SMART business

SmartPoint Intranet

Internal Corporate Portal of a Company

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Intranet is a corporate portal that makes it possible for companies to create a convenient, modern environment for collaboration between employees. As a result, their motivation and labor productivity increase.

It is built based on:

- Microsoft Azure
- Microsoft Office 365
- Third-party service-oriented solutions

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Overview

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Challenges:

- Lack of information base for sharing corporate content;
- Employees often do not have complete information about the company;
- No single platform for co-authoring of documents;
- Scattered communications when working on projects and within working groups;
- A long search for contact information about colleagues or information to perform daily tasks.

Results:

- Implementation of a single communication platform for working on projects or documents;
- Involvement of employees in the daily life of the company;
- Increasing employee motivation through the ability to leave comments and share opinions about events or activities;
- Increased employee productivity due to the ability to work on their tasks both in the office and in any other convenient place;
- Seamless integration with all Microsoft 365 services: Exchange, Teams, Planner, Power Automation.

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Corporate portal components

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- Corporate news
- Calendar of events
- Organizational structure
- Directory of employees
- Office map
- Personal employee cabinet
- Personal services
- Workspaces of departments
- Media library
- Multilingualism

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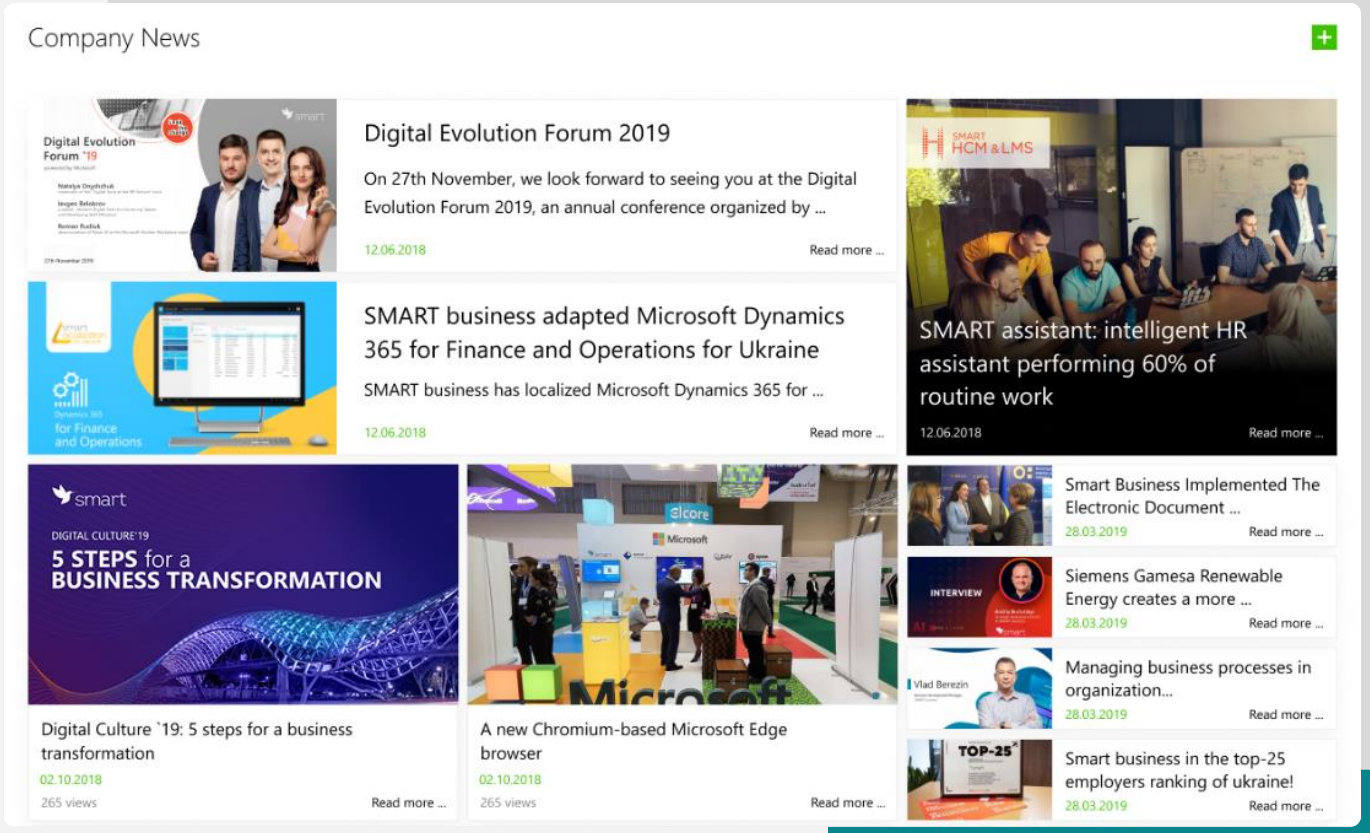
Corporate news

All important news and events of a company are on the main page of the portal.

Intranet makes it possible to inform employees about important company events and relevant news, encourage participation in open discussions and engage the team in changing corporate culture.



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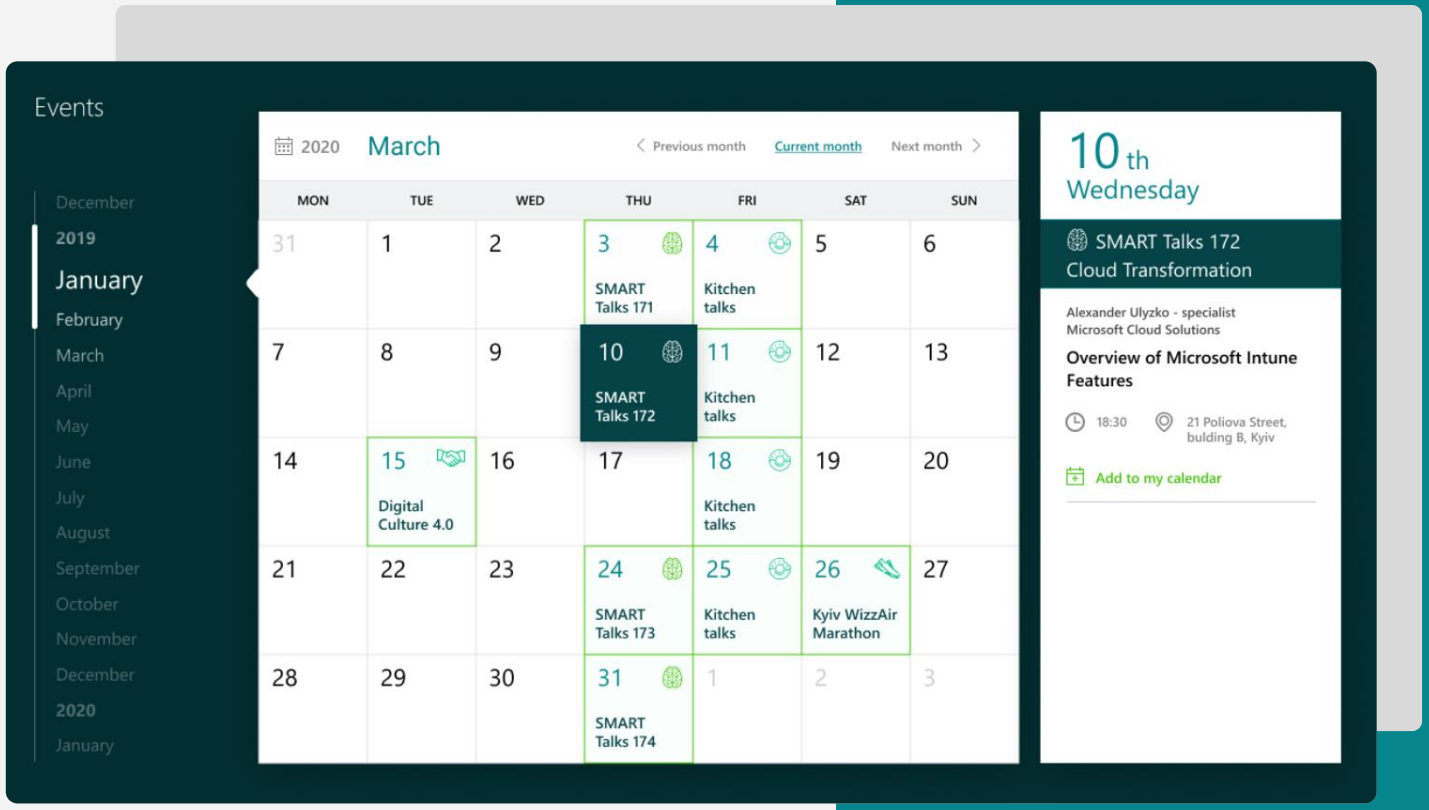
Calendar of events

The calendar contains the schedule of corporate events. An HR employee can add new events dividing them into different categories. For perception convenience, each category can be assigned a custom corporate icon.

This way you will be sure that all employees can take part in the corporate life of the company.



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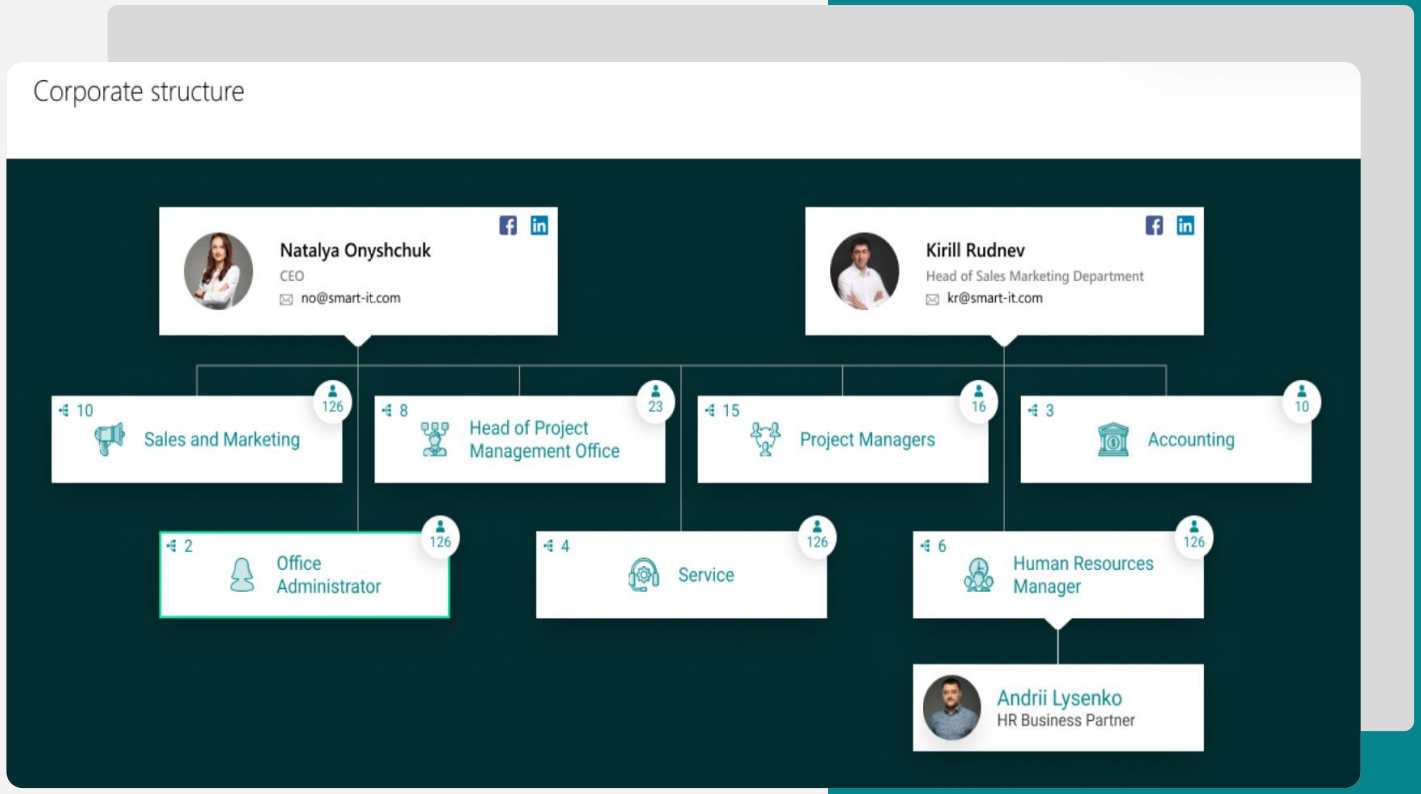
Organizational structure

The company structure gains transparency and becomes clear to everyone: from "old-timers" to employees who have recently joined the team. Centralized access to the structure makes it easy to find information by departments and employees.

Due to this, adaptation of newcomers is easier, and existing employees see the dynamics of development in departments.



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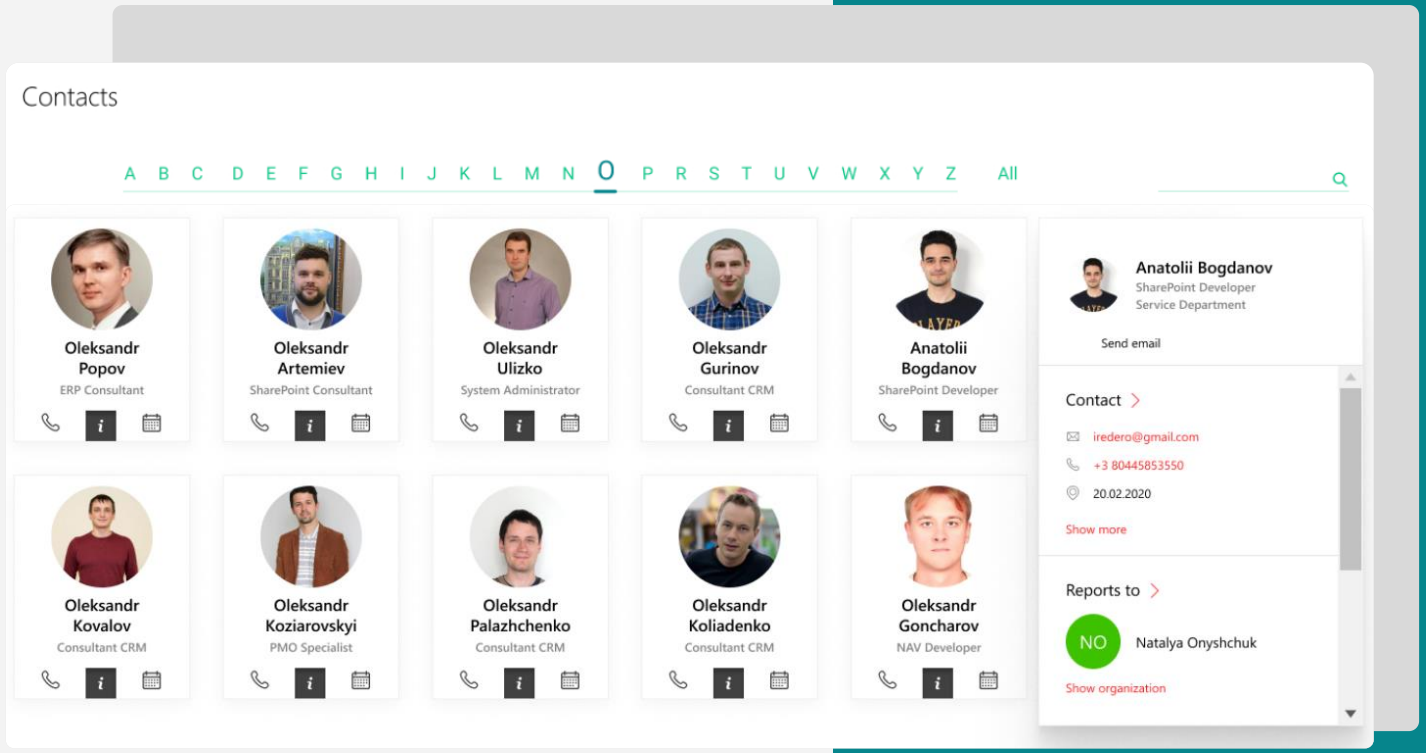
Directory of employees

If you don’t know which department an employee works in, you can easily find them by name and surname.

The employee’s personal page contains the information about their date of birth, education and professional skills, which allows engaging employees in the tasks that match their competencies.



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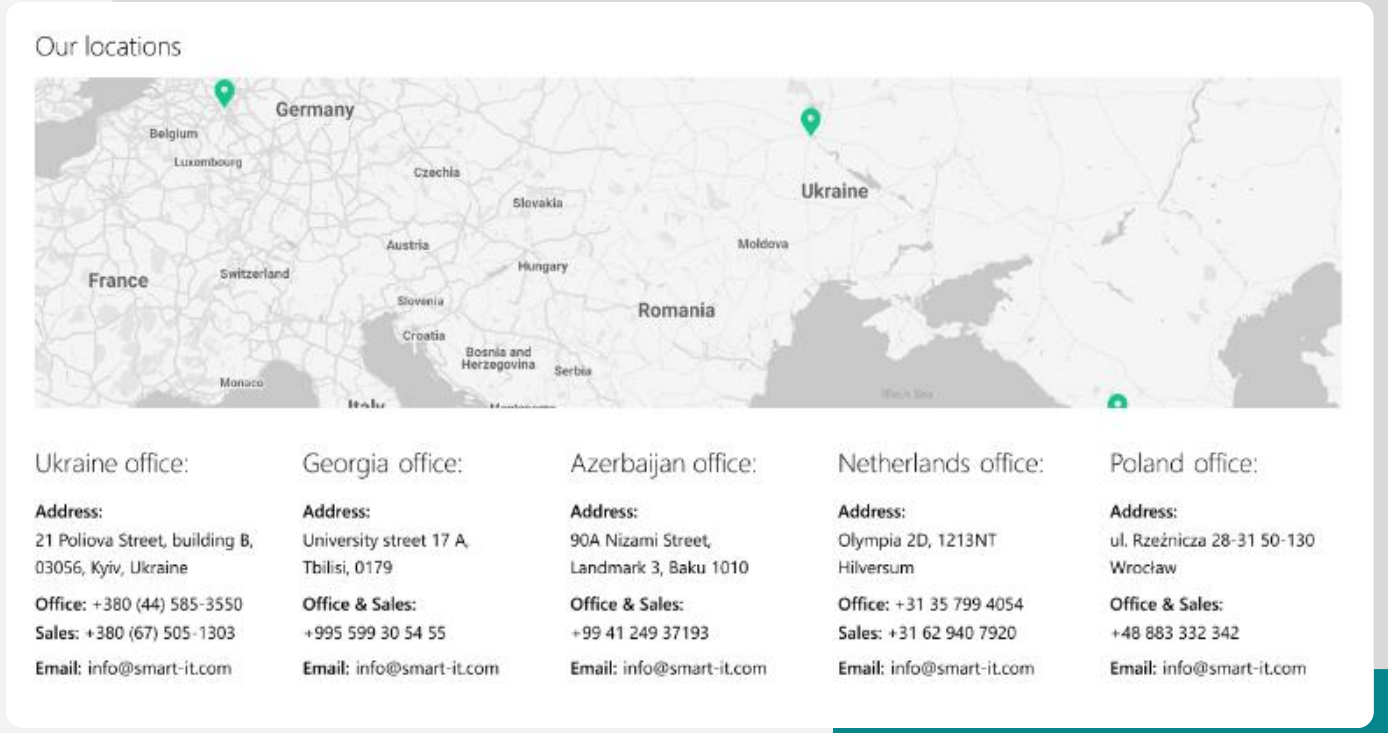
Office map

Is designed to display contact information of company offices.

It contains an interactive map with the locations of all offices and allows to add new geolocations without additional development.



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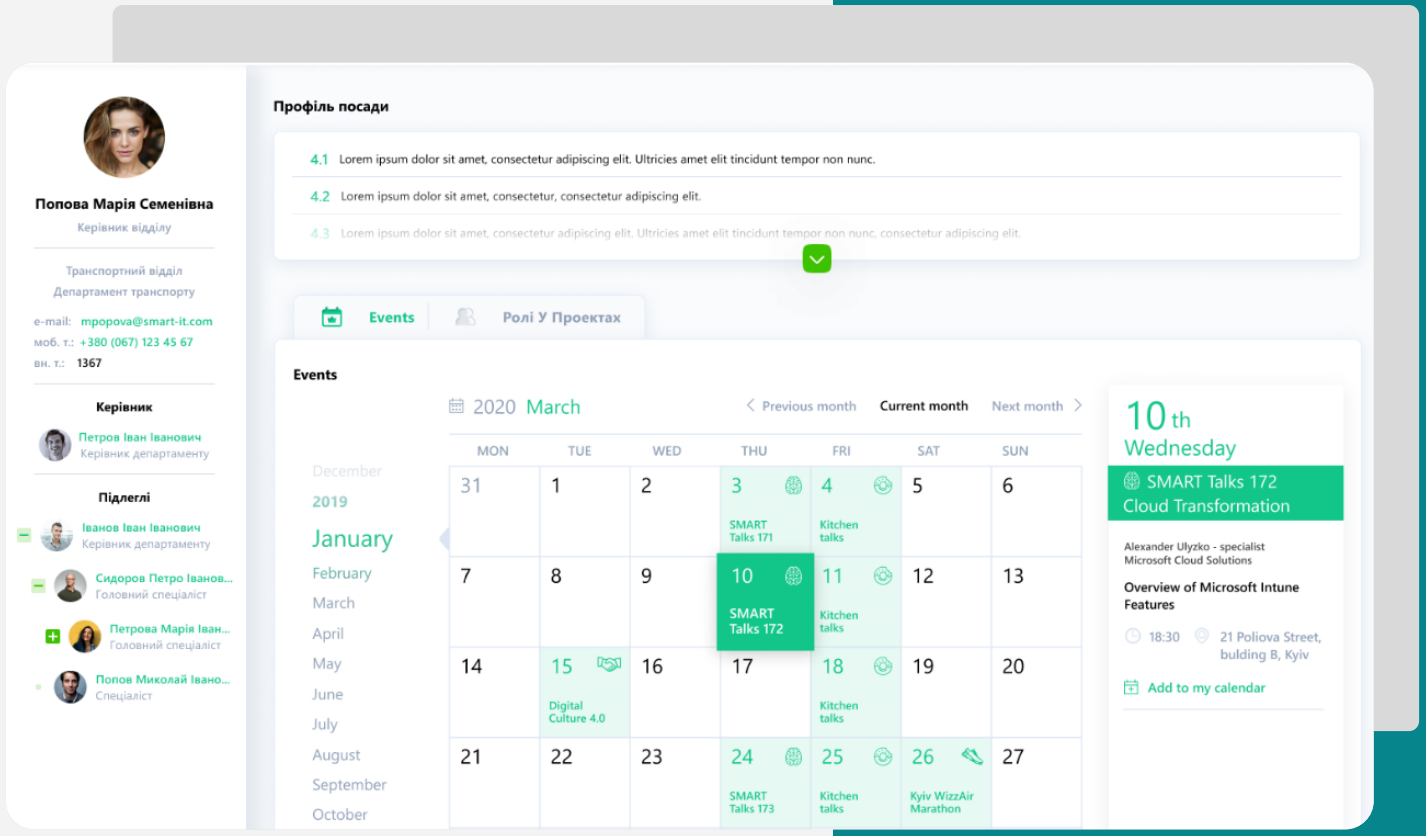
Personal Employee Cabinet

The Personal Employee Cabinet module contains a set of services and capabilities for quick search of information related to a specific employee.

The employee can look at his payroll, find out the number of days off, and find all the necessary information in the knowledge base.



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Personal services

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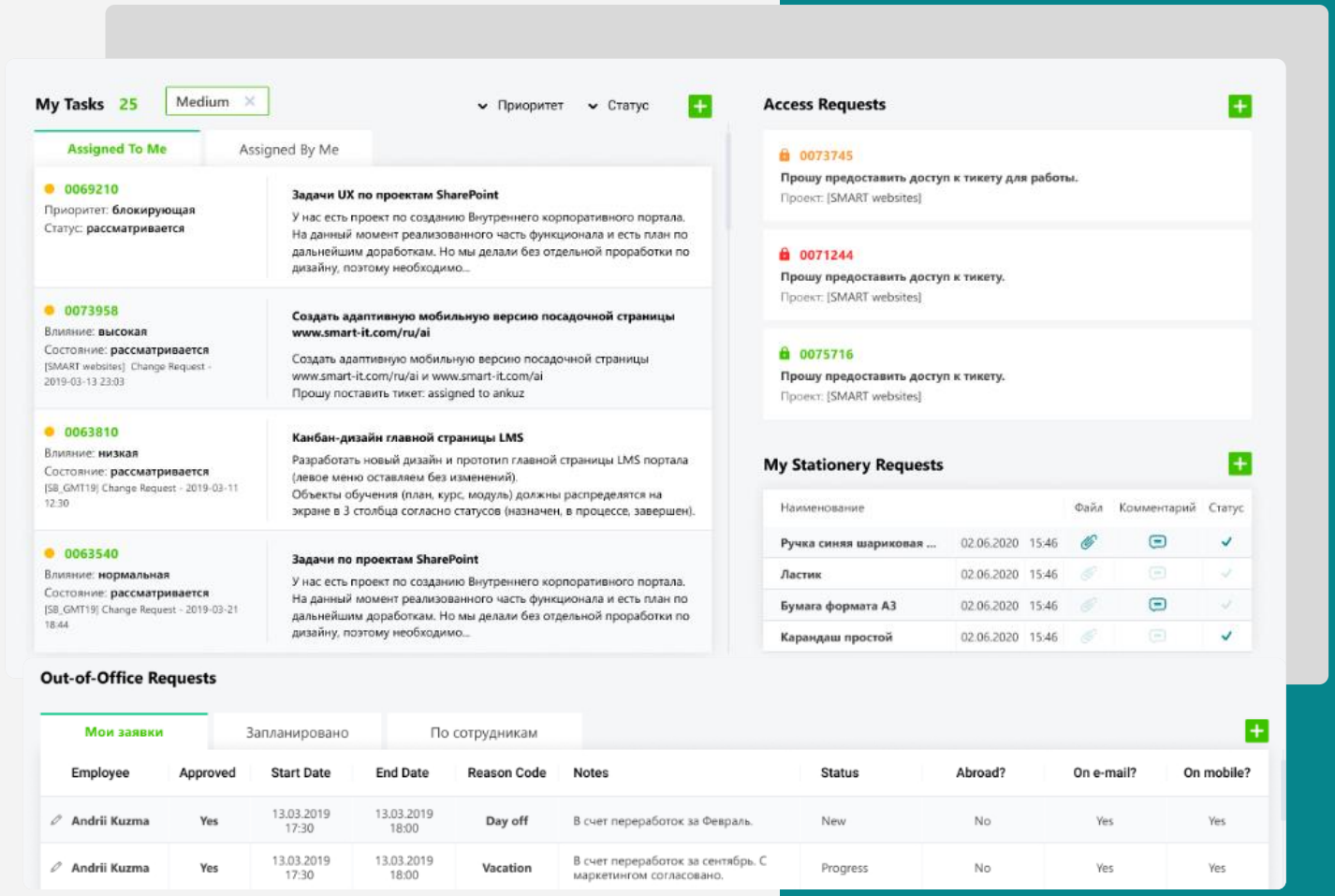
The following processes are visualized on the personal service page:

All operational tasks

- Statuses of requests submitted by an employee
- Statuses of tasks assigned to an employee.

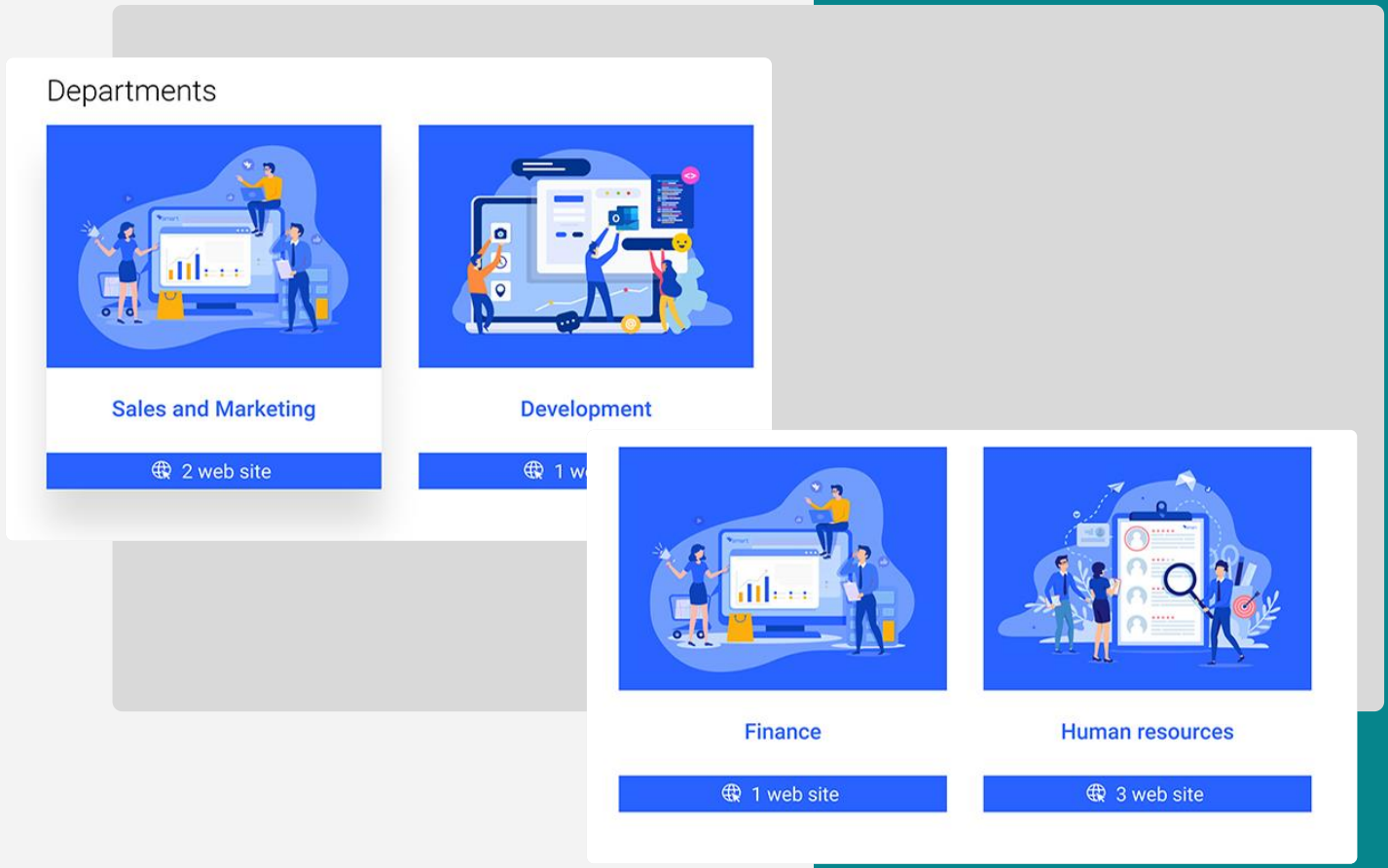
For example, an employee can apply for a day-off, submit a request for stationary, access any company resources or leave work-related feedback here.



Personal workspaces of individual departments

Permanent access to all documents, templates and instructions of a department. The module enables efficient co-authoring of files, tracking the dynamics of making

changes to documents, managing them from any device and providing colleagues from other departments with secure access to documents.



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Media library: video and photo gallery

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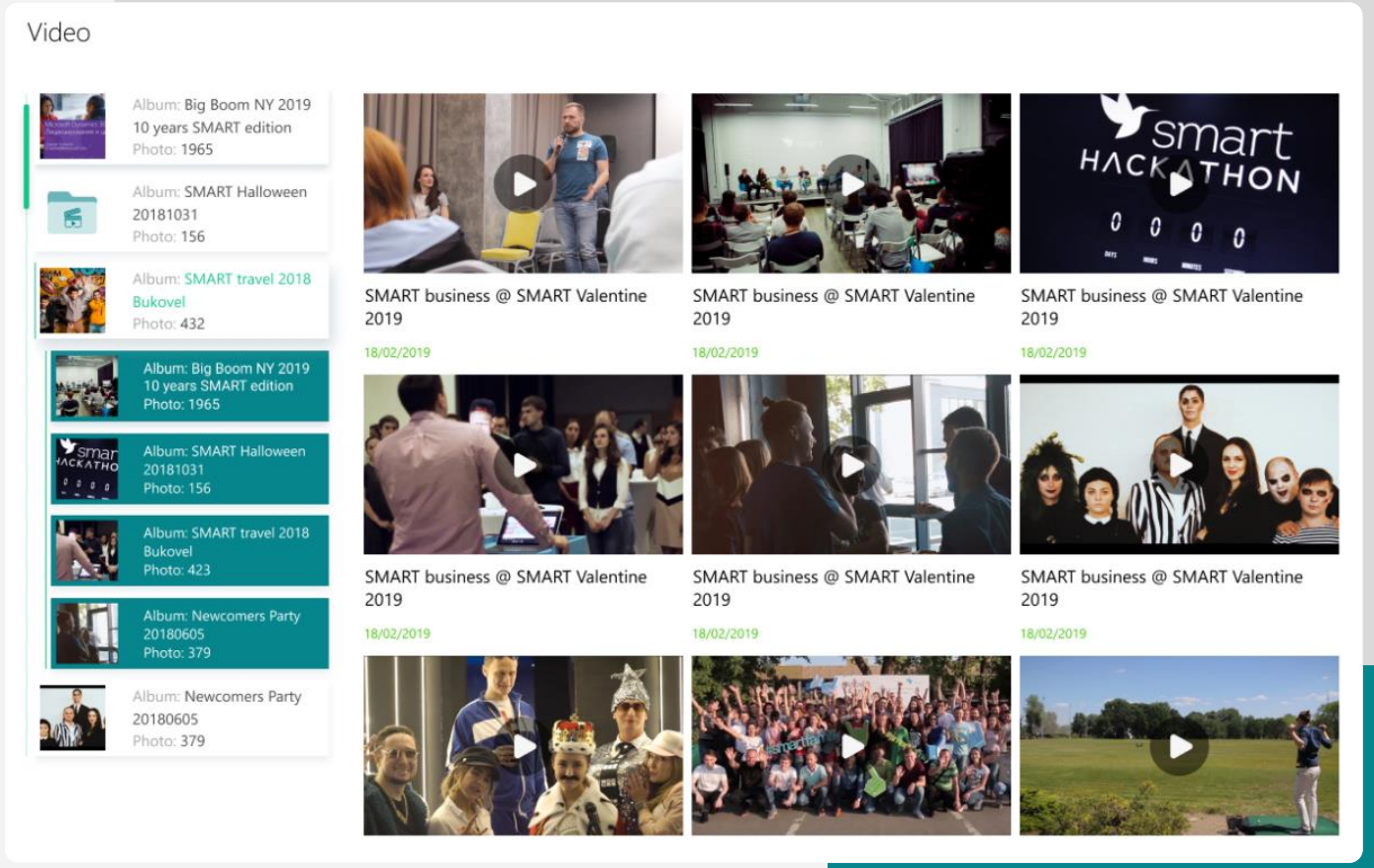
The required photos can be easily found using the hierarchy of photo albums or album filtering.

The video gallery module has convenient navigation due to the extensive hierarchy of folders.

You can play video files inside the corporate portal or via YouTube, Vimeo and other hosting services.



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Case

Challenges:

- Consolidating all internal corporate information in one place. Making employee access to it quick and convenient.
- Increasing the speed and efficiency of communication between employees.
- Digitalization of reporting, getting a capability of viewing it online.

Solution:

- Office 365 platform has been introduced. From 1700 potential users, 1500 are using it daily.
- Intranet corporate portal has been launched. Now the information that an employee most often accesses during a day is collected in one place.
- A personal account with personal services has been implemented where an employee can independently generate a payroll statement, see the vacation balance and submit requests to divisions without having to remember their structural names.

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View case

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