

# SharePoint **Intranet** Catalogue

# 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. The top navigation bar includes the Easi logo, a search bar, and user information (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 a collage of images and text, including 'Last Friday@Easi is back again', 'New OCR engine - Read it carefully', and 'ITIL: What is this? What are we doing with it?'. To the right, there's a 'Highlight of a project/event/...' section with a 'Geek-Off 2022' announcement. Below the hero section, there's a 'New employees' section listing several team members. At the bottom, there's a 'Employees' birthday\*' section with five cards for upcoming birthdays.

**All last news**

**Highlight of a project/event/...**

**Employees' birthday\***

**New employees**

Next Birthday	Next Birthday	Next Birthday	Next Birthday	Next Birthday
24th March	24th March	25th March	25th March	28th March
Renauld Duc... Sales Manager	Luuk Raaijma... Senior Business Co...	Thomas Scufli... Senior Business Co...	Martin Mich... Technical Engineer ...	Tibo Van Rae... Business Consultant

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

# Home page

Audience targeting

News by dept/product...

Corporate calendar

PowerApps integration

The screenshot displays a corporate home page with a purple header and a grid of news items. The 'News for you!' section features six articles with images and titles, including 'Last Friday@Easi is back again', 'New OCR engine - Read it carefully', 'ITIL: What is this? What are we doing with it?', 'Another surprise is on its way!', 'World Down Syndrome Day 2022', and 'EASI TOUCH Photographers are back'. A 'Corporate calendar' section on the right shows upcoming events like 'Coiffeur Chez Soi' and 'Feel Good Event: Board Game Night'. Below the main news grid, there are three sections: 'Finance & Legal' with a 'Sandwich account' article, 'HR & Facilities' with a 'Best Work Place - Results' article, and 'Marketing' with a 'Best Workplace 7 Times: How We Did It' article. A 'Lunch orders' section at the bottom right includes a search bar and a 'PowerApps integration' label. A 'To My Staff news' button is located at the bottom center.

News for you! [See all](#)

[+ Add](#)

**Staff News**  
Last Friday@Easi is back again  
Sandra Heureux 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 together...

**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

**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](#)

**Finance & Legal** [See all](#) [+ Add](#)

**HR & Facilities** [See all](#) [+ Add](#)

**Marketing** [See all](#) [+ Add](#)

**Sandwich account**

**Best Work Place - Results**

**Best Workplace 7 Times: How We Did It**

[To My Staff news](#)

**Lunch orders** [Android](#) [Apple](#) [Full screen](#) [Info](#)

[Lunch orders](#) [Refresh](#) [Add](#)

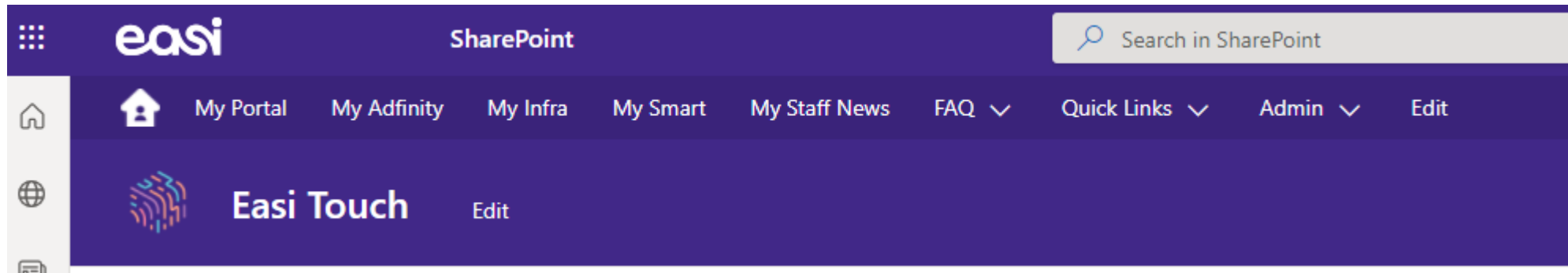
[Search orders starting with](#)

**PowerApps integration**

02

# Department sites

# One site per department/product/...



# Department site

## Home page

The screenshot shows the home page of a department site. At the top is a navigation bar with links like '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 links for 'Home', 'Infrastructure', 'Networking & security', 'Cloud', 'IBM Power systems', 'Modern workplace', 'People', and 'All news'. A callout box points to this bar with the text 'Sub-level of navigation for the site'. The main content area is divided into several sections. On the left, a callout box labeled 'News by topic' points to a grid of topic-based news cards. These cards include 'Infrastructure', 'Networking & Security', 'Cloud', 'IBM Power systems', 'Modern Workplace', and 'People'. Each card has a representative image and a 'Latest' post preview. On the right, a callout box labeled 'New employees for this department' points to a section titled 'New Infra Colleagues - Give them a warm welcome !' which lists new hires with their photos and roles. Below this, another callout box labeled 'Quick link to documents' points to a section titled 'Presales Materials' which lists documents like 'EASI SI PreSales EASI...eSales' and 'EASI SI PreSales Self-Study...undamentals'. At the bottom right, a callout box labeled 'Contact persons' points to a section titled 'Your Intranet champions' which lists key personnel like 'Pieter Van Vaerenbergh', 'Pierre-Yves Dyon', and 'Bernd Vanden Bempt'.

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.


**TEAM FINANCE**


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


**Michael Saubliens**  
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 displays a SharePoint Team page with a blue header bar. The header includes the 'SharePoint' logo, a search bar labeled 'Search this site', and navigation icons. Below the header, a secondary bar contains links for '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, and role. The members are: Quentin Poncelet (Expert Business Consultant), Charlotte Catfolis (Consultant), Wouter Vanderkelen (Sharepoint Architect), and Guillaume Parent (Consultant). Each member's name is followed by a list of their responsibilities. At the bottom of the page, there is a 'Comments' section with a text input field and a 'Post' button. The footer bar is green and contains links for 'Edit', 'Notre équipe dirigeante', 'Nos équipes', 'Vision et priorités', and 'Culture'.

SharePoint

Search this site

Published 10/12/2021

### 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

Post

Edit Notre équipe dirigeante Nos équipes Vision et priorités Culture

# Department site

## FAQ & Quick links

**Easi TOUCH** SharePoint Search this site Quentin Poncelet

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

Topics

### VAT


Our legal information

Searching for our VAT number? Look no further and click on the image. You're welcome!

### CREDIT NOTE

Who do I contact?

You want to file a credit note, or you need help handling this? Contact SLAL or SLAM with APM.

 **Sofia Laline**  
Finance Officer

### INTERNAL PURCHASE ORDER


Internal Purchase Order

Click on the picture to see how to create an internal purchase order

### INVOICE

First Aid for our Sales team


Need help with an invoice? Want to know which clients still have open invoices? Click on the tile below for our FAQ explanations in Notes. Click on the image for the link to our accounting site.

 **Maxime Lejeune**  
Senior Finance Advisor

### ORDERS

Do you want to order anything?


Your go-to person is JRAE. She has the answer to all your questions. Send her an APM!


 **Justine De Raef**  
Finance Advisor

### VISA PROCEDURE

Do you want a credit card expense ?

If you need the prepaid visa for an internal purchase : Click to see the procedure !

 **Anne Moerenhout**  
Facilities Officer

 **Maxime Lejeune**  
Senior Finance Advisor

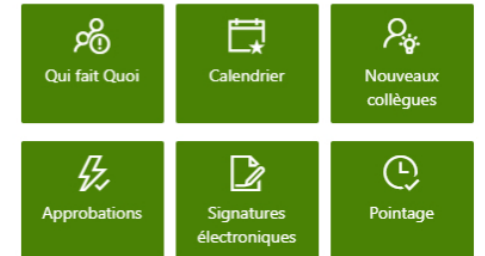
Shortcuts

Contact persons per topic

### En savoir plus sur le service Achat



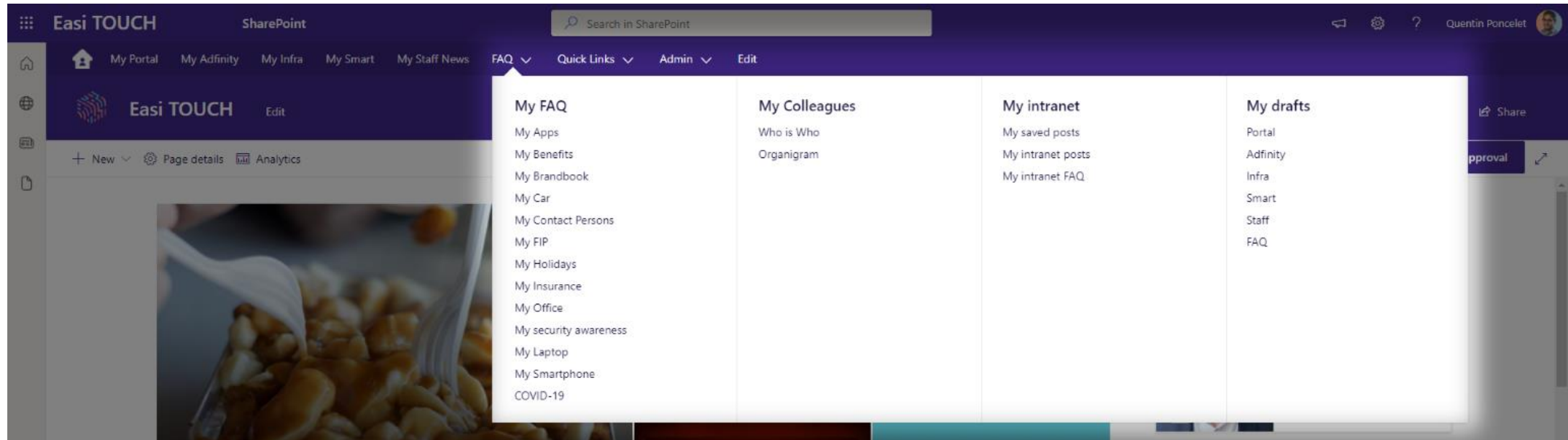
### Quick Links



03

# Other modules

# Global FAQ



# Global FAQ

My Portal
 My Adfinity
 My Infra
 My Smart
 My Staff News
 FAQ
 Quick Links
 Admin

# FAQ

- [Home](#)
- [All FAQs](#)
- [Intranet FAQs](#)
- [Edit](#)

[+ New](#)
[Page details](#)
[Analytics](#)

## Highlighted FAQs

You mean FAQ?

My security awareness

My Contact Persons

My Office

My Intranet

### Frequently asked questions

>	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)						

### Trending FAQs

FAQ  
How to man...dmins only)  
Admin Wouter Vanderke...  
Edited Mar 17, 2022

FAQ  
How to shar...t, via email  
Admin Wouter Vanderke...  
Edited Mar 21, 2022

FAQ  
Te...tes  
EASI Automation  
Edited Dec 3, 2021

FAQ  
Logos  
EASI Automation  
Edited Dec 3, 2021

FAQ  
Home  
Wouter Vanderkelen  
Edited Sep 10, 2020

FAQ  
Car accid...hat to do?  
Anne Moerenhout  
Edited Dec 17, 2020

FAQ  
How to des...& Products?

## By category

## Trending FAQs

### By category



# Advanced FAQ

## Subsections

**Easi TOUCH** SharePoint

Search this site

My Portal My Adfinity My Infra My Smart My Staff News FAQ Quick Links Admin

**FAQ**

Home All FAQs Intranet FAQs Edit

Not following Share

+ New Send to Promote Page details Immersive Reader Analytics

Published 8/9/2021 Edit

Maxime D'Amico  
Senior Facilities Advisor

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.

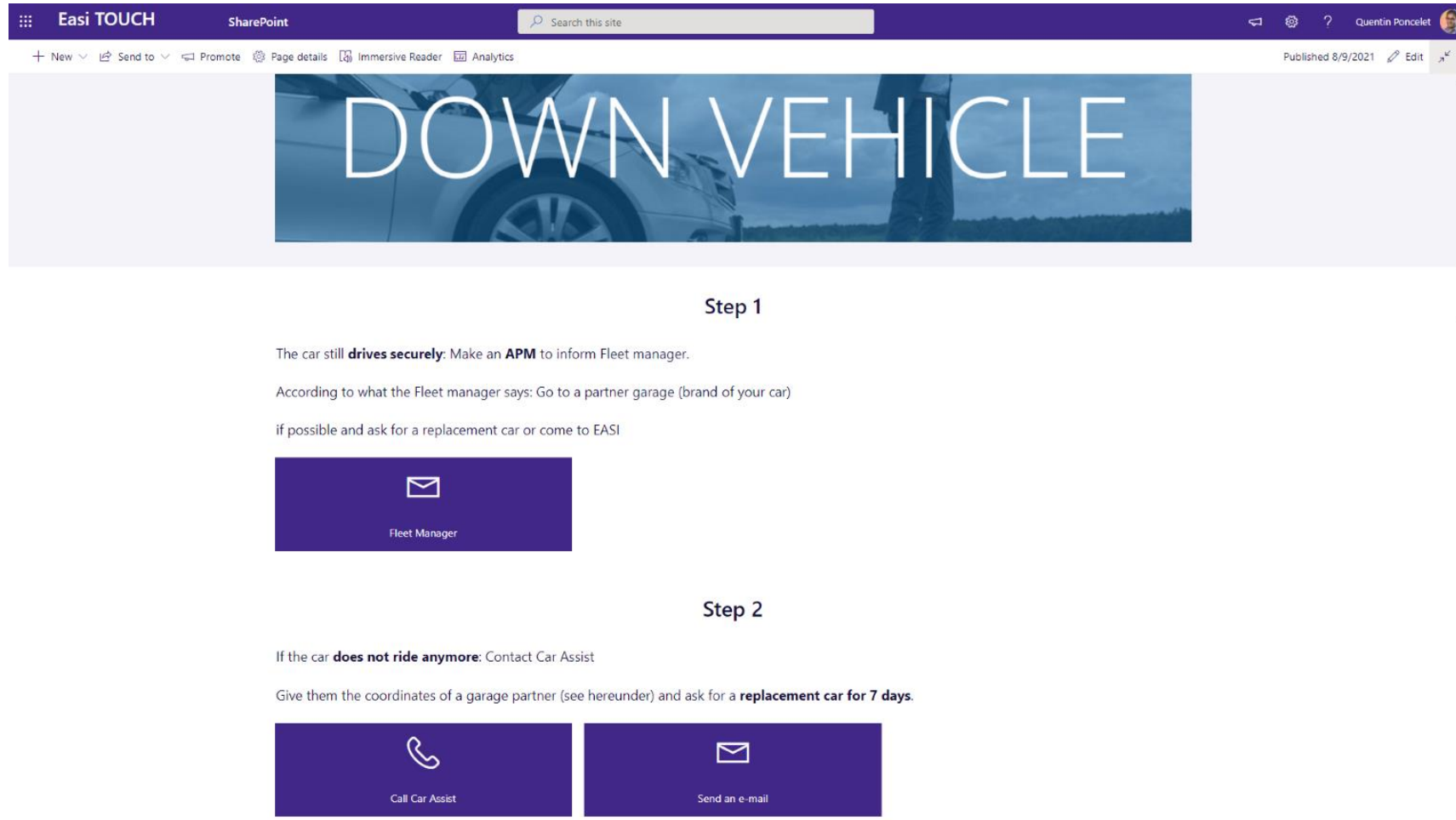
Thrift Vandalism Down Vehicle Accident Glass Break Flat Tyre Mercedes Class A Forms & Tips Partners Fleet

**CAR THEFT**

<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 header includes the text 'Easi TOUCH' and 'SharePoint', a search bar with the placeholder 'Search this site', and user information 'Quentin Poncelet'. Below the header is a navigation bar with links: '+ New', 'Send to', 'Promote', 'Page details', 'Immersive Reader', and 'Analytics'. The main content area has a large blue banner with the text 'DOWN VEHICLE' over a background image of a car. Below the banner, the page is divided into two sections: 'Step 1' and 'Step 2'. 'Step 1' contains text instructions and a button labeled 'Fleet Manager' with an envelope icon. 'Step 2' contains text instructions and two buttons: 'Call Car Assist' with a phone icon and 'Send an e-mail' with an envelope icon.

**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

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

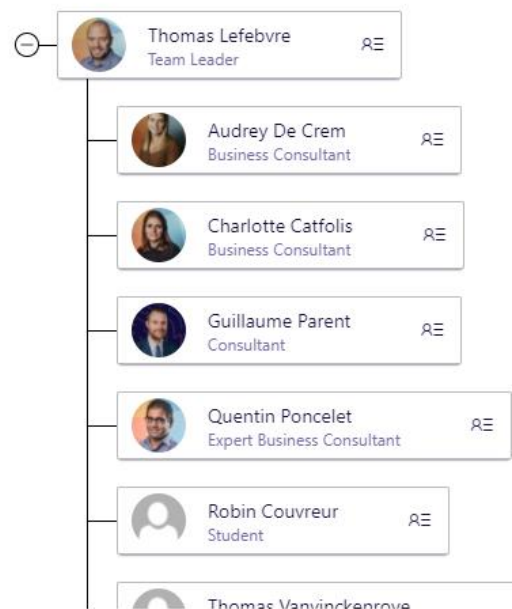
 <b>Auryan Arcoly</b> Consultant Adfinity +32 67 47 02 80 EASI Nivelles	 <b>Andrea Bautista</b> Senior Business Consultant Adfinity +32 67 28 20 10 EASI Nivelles	 <b>Audrey Berlander</b> Senior Software Analyst Adfinity +32 67 28 20 04 EASI Nivelles
 <b>Angéline Bonte</b> Team Coordinator Adfinity +32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

# Who's who

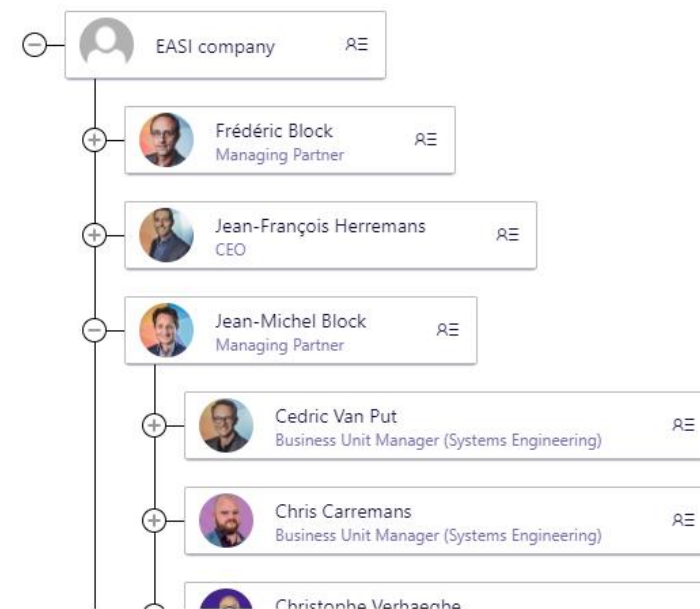
## Organigram



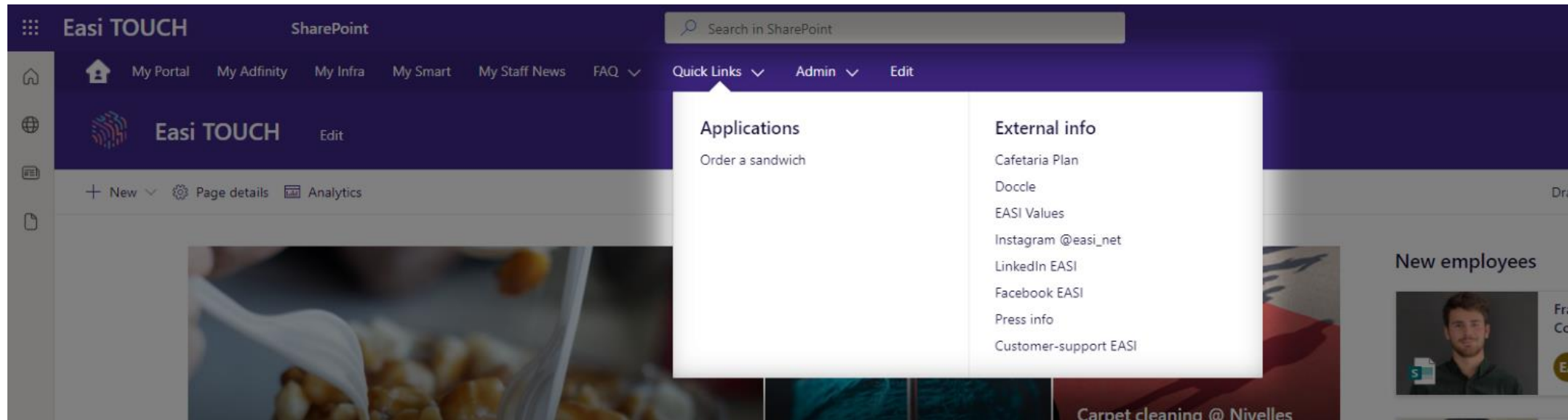
### My Team



### Company



# Global quick links



# Public document libraries

The screenshot displays a web application for a public document library. At the top, a navigation bar includes links for 'B Corp', 'Mon staff', 'Mes métiers', 'Mes documents' (which is expanded), 'FAQ', 'Presse & Reconnaissances', 'Who's Who', 'Mes réservations', and 'Admin'. The 'Mes documents' dropdown menu lists: '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 bar, there are links for 'Accueil' and 'Edit', and a section for 'etails Analytics'. The main content area is titled 'Mes Documents' and features a row of eight document category tiles: 'Les doc Commerciaux', 'Les doc Administratifs', 'Les doc Sécurité', 'Nos processus...', 'Les Formations', 'Notre Fil Rouge', 'Les Normes', and 'Les certificats'. Below this, there is a section titled 'Les documents commerciaux' with two tiles: 'Présentations' and 'Offres Type'. At the bottom, there is a section titled 'Les documents administratifs' with a row of seven document category tiles: 'LOGOS', 'Banques', 'Attestations', 'Attestations', 'Assurances', 'Banque', 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








LOGOS Banques Attestations Attestations Assurances Banque Extraits de

# Public document libraries

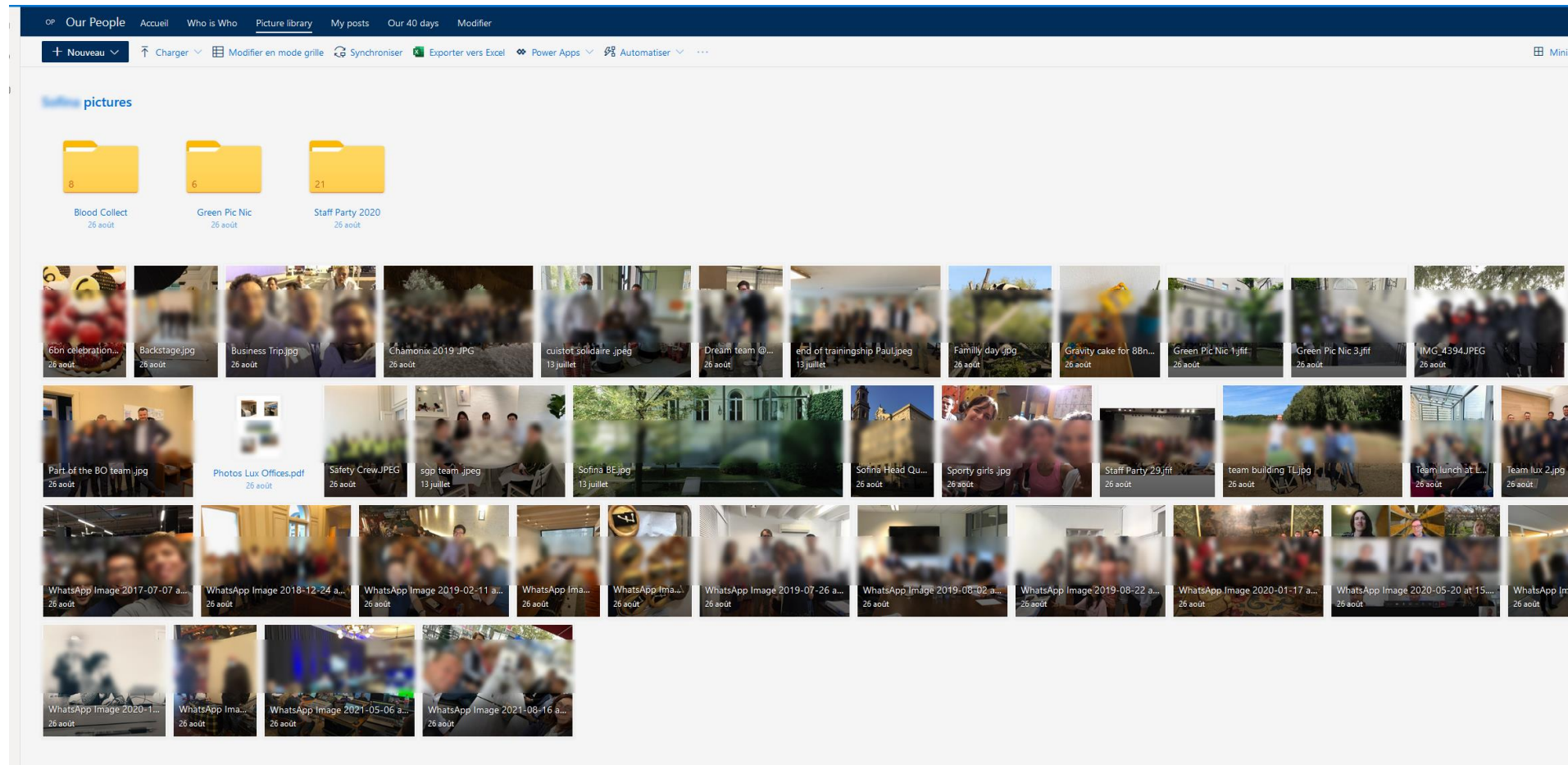
## Modèles de documents

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

## 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