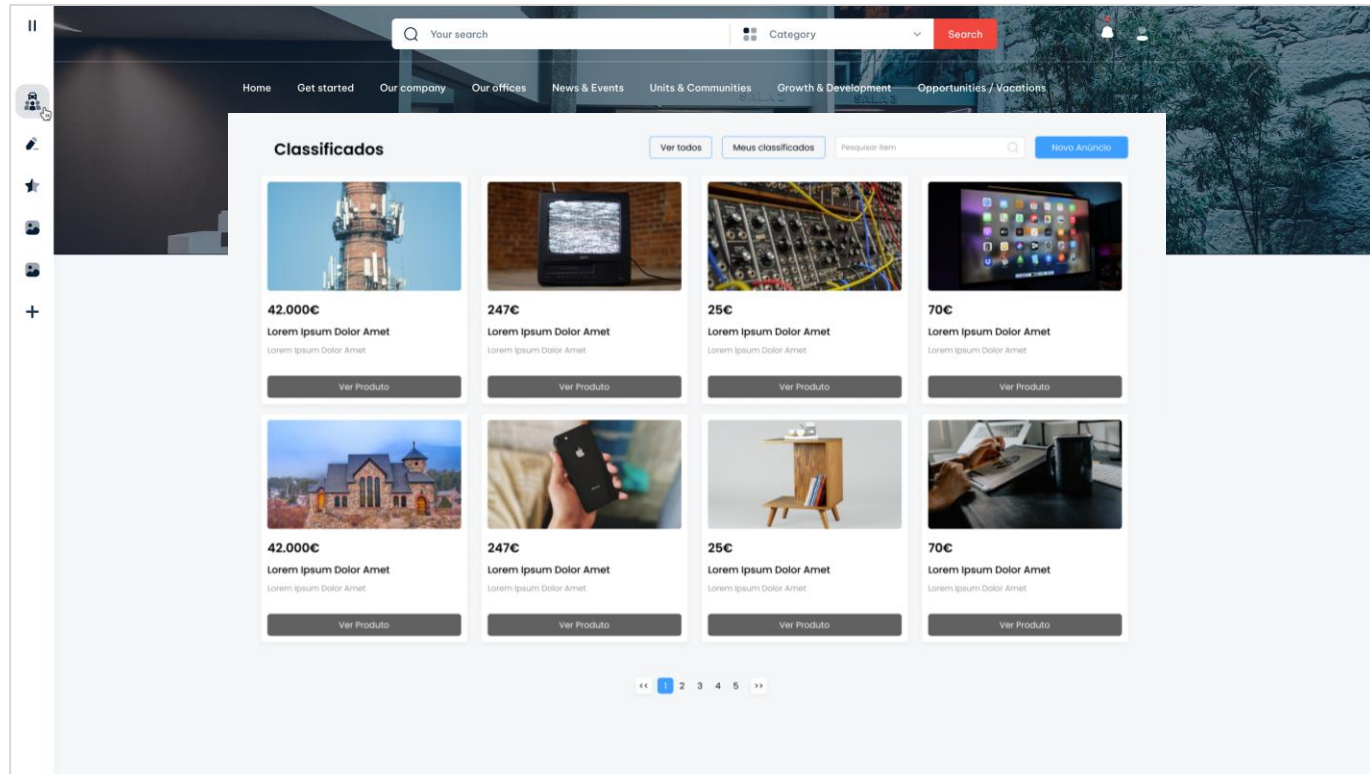
CAR SHARING

Provision of a module for car sharing during employee travel.

Employees will have access to the following features:

> Record your movements, showing the origin and destination, the dates, the number of vacant seats, and the price per passenger.

> Check the available car shares through a search form;

> Contact the driver to apply for the position;

> Book a ride that will be subject to approval by the driver;

> Record feedback/comments about the driver;

27

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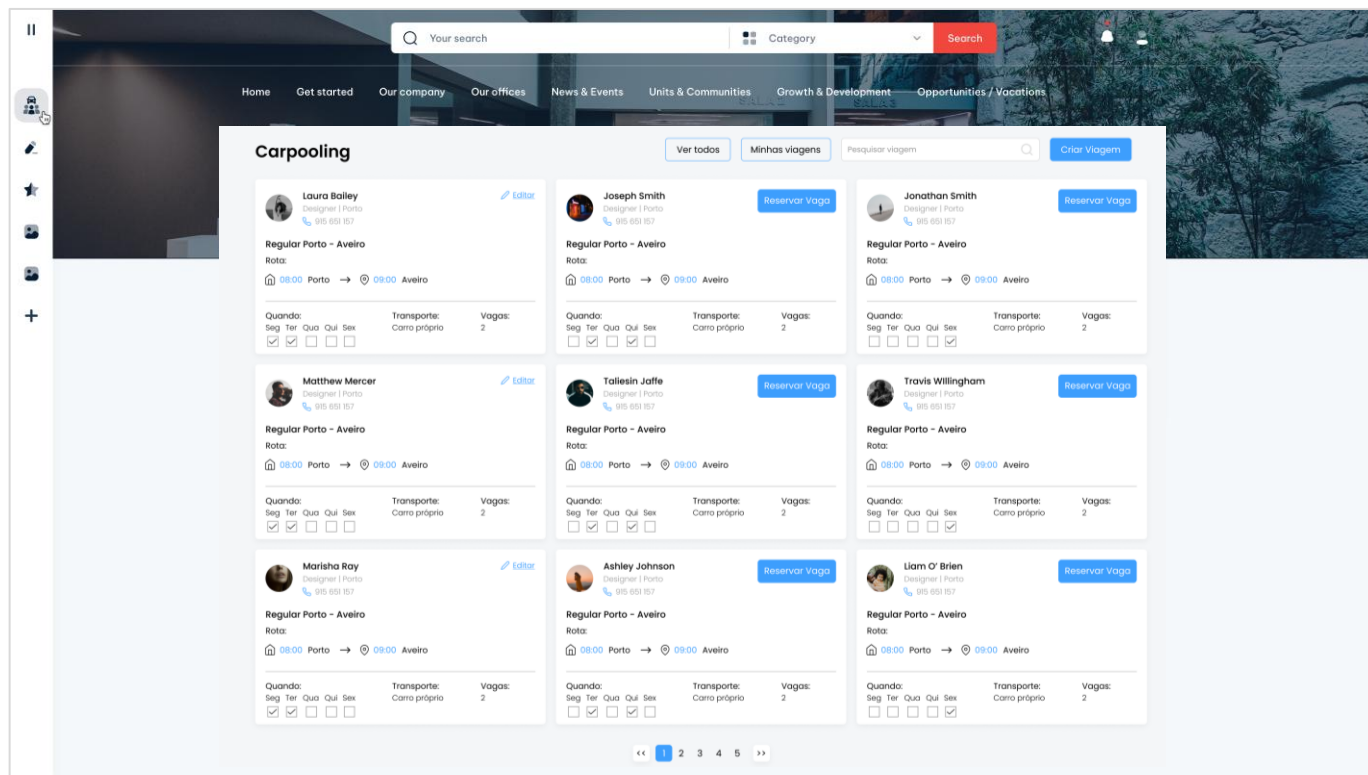
OTHER FEATURES

SUGGESTION BOX

Esta funcionalidade irá permitir que os colaboradores enviem sugestões aos

responsáveis pelo portal.

Poderão ser criados diversos assuntos, associados a diferentes responsáveis

que irão receber as sugestões enviadas para os assuntos que são responsáveis.

INTERNAL RECRUITMENT

Será disponibilizada uma área para apresentação das oportunidades

disponíveis com a informação necessária para os colaboradores possam

candidatar-se às mesmas.

Será possível consultar as oportunidades ativas e as já expiradas ou desativas.

MULTILINGUAL / MULTI COUNTRY

In the case of multi-language / multi-country implementations, an employee is automatically redirected to the country to which he is associated and the information

presented in his or her language when entering the portal.

However, he may consult the portal of other countries that may contain more localized information but that is of interest.

This piece allows the employee to switch between the portals of the various countries also selecting the language they want to be displayed.

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APPROACH TO THE PROJECT

OUR METHODOLOGY

APPROACH TO THE PROJECT

OUR METHODOLOGY

An intranet allows you to communicate, collaborate, search and share information through a web browser, functioning as an authentic internal social network of the organization, involving its users, strengthening the link with the organization and promoting a true paradigm of community.

It is important to consider, when planning the platform, that the development of an intranet should always be user-centered, providing employees not only with an indispensable tool to share information, manage knowledge and disseminate news, but also provide them with access to business applications and management tools that enhance their efficiency.

A useful intranet will require an attractive and user-friendly interface, the ability to easily access integrated external applications, with appropriate security features, as well as access to documentation and content that supports the daily lives of employees, characteristics that will have to be easily maintained and ensured over time.

We understand that each organization has its own customized requirements and hence the good planning and definition of this platform plays a crucial factor in its success.

Our approach in this type of project begins with a detailed survey both in terms of image and brand, definition of the information architecture (site map and information in each of the areas) and processes and features that will be part of the portal.

We present in more detail our process in the design and implementation of an intranet.

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OUR METHODOLOGY

DESIGN AND ARCHITECTURE

Here, the focus is on the structure of the intranet. It is important to create a clear information architecture, defining categories, menus, pages and navigation flows. Visual design is also considered, ensuring a pleasant experience for users.

DEVELOPMENT AND IMPLEMENTATION

At this stage, we create the intranet based on the established requirements and design. This includes the development of the features, integration with existing systems, and testing.

PLANNING AND ANALYSIS

At this stage, it is crucial to understand the goals of the intranet and the specific needs of the organization. This involves mapping internal processes, identifying target users, and defining functional and technical requirements.
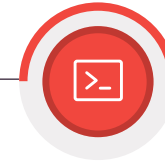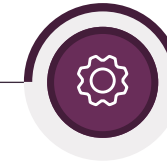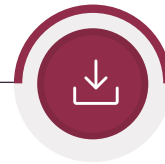
TESTING AND REFINEMENT

The intranet must undergo rigorous testing to ensure that it functions properly. Usability and performance testing are essential. Any issues identified are fixed in this step.

DEPLOY AND TRAINING

After the tests are passed, the intranet is installed on the customer's infrastructure. Users are trained to use it properly.

CONTINUOUS MAINTENANCE AND IMPROVEMENTS

The intranet requires regular maintenance to update content and add new functionality. User feedback is also important for continuous improvement.

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WORK MODELS

ASSESSMENT + DEVELOPMENT

In this model, Armis will be able to support the client in the prior definition of the requirements and work in a disaggregated way in phases 1 and 2 described above and only then move on to the budgeting and implementation of the portal.

As benefits of this option, we highlight the rigor in the budgeting of the development, as the scope of the intranet portal is already defined in detail.

FIXED PROJECT

To carry out a closed project, Armis needs to have access beforehand to the features that are desired and general requirements, namely multilingual/multi-country needs, content migration needs or even possible integrations.

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