Lightspeed365

What is Lightspeed?

Lightspeed helps you quicky launch a best-practice intranet experience on Microsoft 365.

Lightspeed sits within SharePoint and provides additional features for users and content editors. These features are designed to help drive adoption and obtain maximum business value from your intranet.
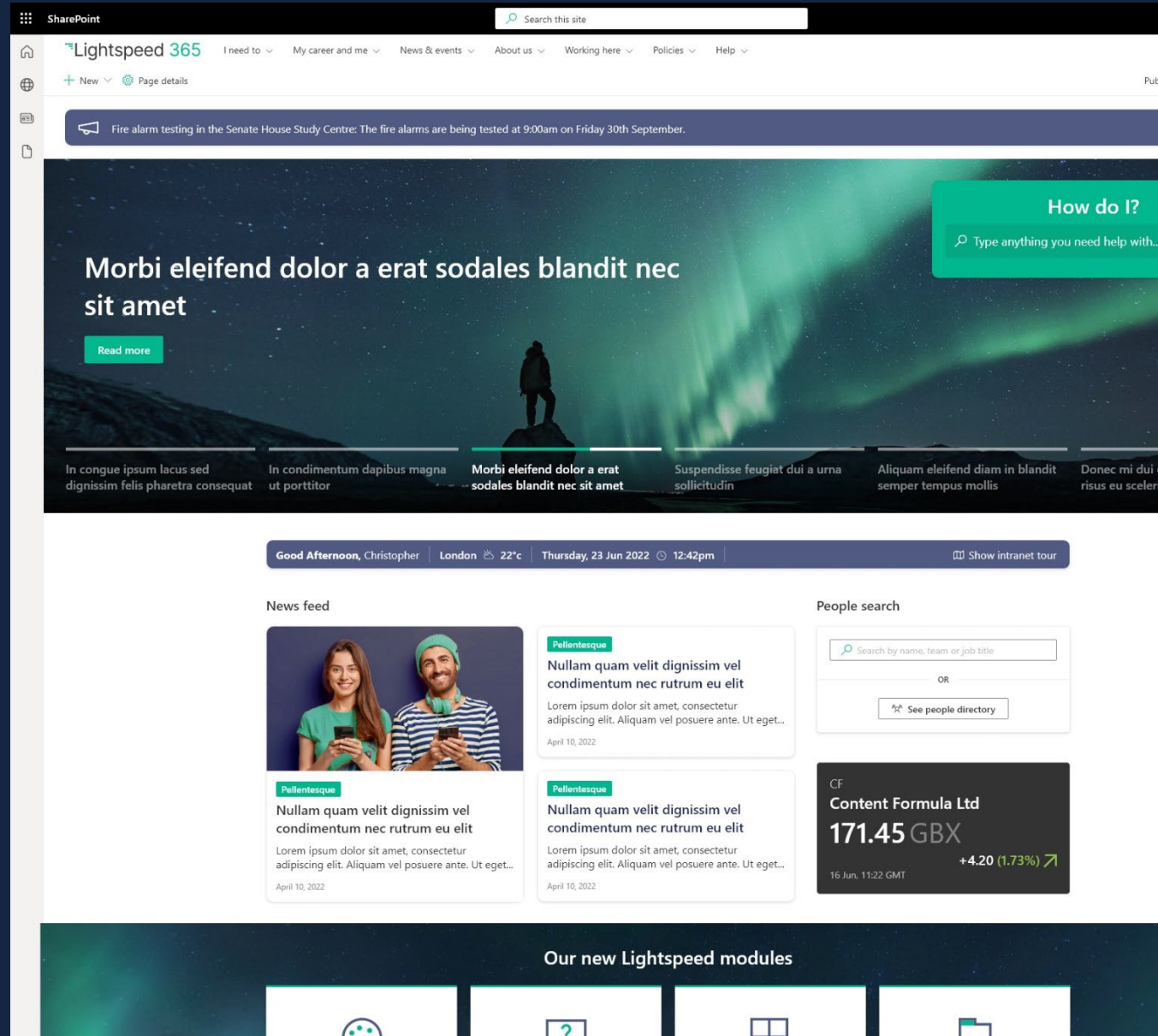
Lightspeed benefits

- Lightspeed helps you to quicky launch a tailored, best-practice, intranet experience on Microsoft 365.

- Extract maximum value from your existing platform

- Low cost and short delivery timeline

- Deliver further value for employees and editors with additional features not found in native SharePoint

Lightspeed services

Lightspeed includes the following services, delivered by our intranet experts:

- Requirements gathering

- Information architecture planning

- Content planning

- Best practice configuration and structure

- Training

- Support (optional)

Lightspeed **features**

For added capability and flexibility

Lightspeed **features**

CORE

Handbook	Newsfeed	Table of contents	Welcome bar
Accordion	Card links	Alerts	Feedback
App launcher	Share price	Tabs	Floating search
Intranet tour	People directory	People search	Subscriptions

PREMIUM ADD-ONS

Site index	Provisioning
Noticeboard	Viva integrations
Push notifications	Branding customiser
Learning management	Policy management

Accordion ▤

The accordion allows content owners to present important information
like FAQs in a space-efficient way

- Add multiple accordion modules on a page

- Adjust the look and feel

- Add copy, imagery or links within the expanding areas

How do I...?

Leave & Absence ⌃

How do I apply for maternity or paternity leave?

Where do I find the policy on returning to work after sickness?

Pallentesque varius lorem vel lecturs ultrices interdum?

Fusce diginissim justo id elit hendrerit mattis?

Sed nec leo condimentum accumsan justo nec venenatis sapien?

Training & Development ⌃

Maecenas sodales quam enim, et euismod metus feugiat et. Maecenas ex mi, luctus id nibh ac, elementum dignissim eros. Ut id purus sodales, iaculis arcu nec, tempus urna. Ut cursus tincidunt tellus quis laoreet.

Hiring & Vacancies ⌄

Meetings & Catering ⌄

Parking & Taxis ⌄

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Newsfeed 📰

The news feed displays your news content in a prominent way on the homepage, or section homepage

- Many configuration options

- Multiple presentation styles to choose

- Audience targeting capability
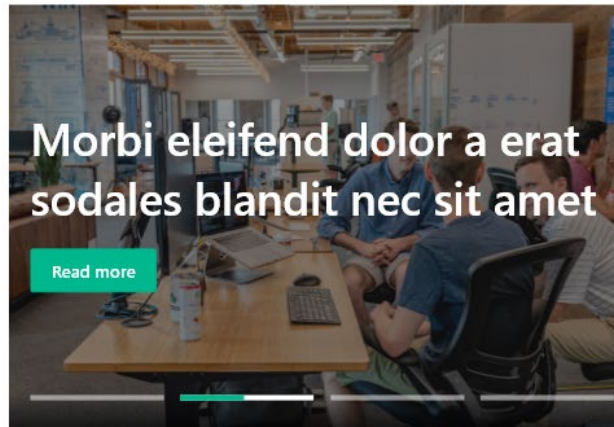
Card links 🔗

Card links gives publishers more options for on-page navigation over the Microsoft quick links webpart

- Display links in multiple ways using templates

- Adjust the look and feel

- Target links at different audiences

Phasellus lacus

Phasellus dignissim lacus
Nullam ut eros tellus. Proin feugiat pellentesque mi volutpat tempor.

Vivamus sit amet diam est
Phasellus finibus, eros eget elementum interdum, quam dui vulputate tellus, at aliquam elit tortor condimentum.

Quisque eget metus egestas
Phasellus finibus, eros eget elementum interdum, quam dui vulputate tellus, at aliquam elit tortor condimentum.

Nunc condimentum magna at sollicitudi...
Sed ut tincidunt arcu. Morbi pharetra nibh nulla, ac euismod sem malesuada lacinia.

Nullam eros

Vivamus dictum ipsum
Nullam ut eros tellus. Proin feugiat pellentesque mi volutpat tempo

> Fusce in nibh quis
> Pellentesque blandit
> Aenean vestibulum
> Maecenas egestas

Cras ac nisi

Phasellus dignissim lacus

Vivamus sit amet diam est

Quisque eget metus egestas ⬈

Nunc condimentum magna at sollicitu... ⬈

Fusce in nibh

Phasellus dignissim lacus
Nullam ut eros tellus. Proin feugiat pellentesque mi volutpat tempor.

Vivamus sit amet
Phasellus finibus eros e

Handbook 📖

The handbook module allows content owners to group pages together in a searchable index

- Create digital employee handbooks
- Organise policies or 'how to' content
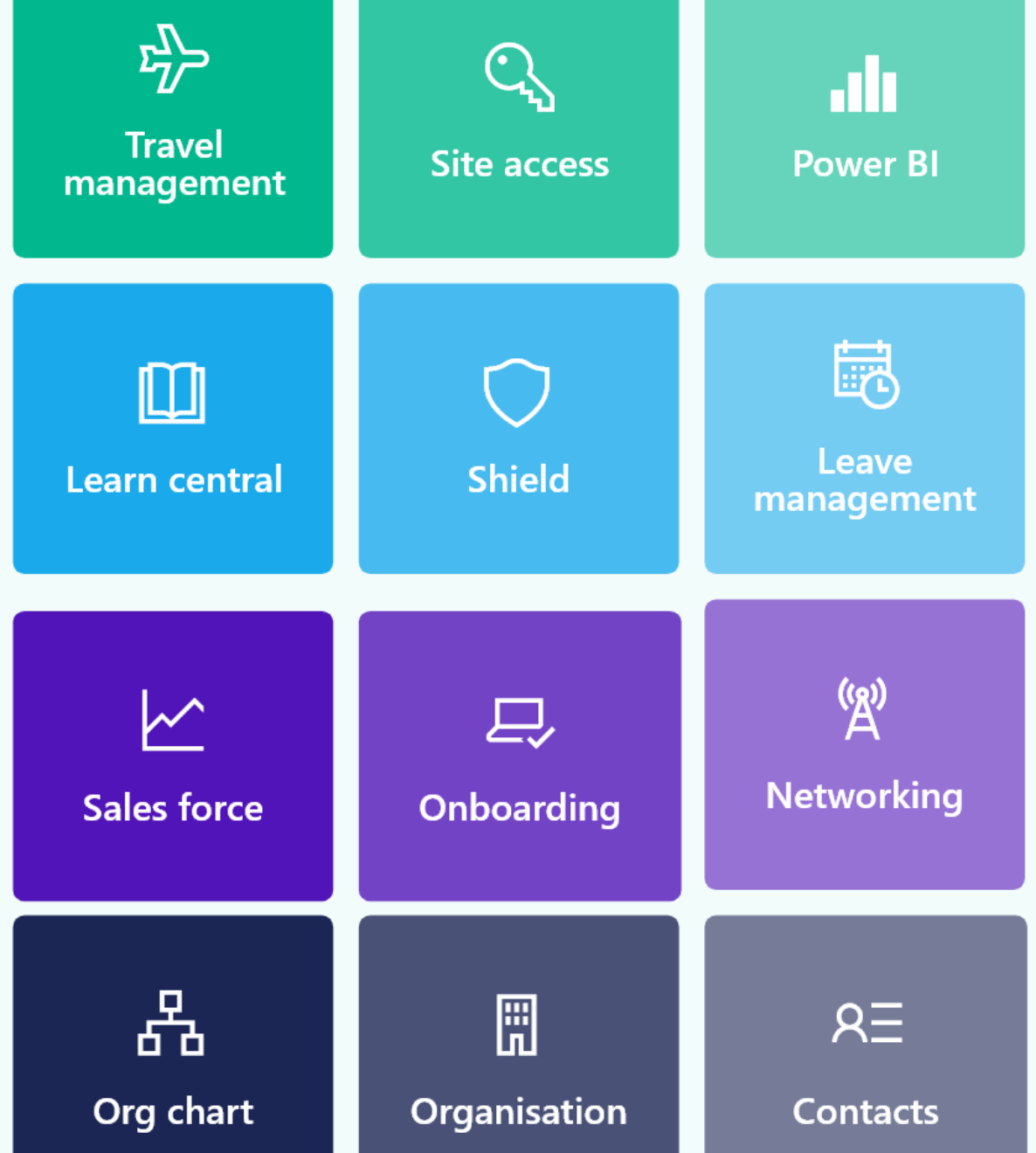- Choose to show category labels, versions, A-Z etc

How do I

Search   All categories

\# A B C **D** E F G **H** **I** J K L M N O P Q R **S** T U V W

Title	Region	Category	Version
Access Office 365	London	IT	1.0
Access Outlook on web	London	Training	1.7
Change my password	London	IT	1.3
Check events	West Midlands	Admin	1.0
Cleck report	Yorkshire and…	Meeting	1.0
Clean up my documents	London	Meeting	2.6
Contact service desk	London	IT	1.3
Create complex password	West Midlands	Starter	2.1
Customised my profile	London	Starter	1.7

App launcher

The app launcher has a central list of your key company links or apps which employees can personalise to suit their needs

- Suggest certain apps/links to different employee groups

- Employees can add/remove or re-order the links

- Choose from different display templates

Travel management

Site access

Power BI

Learn central

Shield

Leave management

Sales force

Onboarding

Networking

Org chart

Organisation

Contacts

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Share price 📈

The share price module can be configured to show real-time price info for any listed company

- Add multiple share price modules to a page

- Adjust the look and feel

- Real-time feed from financial platforms included

CF

Content Formula Ltd

171.45 GBX

+4.20 (1.73%) ↗

16 Jun, 11:22 GMT

MSFT

Microsoft Corporation

253.14 USD

-0.94 (0.37%) ↘

16 Jun, 11:22 GMT

Table of contents ▤

The table of contents module can be placed at the top of any page and will automatically create an index and navigation tool

- Automatically recognises headings throughout the page and creates chapter links
- Adjust the look and feel with different templates

Go to

Curabitur a justo vehicula	In finibus lectus
Nullam vestibulum	**Phasellus suscipit sapien**
Donec id purus eget orci	Maecenas sodales elit

Curabitur a justo vehicula

Maecenas ultricies mauris sit amet sapien volutpat, nec tempus sem faucibus. Integer laoreet he eget euismod. Cras pharetra hendrerit arcu non dictum. Phasellus eu neque vel mi cursus tristiq

In finibus lectus

Nullam ac nisl sem. Proin in erat vel metus ultrices tincidunt. Class aptent taciti sociosqu ad litor conubia nostra, per inceptos himenaeos. Cras massa elit, scelerisque non mauris eu, interdum e

Nullam vestibulum

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People search & directory 📇

The people directory is a search module which can be added to any page

- Quickly see matching results without being sent to a search page

- Linked to your Microsoft 365 profiles

- 'Staff Directory' page which lists all teams and their members

People directory

Meet the team

Director | Marketing | Management | UX Design | Developm

📌 **Dan Hawtrey**
Managing Director
📞 +44 (0)20 4534 3460
✉️ dhawtrey@contentformula.com

OS

John Scott
UX Director
📞 +44 (0)20 4534 3460
✉️ jscott@contentformula.com
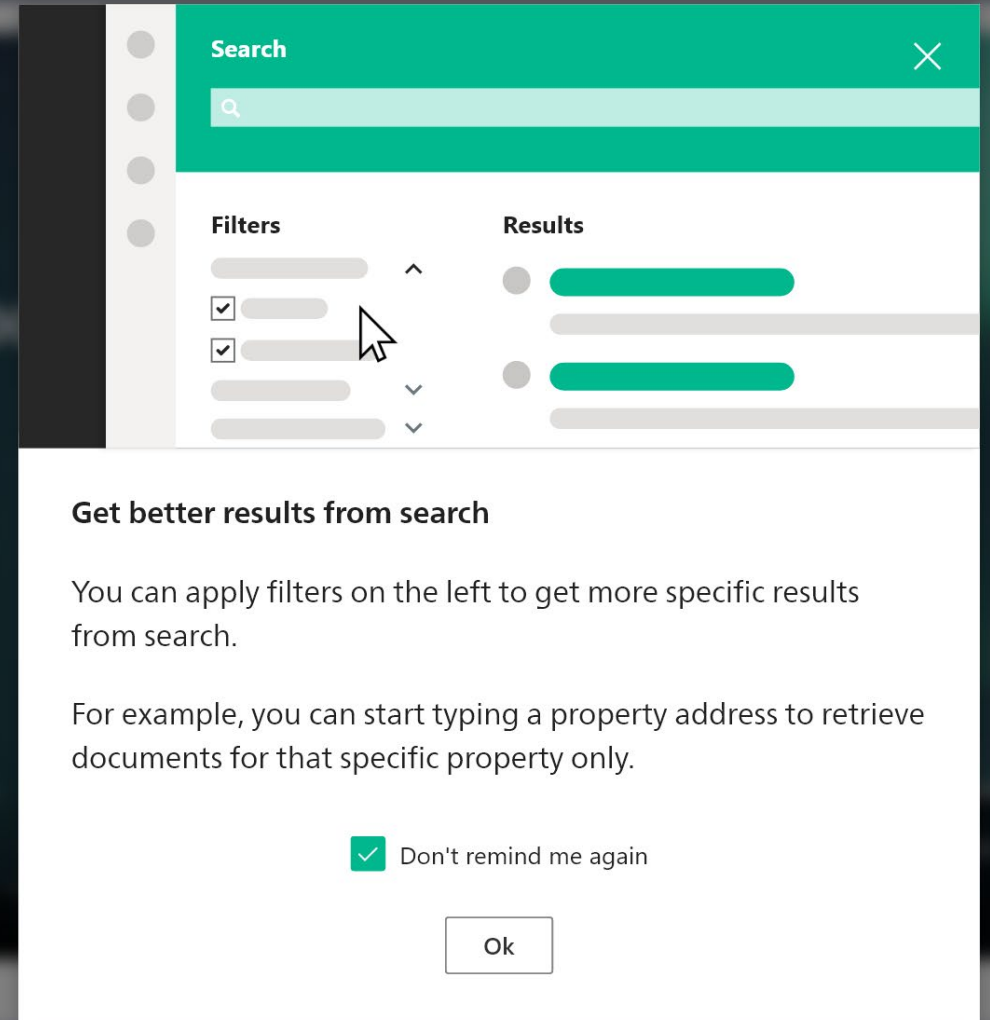
Page tour 📖

The page tour allows you to highlight the key features and content of your new intranet to employees

- Raise awareness of new features

- Provide contextual help e.g. for search

- Provide important orientation for new employees

Search

Filters   **Results**

Get better results from search

You can apply filters on the left to get more specific results from search.

For example, you can start typing a property address to retrieve documents for that specific property only.

☑ Don't remind me again

Ok

Welcome bar 🏷️

The welcome bar contains personalised widgets and the page tour launcher

- Highlight personalisation options to users

- Provide useful local information

- Share info snippets, such as company share price
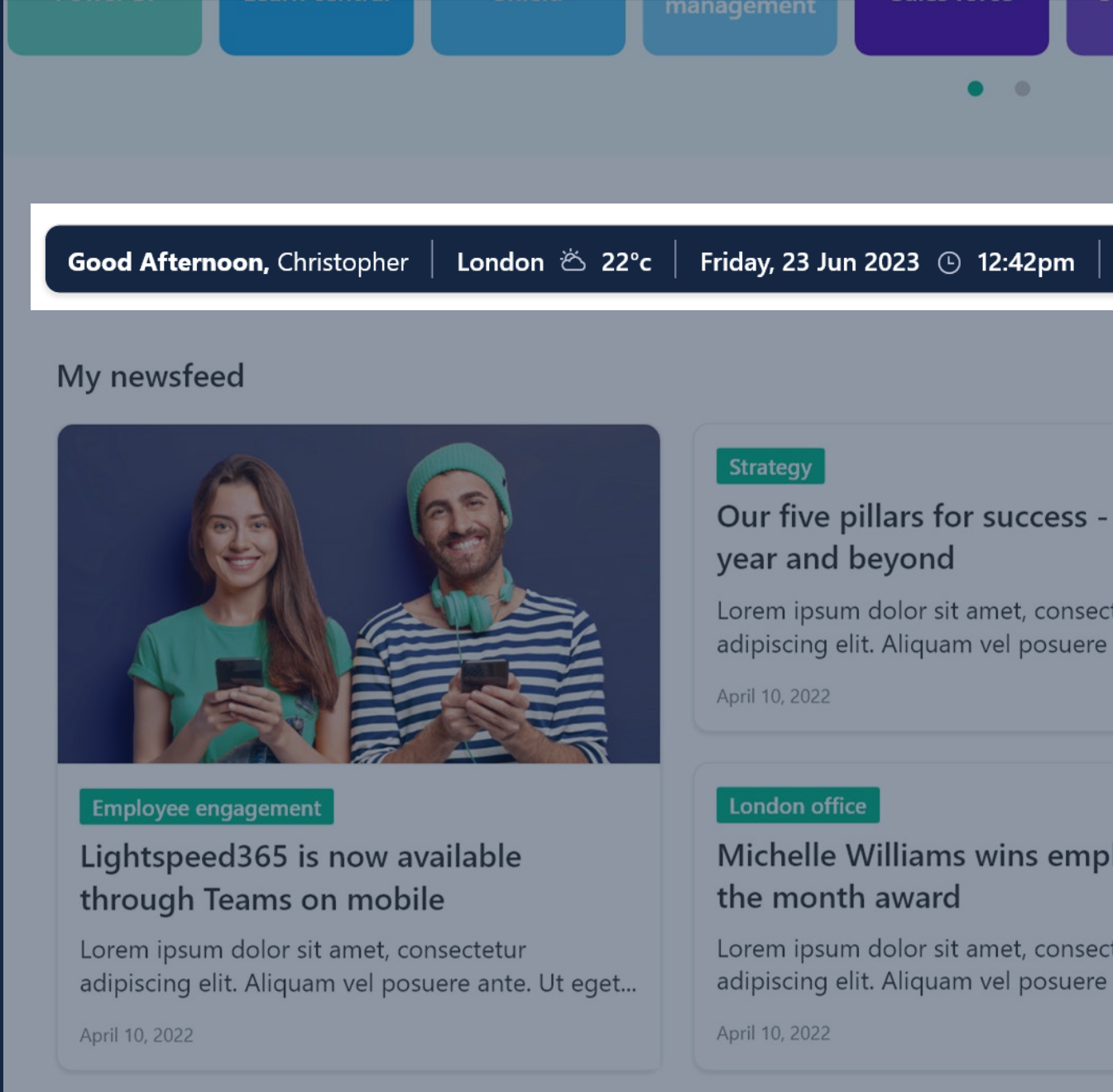
Alerts ⚠

The alerts module allows you to post special notices at the top of the homepage

- Keep important facilities updates separate from news

- Target alerts at different audiences

- Schedule alerts in advance and set a specific duration
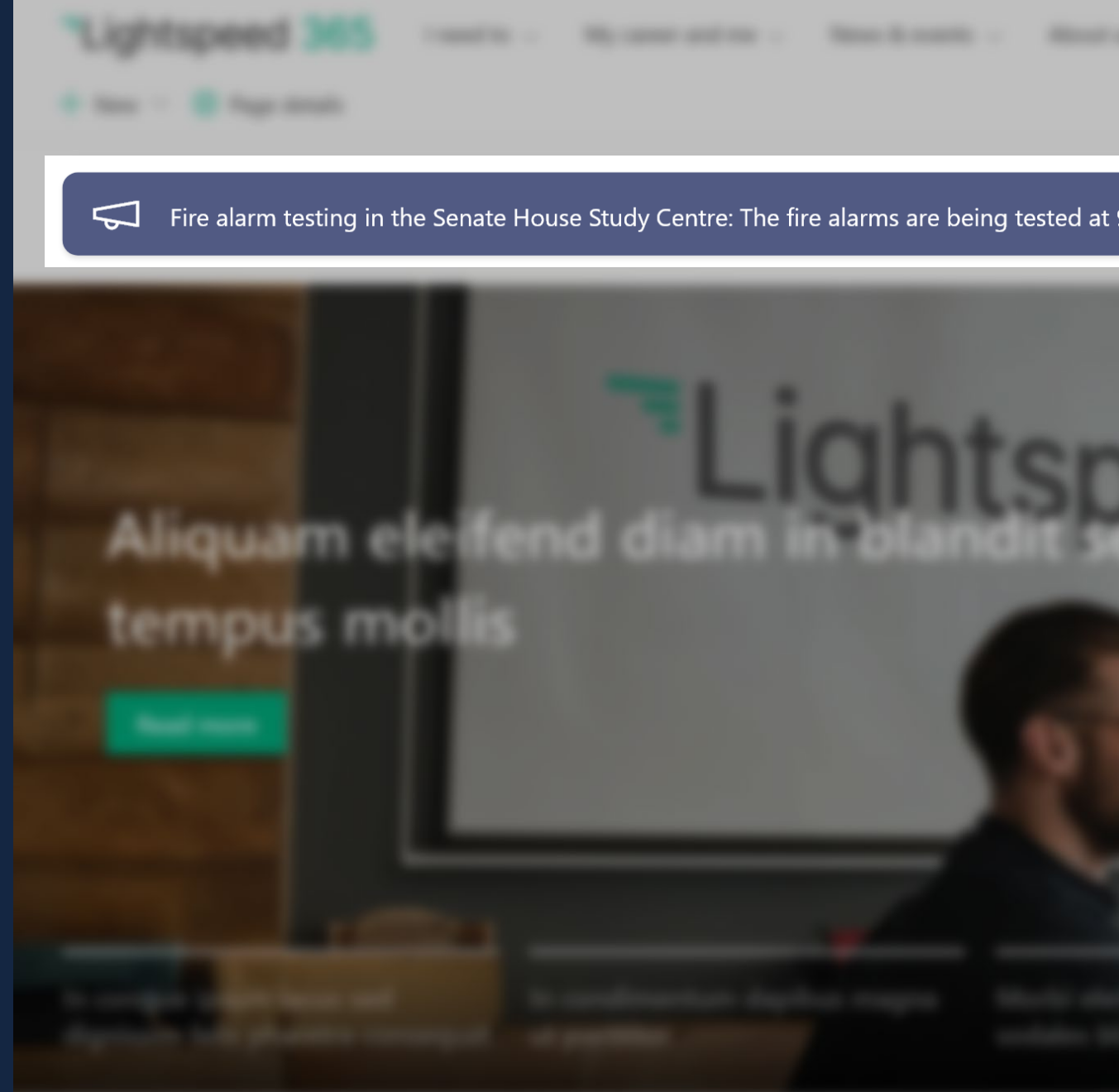
Tabs

Place multiple web parts into a tab system and save page real-estate

- Add tabs to any page

- Add any web part to a tab system

- Reduce information overload and maintain a cleaner user experience

Floating search ⬚

Add a floating search box element to any page

- Floats at the edge of the page even as you scroll

- Can be set to search different sources e.g. FAQs or policies

- Immediately displays search results without leaving the page

Most recent pages

	Title
	Access my payslip
	Book a flight
	Book a hotel
	How do I?
	Sallys two

How do I? ↗

🔍 Search

Relevant for me   See all

Access my payslip
SitePages
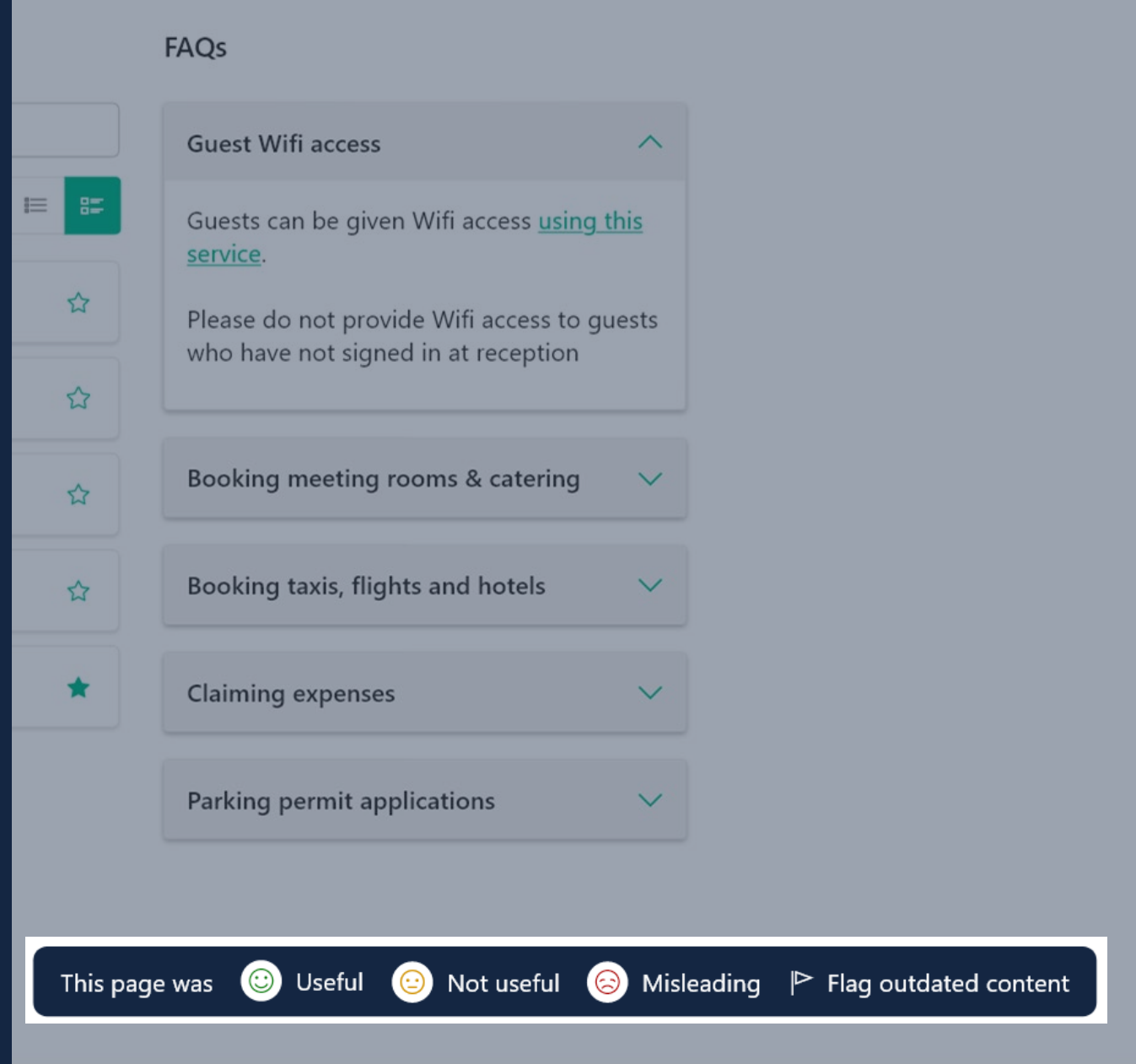
1 of 5

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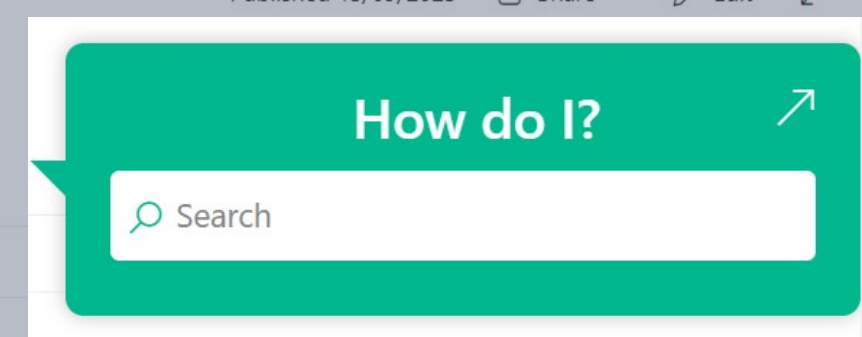
Feedback ☑

Add a mini feedback form to key pages of content

- Quick for employees to provide feedback

- Add to pages of particular interest

- Also allows employees to flag outdated content

Section+ 🖥

More control over page sections

- Create rich magazine style pages for campaigns

- Add background images to page sections

- Set colour overlay options and set opacities

April 10, 2022

Branding customiser

Branding customiser allows teams to personalise their intranet design, as well...

Dashboard

# Viva integrations ▦

Custom connectors with third party applications

- Display important information from other apps on the intranet homepage

- Allow employees to complete common tasks withing a single interface

- Custom connectors available for less common or bespoke applications
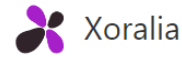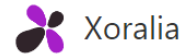

Xoralia

12 mandatory documents

You have 12 documents that have been assigned for you to read

[Documents] [View on Xoralia]
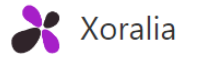
Xoralia

2 expired docu

You have 2 documents requires your attention

[Documents] [View

Xoralia

0 documents due for review

Approvals

Need to send

Send and keep track o

Current connectors available:

CONDECO   xoralia   LMS365

Viva Learning

Learn something new today
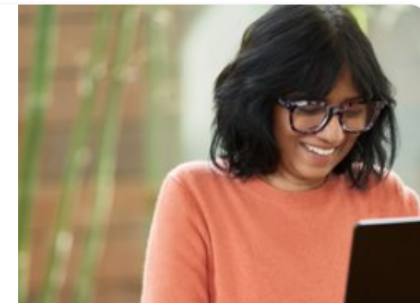
Assigned Tasks

No tasks

You don't have any ass

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Brand customiser 🎨

Apply custom branding to your intranet

- Add custom fonts for headings

- Add custom colours to align with your brand guidelines

- Apply 'sub-brand' colour schemes and graphics to sections of your intranet e.g. For different divisions or franchises

- Advanced mode with custom CSS and JavaScript files
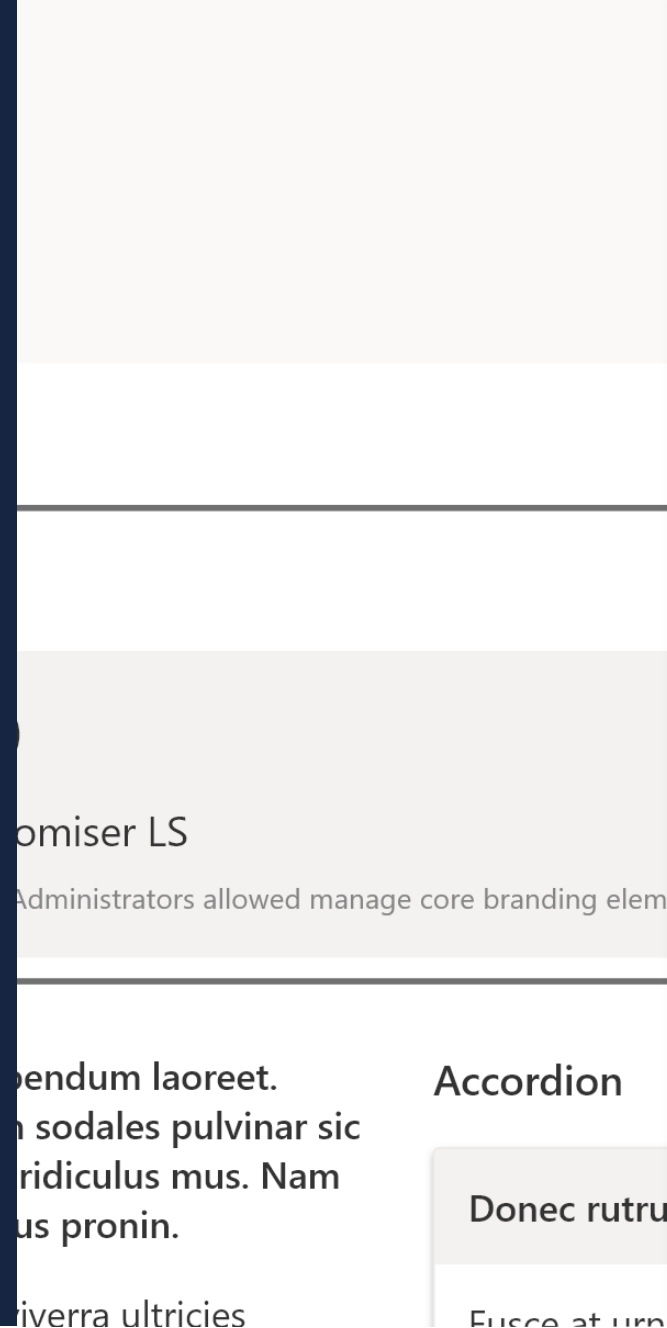
Brand customisation LS

To enable Site Administrators to manage core branding elements of your site.

Learn more

Source

Select a source list

style.css

Layout

Primary colour

Hex	Red	Green	Blue	
665782	102	87	130	

Text colour

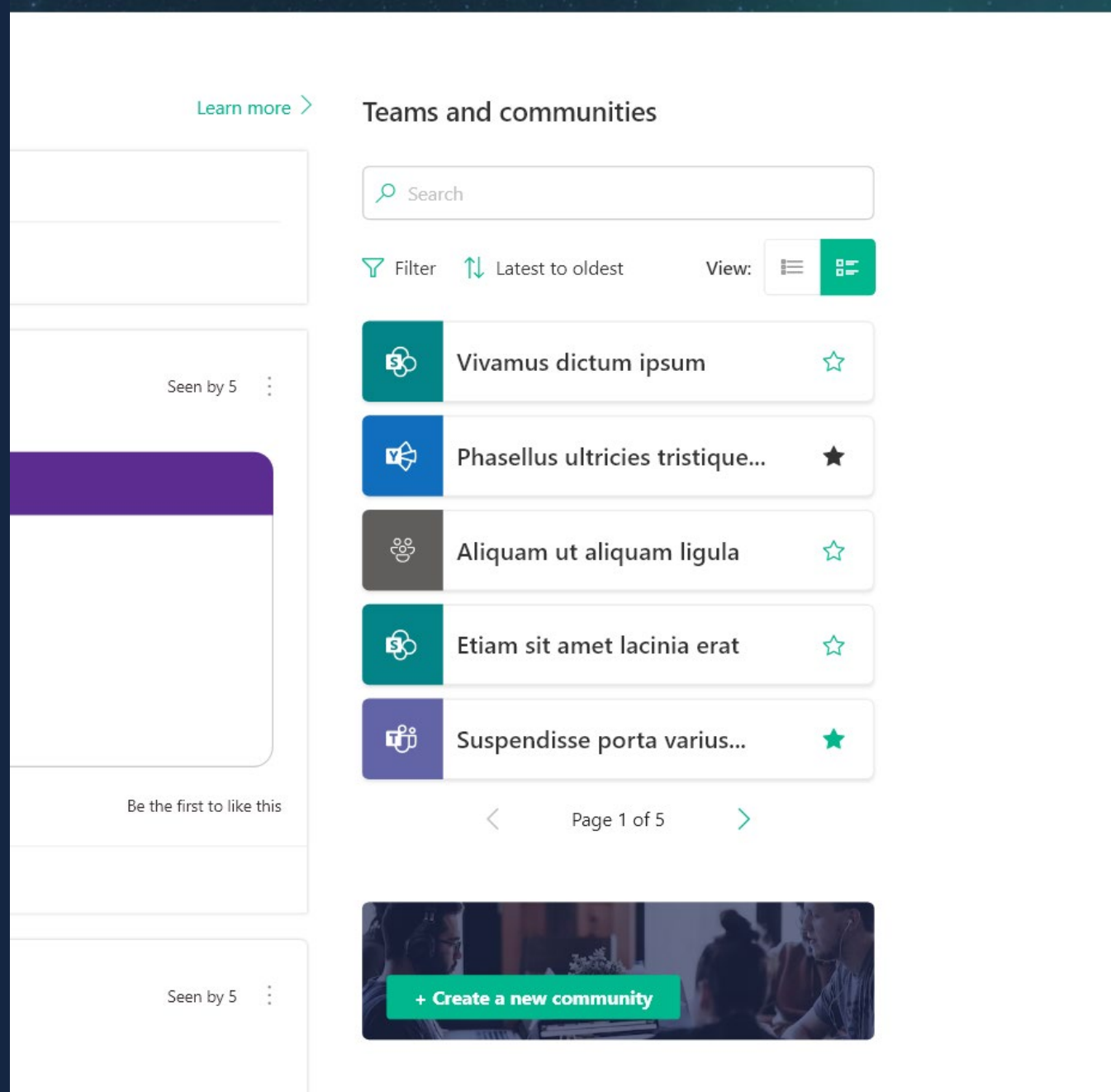| Hex	Red	Green	Blue	
333333	51	51	51	

Background colour

Preview   Apply

Site index

Provides a searchable directory of online communities

- Search across Teams, Yammer Communities, SharePoint sites and more

- Employees can favourite sites

- Make some sites invisible

Learn more >

Teams and communities

Search

Filter   Latest to oldest   View:

Vivamus dictum ipsum

Phasellus ultricies tristique...

Aliquam ut aliquam ligula

Etiam sit amet lacinia erat

Suspendisse porta varius...

<   Page 1 of 5   >

+ Create a new community

Seen by 5

Be the first to like this
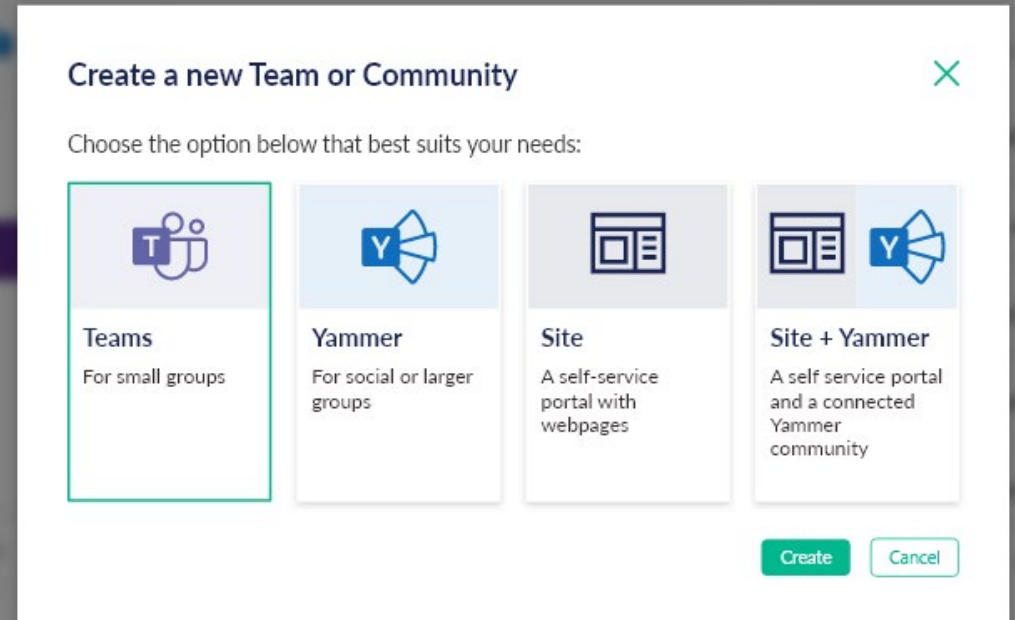
Seen by 5

Site provisioning ⊞

Allow employees to create collaboration areas themselves

- Guidance on what type of site/team to create

- Create Teams, Yammer or SharePoint sites/communities

- Optional approval workflows

- Create external links to third party platforms

Push notifications 🔔

Reach all employees with important communications

- Push notifications to smartphones using Teams for mobile

- Choose to promote critical announcements and notices

- Keep in contact with field workers not at a desk
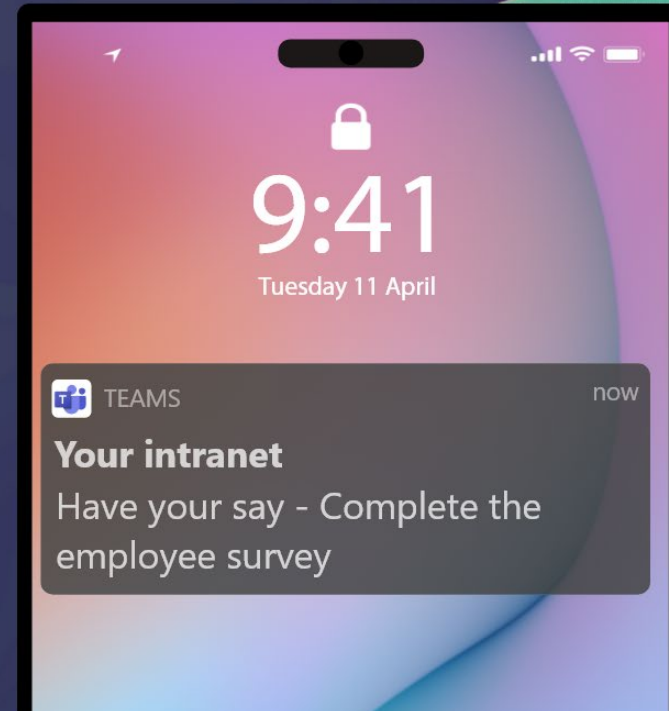
Launching soon…

AI search
More intelligent and user-friendly search experiences using OpenAI

Billboard
Visually stunning, multi-purpose, content highlights panels and widgets

Video hero
Premium visual presentation with embedded video backgrounds and carousels

Navigation
An alternative to the SharePoint navigation that includes rich media mega menus and personalisation

Analytics
Metrics dashboards for intranet admins and section/content owners

Noticeboard
Allow any employee to post notices, reminders, or classified ads.

Subscriptions
Allow employees to easily manage the news and information sources they wish to see on their homepage

Preview…

Billboard

Visually stunning, multi-purpose, content highlights panels and widgets

contentformula

Fusce cursus metus ut dapibus euismod

Suspendisse at leo aliquet, aliquet erat quis, varius leo. Curabitur placerat et eros sed accumsan. Nulla facilisi.

Read more

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Aliquam eleifend diam in blandit

Fusce cursus metus ut dapibus euismod

Suspendisse at leo aliquet, aliquet erat quis, varius leo. Curabitur placerat et eros sed accumsan. Nulla facilisi.

Read more

CEO SPEECH

Fusce cursus metus ut dapibus euismod

Read more

Reaching new heights…

See our products launching in 2024

Lightspeed365

Technical information

For IT teams

Technical overview

Lightspeed is a set of SharePoint webparts that are designed to work natively in SharePoint Online.

- It's a packaged solution that we or the customer's IT team can install into the SharePoint app catalog

- LightSpeed stores all data either within lists, page properties or SharePoint libraries - no data is ever stored outside of your tenant

- LightSpeed relies mostly on Microsoft Graph and some SharePoint APIs. We do not use any Azure cloud compute power and you do not have to run any cloud infrastructure to support LightSpeed

- All LightSpeed components use SharePoint's built in security model and permissions. LightSpeed does not overwrite permissions in any way and only shows information to users that they have access to

- LightSpeed does require a SharePoint administrator to install - this is because we require one Microsoft Graph approval via the SharePoint admin center.

- LightSpeed can be uninstalled without losing pages and documents on your SharePoint site - you will only lose access to the LightSpeed feature

- When installing LightSpeed, it will make the webparts available across all SharePoint sites. You can choose to install LightSpeed to certain sites however this set up is more complex and requires further installation help.

Questions?

Contact us via www.lightspeed365.cloud