

# Intranet QuickStart

Businesses thrive when the people within them are informed, engaged and better connected. For many years, the team at Circyl have worked with Customers of all sizes and complexity, across all sectors to deliver better intranet solutions that improve business practice, efficiencies and communications.

The fact you are reading this and you recognise the following scenarios means it is probably time to talk to us about getting your first intranet or upgrading your current one:

- Your Intranet is cluttered with outdated sites, irrelevant information and is difficult to navigate
- People struggle to find the latest versions of Company policies
- Your people communicate in Microsoft Teams or Outlook but are confused about whether to save their documents in Teams, SharePoint, OneDrive or on file servers
- People share documents by attaching them to emails
- Internal systems are convoluted, inefficient and involve manual steps that make handling simple tasks like processing new starters, booking desks, requesting annual leave and filling in timesheets time consuming

In the past businesses created solutions that were highly customised, cost tens of thousands and took months to implement.



Whilst these solutions generally looked good, it was often form over function. The lack of current content and poor governance resulted in a cluttered intranet, ignored by those it was intended for.

## But there is a better way...

In our personal lives we expect to consume services that provide up to date content tailored to our preferences. We accept that modern software services evolve over time and have a certain interface. In many ways, we prioritise function over form.

Circyl have adopted the same principles for building our informative and intuitive Intranet platforms. Our JumpStart solution based on SharePoint Online enables us to quickly and cost effectively deploy a base solution, we complement this with readily available components that form part of a large framework of tools and then apply some configuration to achieve the desired outcomes. We then utilise light touch branding and wrap the solution with business defined governance rules.

With this approach we can simplify delivery, cost and accelerate project timescales, whilst ensuring on-going success and enthusiastic adoption of the solution across your organisation.

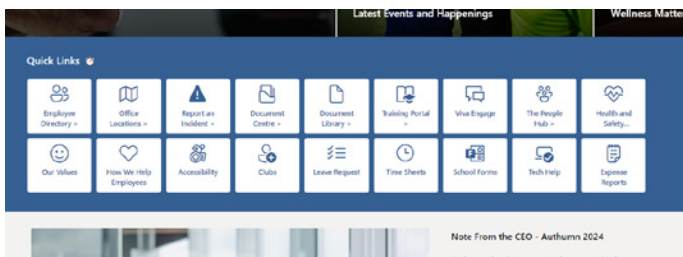
## What we deliver

We are offering a simple one-price package that includes everything you will need for an engaging intranet that quickly brings your people and the information they need, close together with a new team spirit that can only enhance the success of your business.

### A homepage to be proud of

We believe the home page of an Intranet or business portal is one of most important locations in your business. It is a place to highlight all companywide news, campaigns and events.

It provides links to important resources and makes must-read documents easily accessible. Your homepage is a single pane of glass solution that brings all areas of the business together into one location and improves engagement; on any device, anywhere, at any time.



### News from around the organisation

Being able to communicate news and announcements to your business is key to a successful organisation.

News can be company-wide or specific team announcements; by driving adoption of the new intranet as a communications platform reliance on email can be reduced.

Our solution allows business users to create and post news, events and information that is relevant to their area of the business. We let you choose the categories and audiences for your news article to ensure that people are not bombarded with irrelevant announcements.

### A single location for all documents

Having the latest policy or procedure at your fingertips is vital for an efficient business. It is all too common to see businesses waste too much time trying to find the up to date information.

Our one-stop Document Centre shows all published documents for your organisation in a single place. Filtered views of the documents allow business users to find the right documents fast. Any documents that are owned by a team/department can be edited by the team and then published to the rest of the organisation.

### Social Hub for groups and events

To increase engagement and reduce staff attrition, it is important to recognise your business is more than just a place of work, it's a part of your peoples' social life.

A good business portal needs a space for like-minded people to come together as part of social groups or

to organise company events. Social sites bring people together into the portal by providing opportunities to improve the balance of work and play.

Our solution allows your people to create information dedicated to social topics that are important to them. This area provides users with classifieds to buy or sell items, news about up-coming events or display the photos from the latest event.

### Personal Page

Our solution provides a page that brings together everything you need for your working day. Access to your Sites, Recent Documents, Recent Emails, Upcoming Meetings, Tasks & Contacts - please take the capital letters out of these words are all surfaced in the intranet to create a page centred around your working world.

### More than just a phone directory

The QuickStart solution will provide a location for showing and sharing information about individuals within your business that is already stored in existing core business systems. Contact details, department and line manager information can all be made visible and searchable, to help your people locate the right person in the organisation, quickly and easily.

User Profiles can also store information about users that is not stored in any other system locations. They can write about themselves, recent projects, key skills and personal interests; it all helps build a strong team.

This rich set of information provides the basis of an organisational skills directory, so people can seek out the skills and knowledge they need, rather than search for an individual they may not know.

### Delivering a unified search experience

The search experience provided means that your people will spend far less time trying to find what they need and more time getting valuable work done.

Using filters usually found in consumer web sites, we can reduce the number of relevant search results in a few clicks. But the search capability of the underlying platform ensures that all content is indexed to support even the most obscure search terms.

### Success through engagement and adoption

The success of your new Intranet solution, will depend on your people engaging with it and fully adopting its use. If they do not understand how to use this new solution, the full benefits to your business will not be realised.

Empowering business users to curate their own content will reduce the pressure on central teams such as marketing, whilst instilling a sense of pride through ownership. We will work hard to demonstrate and explain the benefits to everyone within your business to drive adoption.

## There is no time like now

In today's competitive business world, creating a more engaged workforce in a collaborative environment with clear and current communication is not just a good idea—it's crucial.

Circyl makes it all possible. We will deliver the framework for your new solution in as little as 2 weeks for a fixed price, which will include:

- A free assessment of your existing intranet content and functionality to understand the migration effort required
- A requirements workshop to understand how we can best customise the solution to the unique needs of your business
- Complete implementation of our QuickStart solution in line with your identified needs
- Migration of identified recent news into the News Centre<sup>1</sup>
- Migration of identified documents into the Document Centre<sup>2</sup>
- Two half-day solution-owner training workshops, to build skills and improve adoption within your business
- End User Guides to understand how to interact with the intranet
- 2 days Additional days to help with content creation or further customising the solution

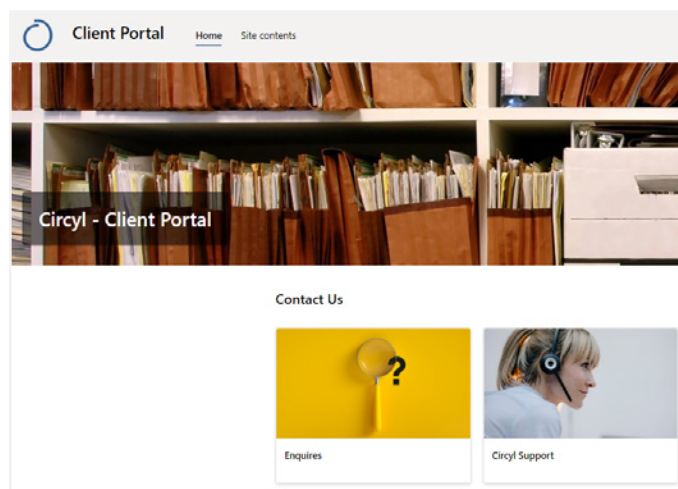
If you already have a Microsoft 365 subscription, you may well find that you already have SharePoint available to you, if not you will require Microsoft 365 Business Basic or SharePoint Online Plan 1 as a minimum.<sup>3</sup>

This brochure gives you a flavour of what we offer, but for a more in-depth discussion of what a solution for your business could deliver, please get in touch and we can discuss what QuickStart could mean to your business.

<sup>1</sup> - Up to 20 recent news pages, unlimited if migrating from another SharePoint solution

<sup>2</sup> - Maximum of 20 GB of documents, to be confirmed during the assessment

<sup>3</sup> - Office 365 Business Essentials supports a maximum of 300 users



## Copilot Ready

Only by migrating your documents and files from older SharePoint versions or legacy file servers to SharePoint Online can you unlock the full potential of cutting-edge tools like Copilot and ChatGPT. With billions being invested in generative AI technologies by companies like Microsoft and OpenAI, optimising your digital infrastructure ensures you're ready to harness the efficiencies these innovations bring.

# High-Impact Alerts for Timely Communication

The Alerts feature transforms your SharePoint Online intranet into a real-time communication platform. Inspired by breaking news banners, this functionality ensures that critical messages are impossible to miss, providing a fast and effective way to inform and engage your workforce.

## Key Features

**Prominent Display:** Alerts are prominently displayed as banners at the top of your homepage or specific intranet sections, making them the first thing users see. Whether accessed on desktop or mobile, these banners grab attention instantly and ensure no critical message goes unnoticed.

**Colour-Coded Design:** Clear, colour-coded visuals enhance the readability and urgency of alerts. Actionable updates are Amber, warnings are highlighted in Red, and general information is displayed in calming Blue. This visual hierarchy helps employees prioritise their attention at a glance.

**Automated Scheduling:** Create alerts with defined start and end times, ensuring time-sensitive messages automatically expire. This automation reduces manual intervention and keeps your intranet content clean and relevant.

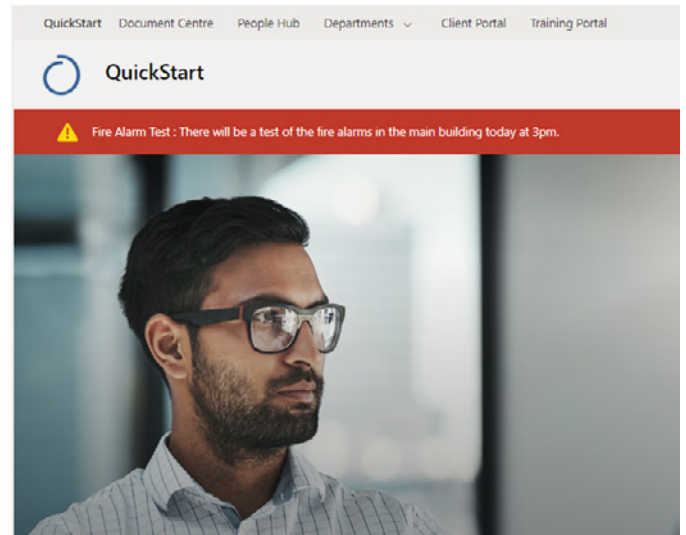
**Linked Content:** Alerts can link directly to detailed pages, external resources, or documents, providing employees with quick access to more information if needed.

## Practical Applications

**Company-Wide Announcements:** Deliver high-visibility updates such as policy changes, executive messages, or corporate initiatives directly to all employees.

**Critical Alerts:** Quickly inform staff about urgent events, such as IT system outages, severe weather conditions, or emergency safety instructions.

**Targeted Messaging:** Configure alerts for specific audiences or teams, ensuring the right people see the right message without overwhelming others.



## Integration and Ease of Use

Seamlessly integrated into SharePoint Online, Alerts leverage existing site permissions and templates, ensuring smooth setup and operation. The intuitive interface allows non-technical content managers to easily create, schedule, and manage alerts, empowering teams to take control without IT support.

## Why It Works

By placing critical messages front and centre, the Alerts feature minimises the risk of important information being overlooked in email inboxes or chat threads. This centralised communication tool drives immediate awareness and action, improving organisational alignment and employee engagement.

# A Comprehensive Training Portal That Drives Productivity

The Training Portal, built on SharePoint Online and powered by Microsoft 365 Learning Pathways, provides a structured, user-friendly approach to learning. It acts as a one-stop hub for onboarding, upskilling, and supporting employees in maximising their use of Microsoft 365 tools.

## What It Delivers

**Customised Learning Experience:** The portal comes preloaded with a comprehensive library of Microsoft 365 training modules, covering essential applications like SharePoint Online, Teams, Excel, and more. Organisations can tailor this content to reflect their unique branding, workflows, and user roles, creating a personalised learning experience for every employee.

**Flexible Content Options:** Easily add custom training materials such as video tutorials, downloadable guides, interactive walkthroughs, or FAQs. This flexibility ensures the portal can evolve alongside your business needs.

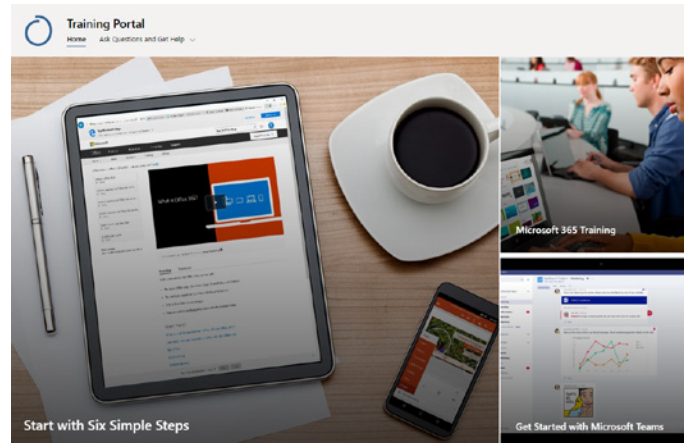
**Interactive Tutorials and Assessments:** Employees can follow step-by-step guides, complete quizzes to reinforce learning, and track their progress. This interactivity keeps users engaged and encourages retention of key skills.

**Role-Specific Pathways:** Build targeted learning journeys for different roles, from administrators to general users, ensuring training is relevant and practical. Teams can access resources aligned to their specific needs, empowering them to excel in their roles.

## Practical Applications

**Onboarding New Employees:** Provide a structured, self-paced introduction to your organisation's tools and workflows, enabling new hires to hit the ground running. Upskilling Teams: Help employees discover advanced features of Microsoft 365, enhancing efficiency, collaboration, and productivity.

**Continuous Learning:** Keep employees informed about new updates, features, or best practices within the Microsoft ecosystem, fostering a culture of innovation and adaptability.



## Integration and Analytics

Built natively within SharePoint Online, the Training Portal integrates seamlessly with your intranet environment. Real-time updates from Microsoft ensure training content stays relevant, while built-in analytics track user engagement, completion rates, and knowledge gaps. Managers can use these insights to identify areas for improvement and tailor future learning efforts.

## Why It Works

The Training Portal bridges the gap between technology and users, making it easier for employees to adapt to Microsoft 365 tools. By reducing the need for IT support and enabling self-service learning, the portal helps businesses save time, cut costs, and improve overall efficiency. Continuous learning pathways encourage personal development, keeping your teams equipped to meet the demands of a modern, digital workplace.