

easi

SharePoint Intranet Catalogue

Document classification : Public

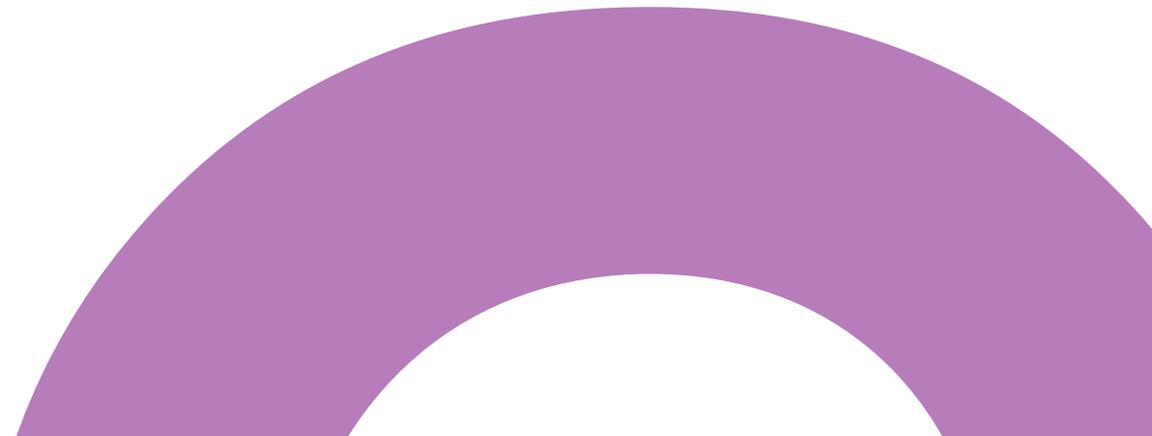
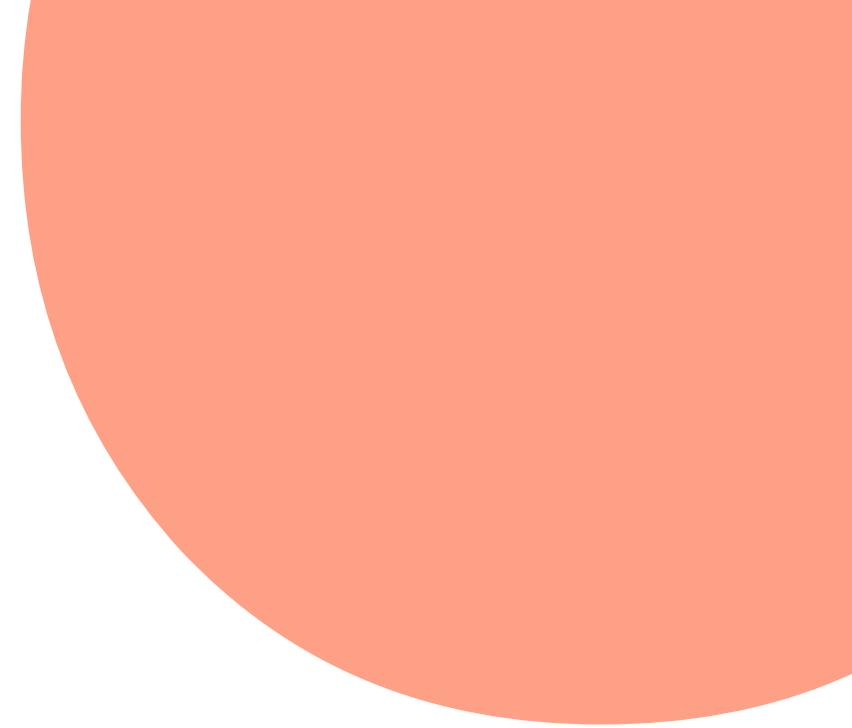


Agenda

1. Home page
2. Department sites
3. Other modules
4. References

01

Home page



Home page

The screenshot shows the Easi Touch SharePoint home page. At the top, there is a navigation bar with the Easi logo, 'SharePoint', a search bar, and user information for Audrey De Crem. Below this is a secondary navigation bar with links like 'My Portal', 'My Affinity', 'My Infra', 'My Smart', 'My Staff News', 'FAQ', 'Quick Links', 'Admin', and 'Edit'. The main content area features a large hero section with several news tiles: a pizza-themed tile titled 'Last Friday@Easi is back again', a tile for 'New OCR engine - Read it carefully', a tile for 'ITIL: What is this? What are we doing with it?', a yellow tile for 'Another surprise is on its way!', and a blue tile for 'All news'. To the right, there is a 'Geek-Off 2022' event highlight and a 'New employees' section listing several staff members with their photos and roles. At the bottom, there is a 'Next Birthday' section listing five employees with their names, titles, and birth dates.

All last news

Highlight of a project/event/...

New employees

Employees' birthday*

Employee Name	Title	Next Birthday
Renauld Duc...	Sales Manager	24th March
Luuk Raajima...	Senior Business Co...	24th March
Thomas Scufi...	Senior Business Co...	25th March
Martin Mich...	Technical Engineer ...	25th March
Tibo Van Rae...	Business Consultant	28th March

*Possibility to add other anniversaries (seniority anniversary,...)

Home page

News for you! See all

+ Add ▾

Staff News
Last Friday@Easi is back again
Sandra Heurreux 17 hours ago

Adfinity
New OCR engine – Read it carefully
Basile Dagnelie 2 days ago

Infra
ITIL: What is this? What are we doing with it?
Pierre-Yves Dyon 2 days ago

Staff News
Don't forget our Hygiene and living togeth...

EASI TOUCH
Career Day Leuven 23/03 - Availability offic...

Staff News
Best Work Place - Results

Adfinity
Be aware of some changes in the Adfinity B...

Staff News
Tailor-made suits f/m - De Witte Duif @Leu...

Staff News
Year In Numbers 2021: Marketing

Staff News
Another surprise is on its way!
Charline Coppeliers 2 days ago

Staff News
World Down Syndrome Day 2022 - Easi Support and Gift :-)
Charline Coppeliers 6 days ago

EASI TOUCH
Photographers are back
Elise Paquet 6 days ago

Audience targeting

Corporate calendar

Upcoming Past Refresh

Apr 5 Tue	Coiffeur Chez Soi 11:30
Apr 19 Tue	Coiffeur Chez Soi 11:30
May 3 Tue	Coiffeur Chez Soi 11:30
May 16 Mon	Feel Good Event: Board Game Night - Nivelles 17:30
May 16 Mon	Feel Good Event: Board Game Night - Leuven 17:30

Previous Next

Corporate calendar

News by dept/product...

Finance & Legal See all + Add ▾

Sandwich account

HR & Facilities See all + Add ▾

Best Work Place - Results

Marketing See all + Add ▾

Best Workplace 7 Times: How We Did It

[To My Staff news](#)

Lunch orders

[Android](#) - [Apple](#) - [Full screen](#) - [Info](#)

Lunch orders Refresh +

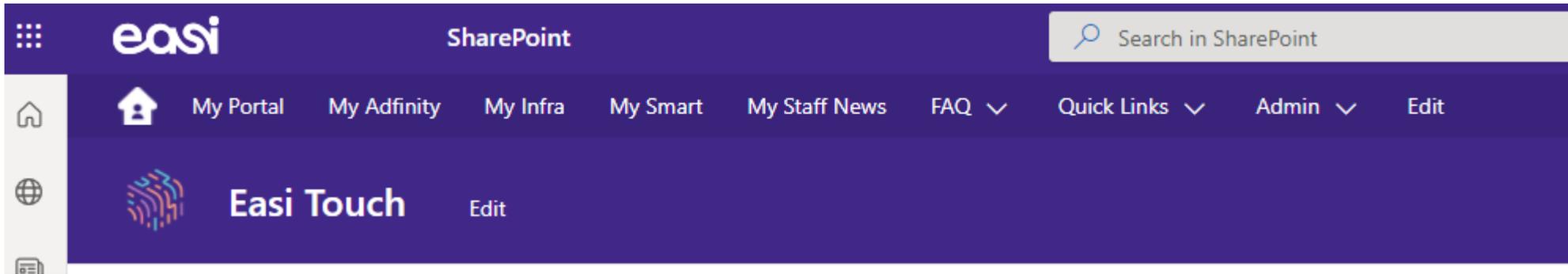
Search orders starting with

PowerApps integration

02

Department sites

One site per department/product/...



Department site

Home page

The screenshot shows a SharePoint site for the 'Infra' department. The top navigation bar includes links for 'My Portal', 'My Adfinity', 'My Infra', 'My Smart', 'My Staff News', 'FAQ', 'Quick Links', and 'Admin'. Below this is a sub-level navigation bar with categories: 'Home', 'Infrastructure', 'Networking & security', 'Cloud', 'IBM Power systems', 'Modern workplace', 'People', and 'All news'. A callout box labeled 'Sub-level of navigation for the site' points to this bar. The main content area is divided into several sections: 'News by topic' (with callout), 'Latest Infrastructure Post', 'Latest Networking & Security Post', 'Latest Cloud Post', 'New Infra Colleagues - Give them a warm welcome!', 'Latest Power Post', 'Latest Modern Workplace Post', 'Latest People Post', 'Presales Materials', 'Your Intranet champions', and 'Contact persons' (with callout). Each news item includes a thumbnail image, a title, a brief description, and the author's name and date. The 'New Infra Colleagues' section lists three new employees with their photos and roles. The 'Presales Materials' section lists two documents with their titles and authors. The 'Your Intranet champions' section lists three team members with their photos and roles.

Sub-level of navigation for the site

News by topic

New employees for this department

Quick link to documents

Contact persons

Department site

Team page – first exemple

Easi TOUCH SharePoint Search this site Quentin Poncelet

+ New Send to Promote Page details Immersive Reader Analytics Pending approval Edit Review approvals

Finance

Hello everyone!

Welcome to our Finance page.

If you need help or information about Finance, you've come to the right place.

On the right, you can find to whom you can ask your different questions.

What?	Who?
Auditing	MMOD
Reporting	MMOD
Accounting Processes/Rules	MLEJ
Overhead invoices	MLEJ
On call projects	ACAM/MCRE
Customer Payment Reminders / Claims	SSEG/DPEE/MLEJ
Credit Notes	SLAL
Payments	MLEJ
VISA payments	AMOE/DPEE
Expense Notes	MLEJ/HDEC
Chèques entreprises	MMOD
Subsidies	MMOD
e-Signature Quill	MMOD

Team Members:

- Michaël Saublens, Finance Manager
- Morgana Modolo, Finance Advisor
- Hélène Decrucq, Finance Advisor
- Sofia Laline, Finance Officer
- Debora Laeremans, Junior Finance Officer
- Maxime Lejeune, Senior Finance Advisor
- Justine De Raef, Finance Advisor
- Hélène Decrucq, Finance Advisor
- Sara Segers, Finance Officer

Presentation of the team/department

Contact persons

Department site

Team page – second exemple

The screenshot shows a SharePoint team page with a blue header bar containing the 'SharePoint' logo, a search bar, and navigation icons. Below the header is a navigation bar with options like 'New', 'Send to', 'Promote', 'Page details', 'Immersive Reader', and 'Analytics'. The main content area features a large banner image with the title 'Qui fait Quoi ?' and a list of team members, each with a profile picture, name, role, and a list of their responsibilities.

SharePoint Search this site Published 10/12/2021 Edit

+ New Send to Promote Page details Immersive Reader Analytics

Qui fait Quoi ?

Quentin Poncelet
Expert Business Consultant

Charlotte Catfolis
Consultant

- Consultance
- Implémentation
- Formations

Wouter Vanderkelen
Sharepoint Architect

- Consultance
- Architecture
- Stratégie

Guillaume Parent
Consultant

- Développement
- Architecture
- Implémentation

Like Comment 6 Views Save for later

Comments

Add a comment. Type @ to mention someone

Edit Notre équipe dirigeante Nos équipes Vision et priorités Culture

Department site

FAQ & Quick links

The screenshot shows a SharePoint page for 'Easi TOUCH' with a search bar and navigation options. The main content area is divided into three columns of topic cards. A callout box labeled 'Topics' points to the first column. A callout box labeled 'Shortcuts' points to the right side of the page. A callout box labeled 'Contact persons per topic' points to the contact information listed below each topic card.

Topic	Description	Contact Person
VAT	Our legal information	Sofia Laline, Finance Officer
CREDIT NOTE	Who do I contact?	Sofia Laline, Finance Officer
INTERNAL PURCHASE ORDER	Internal Purchase Order	Anne Moerenhout, Facilities Officer
INVOICE	First Aid for our Sales team	Maxime Lejeune, Senior Finance Advisor
ORDERS	Do you want to order anything?	Justine De Raef, Finance Advisor
VISA PROCEDURE	Do you want a credit card expense ?	Maxime Lejeune, Senior Finance Advisor

En savoir plus sur le service Achat

- La Direction
- L'équipe
- Le processus Achat

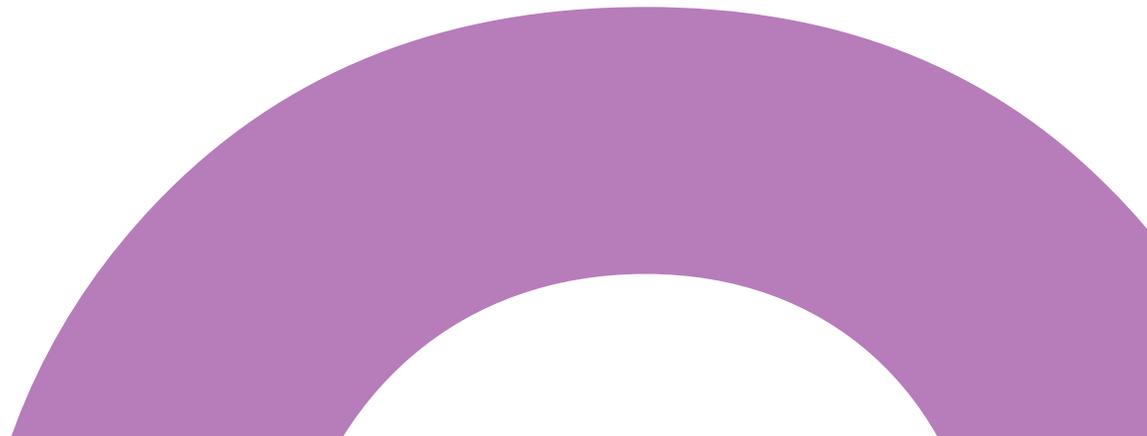
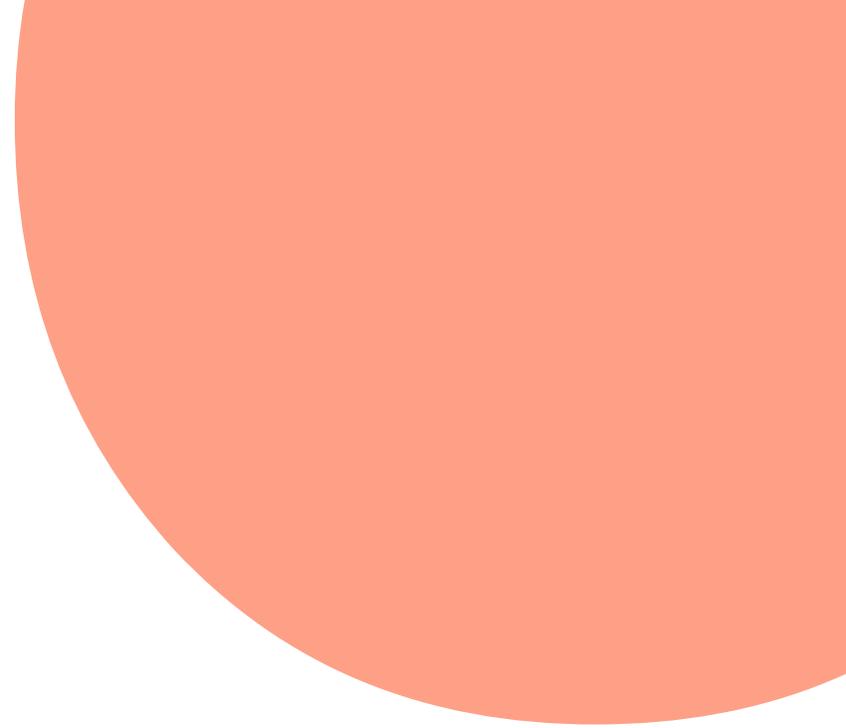
Quick Links

- Qui fait Quoi
- Calendrier
- Nouveaux collègues
- Approbations
- Signatures électroniques
- Pointage

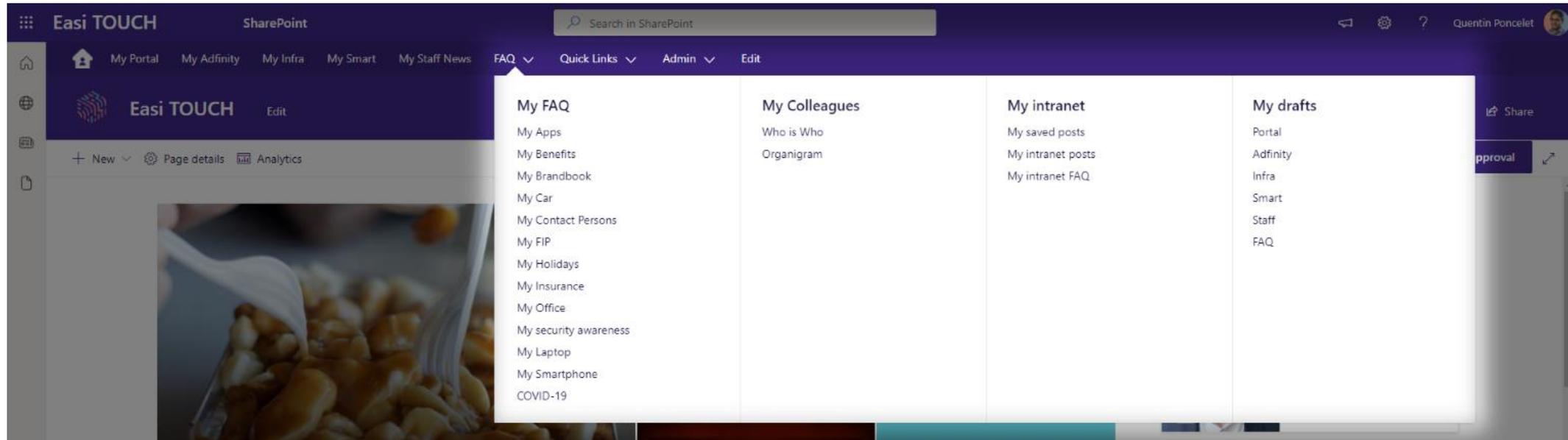
Contact persons per topic

03

Other modules



Global FAQ



Global FAQ

The screenshot shows a SharePoint page for 'FAQ'. The top navigation bar includes links for 'My Portal', 'My Adfinity', 'My Infra', 'My Smart', 'My Staff News', 'FAQ', 'Quick Links', and 'Admin'. Below this is a sub-navigation bar with 'FAQ', 'Home', 'All FAQs', 'Intranet FAQs', and 'Edit'. A secondary bar contains '+ New', 'Page details', and 'Analytics'. The main content area features a grid of six highlighted FAQ cards: 'You mean FAQ?' (with a chalkboard background), 'My security awareness' (with a padlock), 'My Contact Persons' (with a group photo), 'My Office' (with a building), and 'My Intranet' (with an open book). To the right is a 'Trending FAQs' section with six items, each with a thumbnail, title, author, and edit date. Below the grid is a 'Frequently asked questions' section with a table of filters and a list of categories.

Highlighted FAQs

By category

Trending FAQs

Title	EASI Site	Information...	Modified	Modified By	Like count	Appro
> Information type : My admin (3)						
> Information type : My apps (6)						
> Information type : My benefits (11)						
> Information type : My brandbook (7)						
> Information type : My car (11)						

Advanced FAQ

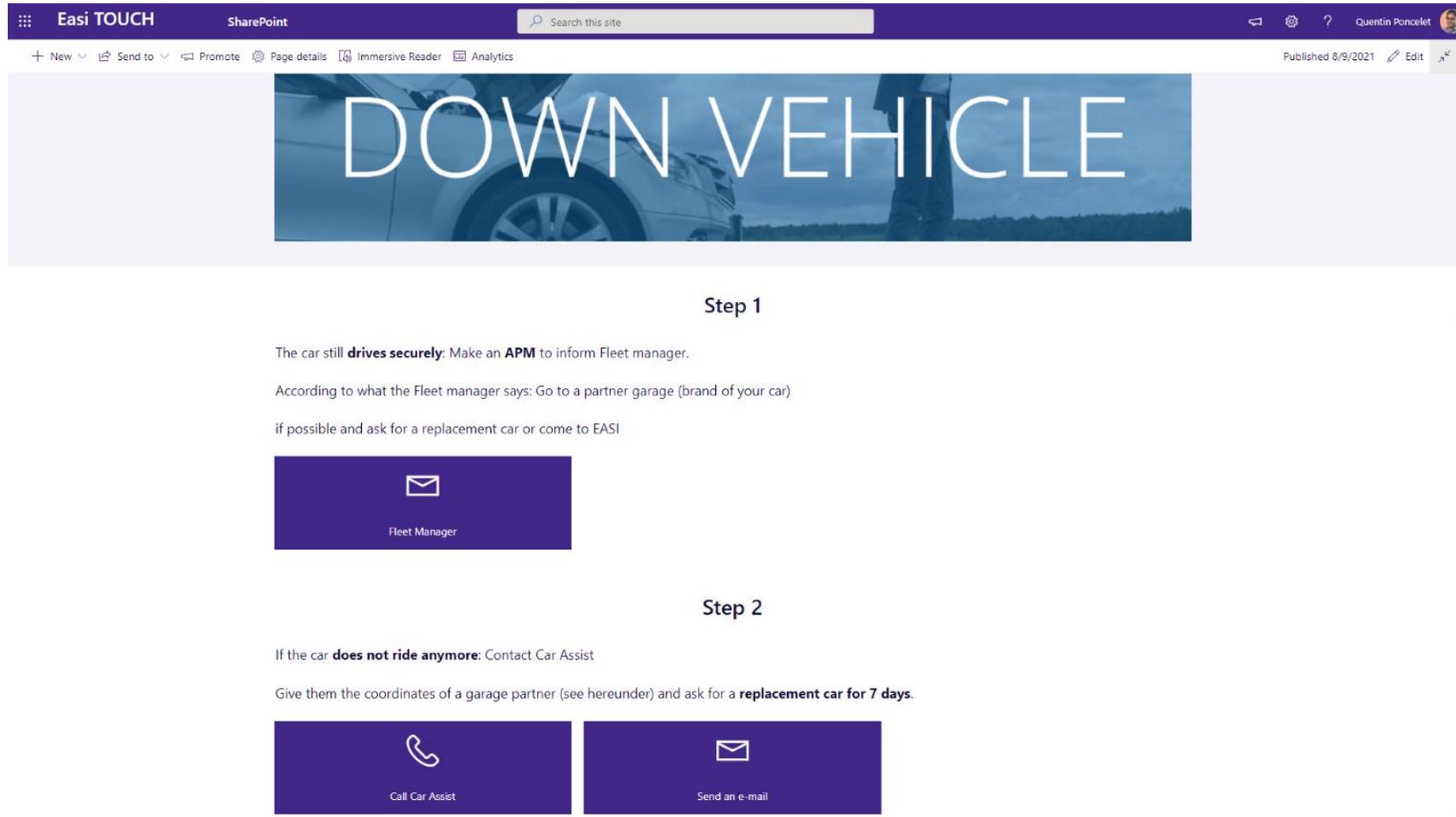
Subsections

The screenshot shows a SharePoint page titled "Easi TOUCH" with a navigation bar containing "My Portal", "My Adfinity", "My Infra", "My Smart", "My Staff News", "FAQ", "Quick Links", and "Admin". The main content area is titled "FAQ" and includes a search bar, "Home", "All FAQs", "Intranet FAQs", and "Edit" options. A user profile for "Maxime D'Amico, Senior Facilities Advisor" is visible. Below the header, there is a row of action buttons: "New", "Send to", "Promote", "Page details", "Immersive Reader", and "Analytics". The main content features a large image of a road with a red and white curb, overlaid with a purple box containing the user's name. Below this, a text prompt reads: "Click on one of the tiles below to see what you can do in case of a problem. Our procedures are valid both in Belgium and abroad." A row of nine tiles follows, each with an icon and a label: "Theft" (shield with checkmark), "Vandalism" (hand with flame), "Down Vehicle" (car with checkmark), "Accident" (triangle with exclamation mark), "Glass Break" (window with checkmark), "Flat Tyre" (wheel with checkmark), "Mercedes Class A" (Mercedes logo), "Forms & Tips" (question mark), and "Partners Fleet" (car with plus sign). The "Accident" tile is highlighted in black. Below the tiles is a large blue-tinted image of a person's hands on a car door handle, with the text "CAR THEFT" overlaid in white. At the bottom left, a URL is visible: "https://easigroup.sharepoint.com/sites/faq/SitePages/Test-Car-process.aspx#step-1-3".



Advanced FAQ

Quick links



The screenshot shows a SharePoint page with a purple header. The page title is "DOWN VEHICLE". The content is organized into two steps:

Step 1

The car still **drives securely**: Make an **APM** to inform Fleet manager.

According to what the Fleet manager says: Go to a partner garage (brand of your car) if possible and ask for a replacement car or come to EASI

[Fleet Manager](#)

Step 2

If the car **does not ride anymore**: Contact Car Assist

Give them the coordinates of a garage partner (see hereunder) and ask for a **replacement car for 7 days**.

[Call Car Assist](#) [Send an e-mail](#)

Who's who

Directory



People directory

Directory

Search for People

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Sort People by

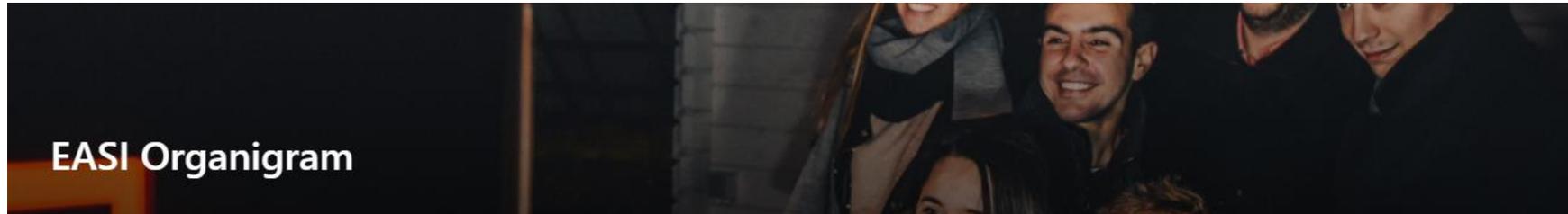
Last Name

 <p>Auryan Arcoly Consultant Adfinity +32 67 47 02 80 EASI Nivelles</p>	 <p>Andrea Bautista Senior Business Consultant Adfinity +32 67 28 20 10 EASI Nivelles</p>	 <p>Audrey Berlanger Senior Software Analyst Adfinity +32 67 28 20 04 EASI Nivelles</p>
 <p>Angéline Bonte Team Coordinator Adfinity +32 67 28 20 57 EASI Nivelles</p>	 <p>Aldo Castelein Student Infrastructure EASI Gent</p>	 <p>Angelo Ciliberto Software Engineer Adfinity +32 67 28 20 49 EASI Nivelles</p>
 <p>Sophie-Anne De Cli... Senior Legal Advisor Staff +32 16 31 30 84 EASI Leuven</p>	 <p>Audrey De Crem Business Consultant Smart +32 67 28 20 61 EASI Nivelles</p>	 <p>Admin Patrick De W...</p>
 <p>Alix Debroux</p>	 <p>Antoine Delcommune</p>	 <p>Arnaud Delforqe</p>

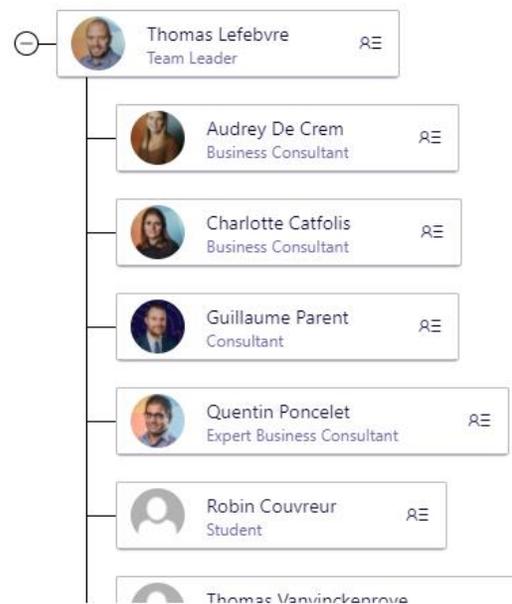


Who's who

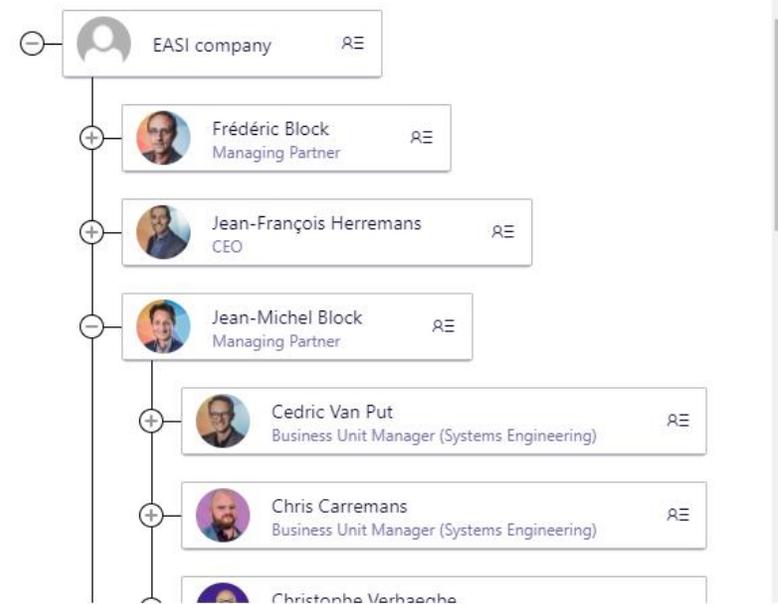
Organigram



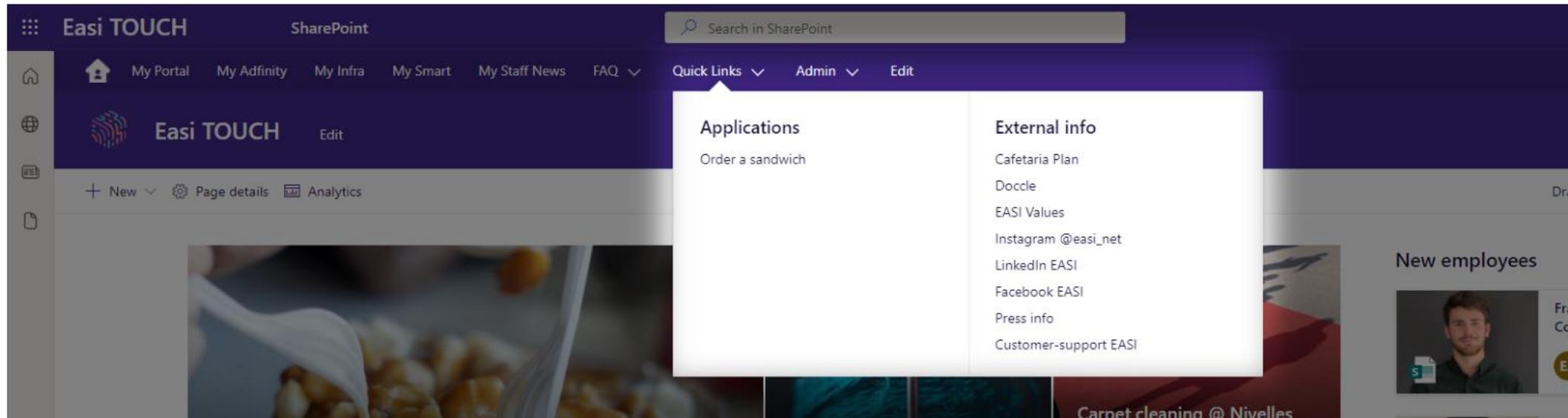
My Team



Company



Global quick links



Public document libraries

The screenshot shows a website interface for a public document library. At the top, there is a navigation bar with links: B Corp, Mon staff, Mes métiers, Mes documents (with a dropdown arrow), FAQ, Presse & Reconnaissances, Who's Who, Mes réservations, and Admin. Below this, a secondary navigation bar contains 'Accueil' and 'Edit'. A dropdown menu is open under 'Mes documents', listing: Les doc Commerciaux, Les doc Administratifs, Les doc Sécurité, Nos processus Qualité, Les Formations, Notre Fil Rouge, Les Normes, and Les certificats. Below the navigation, there is a section titled 'Mes Documents' with a row of eight icons representing different document categories: Les doc Commerciaux, Les doc Administratifs, Les doc Sécurité, Nos processus..., Les Formations, Notre Fil Rouge, Les Normes, and Les certificats. Below this, there are two sub-sections: 'Les documents commerciaux' with two icons for 'Présentations' and 'Offres Type', and 'Les documents administratifs' with seven icons for 'LOGO', 'Bandoau', 'Attestations', 'Attestations', 'Assurances', 'Brandbook', and 'Extraits de'.

B Corp Mon staff Mes métiers Mes documents FAQ Presse & Reconnaissances Who's Who Mes réservations Admin

Accueil Edit

etails Analytics

Mes Documents

Les doc Commerciaux Les doc Administratifs Les doc Sécurité Nos processus... Les Formations Notre Fil Rouge Les Normes Les certificats

Les documents commerciaux

Présentations Offres Type

Les documents administratifs

LOGO Bandoau Attestations Attestations Assurances Brandbook Extraits de

Public document libraries

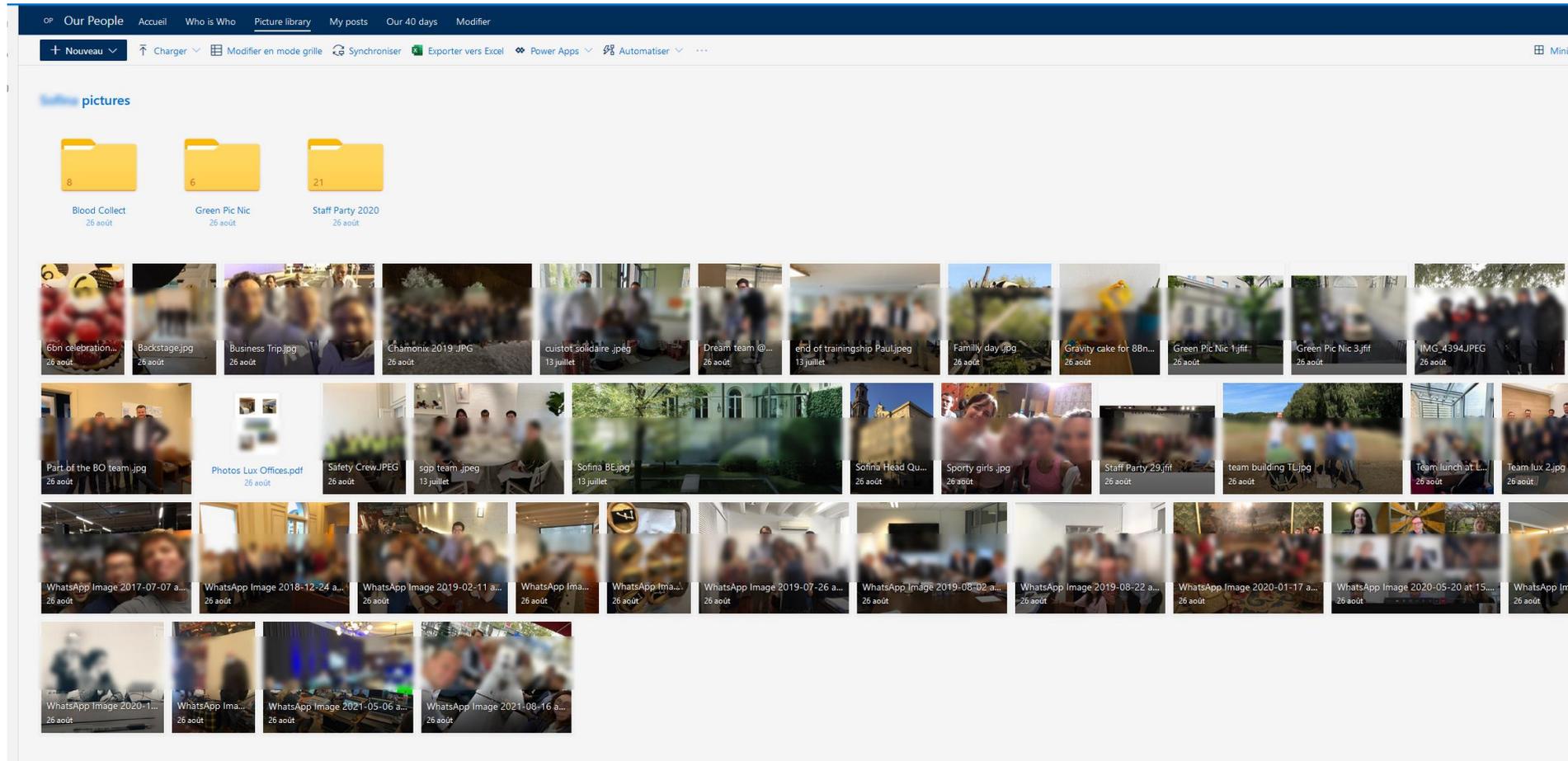
Modèles de documents

 Name	Modified	Modified By
 Bulletins d'informations	6 days ago	Quentin Poncele
 Intégration	6 days ago	Quentin Poncele
 Kit de presse	6 days ago	Quentin Poncele
 Présentations	6 days ago	Quentin Poncele
 Projets actuels	6 days ago	Quentin Poncele
 Ressources marketing	6 days ago	Quentin Poncele

Documents

>	 Name	Modified
>	Catégorie : Unassigned (1)	
>	Catégorie : Les certifications (1)	
∨	Catégorie : Les documents administratifs (6)	
	01 Attestations CE	January 25
	02 Attestations ONSS	January 25
	03 Assurances	January 25
	04 Brandbook	January 25
	05 Casier Judiciaire	January 25
	10 Presses et reconnaissances	January 25
>	Catégorie : Les documents commerciaux (2)	
>	Catégorie : Les FAQs (3)	

Picture libraries



More ideas...

- ✓ Embedded survey
- ✓ Stream channels and videos
- ✓ Custom audience targeting (personal settings, (un)subscription)
- ✓ PowerBI
- ✓ Key numbers
- ✓ Integration and synchronisations with external environments