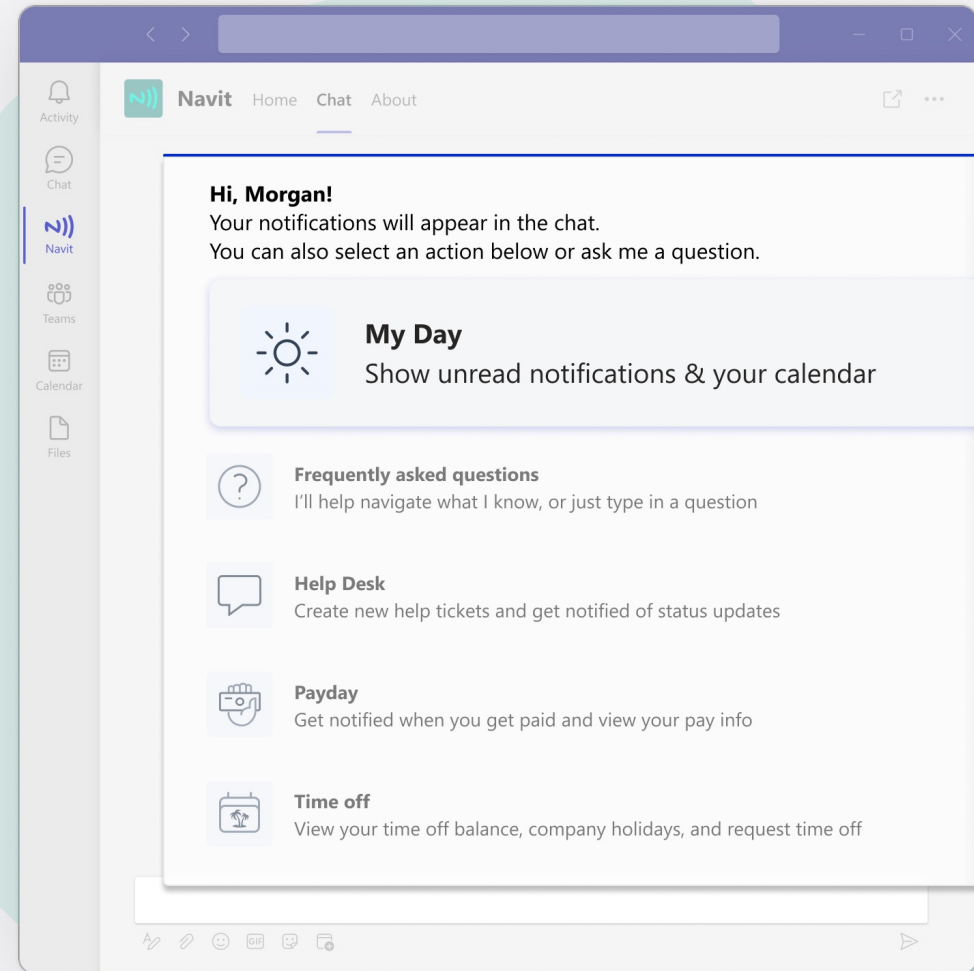# Workgrid for

Microsoft Teams

Workgrid for MS Teams is your employee experience AI digital assistant embedded directly where you collaborate. Deliver a modern employee experience combining conversational tasks, actions, and information into the flow of work; helping to keep employees engaged, informed, and productive.

Workgrid

Start Your Day Right

Workgrid for MS Teams allows you to jump start the day by catching up on tasks ahead, awareness of key updates, or places. Highlighted actions helping users immediately gain value out of a digital assistant tied to their most often used systems, FAQs, actions, and information.

Navit — Home Chat About

Hi, Morgan!
Your notifications will appear in the chat.
You can also select an action below or ask me a question.

My Day
Show unread notifications & your calendar

Frequently asked questions
I'll help navigate what I know, or just type in a question

Help Desk
Create new help tickets and get notified of status updates

Payday
Get notified when you get paid and view your pay info

Time off
View your time off balance, company holidays, and request time off
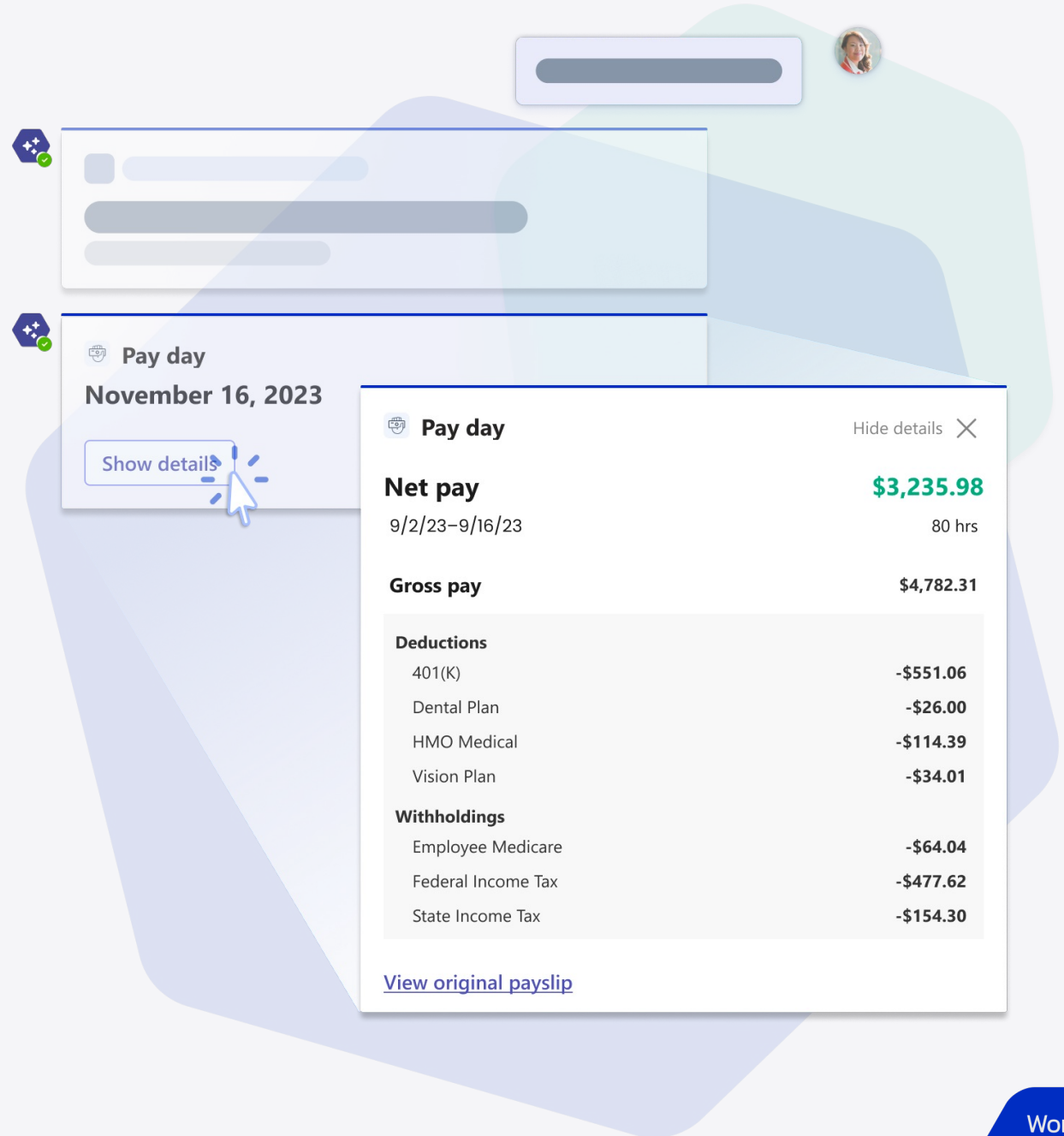
Workgrid

Working Smarter

Create a more engaging and efficient work experience by guiding employees' attention to what they need to know and act on.

Smart Notifications consolidate tasks, alerts, and communications into a unified experience that's personalized for every employee (e.g., expense approvals, procurement requests, time-off balance and more.)

Notifications are tightly integrated directly to backend systems and resources delivered right within MS Teams allowing for bi-directional sync to the critical need to know information. Helping to ensure nothing falls through the cracks.

Workgrid

Microapps

Say goodbye to app-hopping. Microapps distill essential information and actions into utility rich experiences. Our microapps provide you with instant access to your most frequented apps. It's time to work smarter – not harder.

Pay day
November 16, 2023

Show details

Pay day   Hide details ✕

Net pay   **$3,235.98**
9/2/23–9/16/23   80 hrs

Gross pay $4,782.31

Deductions
401(K)   -$551.06
Dental Plan   -$26.00
HMO Medical   -$114.39
Vision Plan   -$34.01

Withholdings
Employee Medicare   -$64.04
Federal Income Tax   -$477.62
State Income Tax   -$154.30

View original payslip

Workgrid

Frequently asked questions

Here are some topics to explore. You can also type a phrase or question below.

Benefits & Incentives
What is the time off policy? Update my 401k info. Learn about incentive rewards...

Building Info
What are the workplace amenities in my office? Submit a facilities incident...

Corporate
What are the OKR's this quarter? Show my org chart. Who is the CEO?...

Development & Wellbeing
View my growth goals. When is my next checkin? Is there mental health support?...

Tech Support
Create a new HelpDesk ticket. How do I upgrade my device? Reset my phone password...

FAQs and Navigation

With explicit navigation (buttons) you can guide users to key assets, information and answers – helping to minimize the need to hunt across the digital workplace for answers to your most accessed information and resources.

Workgrid

Minimize App Hopping

Workgrid for MS Team allows you to guide employees to their 'My Apps', providing quick access to important information, tasks, and actions. Reducing the need to hop from one application to another.

Examples:

- Time Guardian
- IT Help
- Quicklinks
- Expenses
- MyDay
- ..and more.

Workgrid

Time off

My Balance | Company Holidays | Request time off

My Balance

64 vacation hours   **36** sick hours   **8** personal hours

Time off

My Balance | Company Holidays | Request time off

Core Holidays

New Year's Day *   Fri, Dec 31
Martin Luthar King Jr. Day   Mon, Jan 17
Memorial Day   Mon, May 30
Independence Day   Mon, Jul 4
Labor Day   Mon, Sep 5
                              Thu, Nov 24
                              Fri, Nov 25
                              Mon, Dec 26

Time off

My Balance | Company Holidays | Request time off

Time Off Request Form

Start Date   End Date
05/25/2023   05/24/2023

Time off type
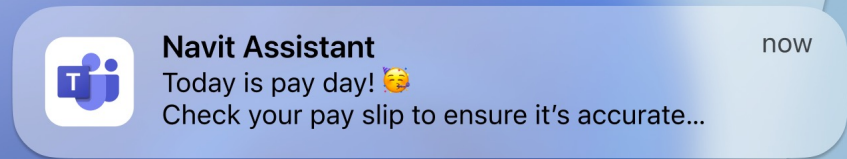Vacation - FTO

Comment
Headed out of town for the weekend

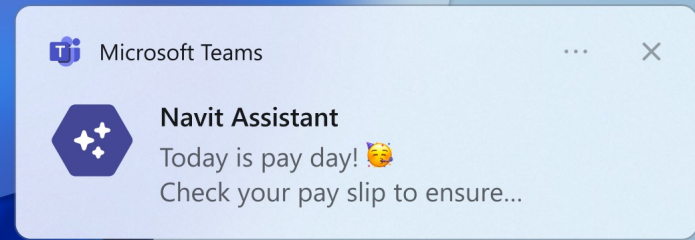Submit for approval

Example
Time Off

With explicit navigation you can guide users to key assets, information and answers – helping to minimize the need to hunt across the digital workplace for answers to your most accessed information and resources.

Workgrid

Notifications Everywhere

Never miss an important message or to-do. Workgrid for MS Teams fully integrates into the Microsoft experience; from desktop notifications to the MS Teams Mobile App.

Navit Assistant
now
Today is pay day! 🥳
Check your pay slip to ensure it's accurate...

Microsoft Teams
...
✕

Navit Assistant
Today is pay day! 🥳
Check your pay slip to ensure...

10/27/23
9:28 AM

Custom Branding

Make it feel like 'home'. Maintain your unique culture and identity with a digital assistant name and icons that resonate with your audience.

Navit

Navit

Home Chat About

Activity

Navit

Teams

Calendar

Files

Workgrid