



# Microsoft 365 Modern Intranet & Employee Experience Look Book

Examples of how Netwoven has created layouts and solutions for clients to enhance employee experiences with a modern intranet on M365.



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## Responsive Designs

The image displays three responsive Microsoft 365 Modern Intranet designs, showing how the layout adapts to different screen sizes.

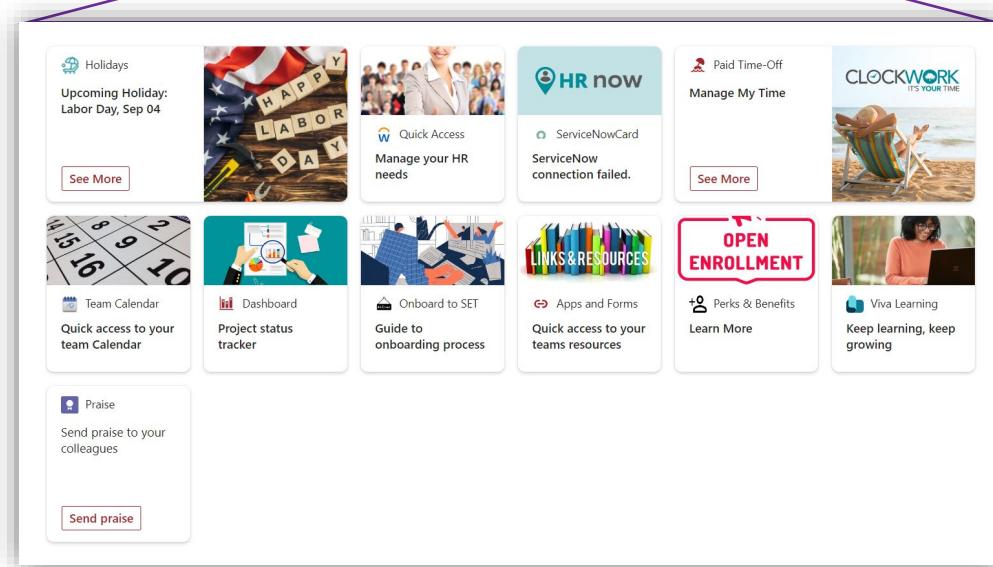
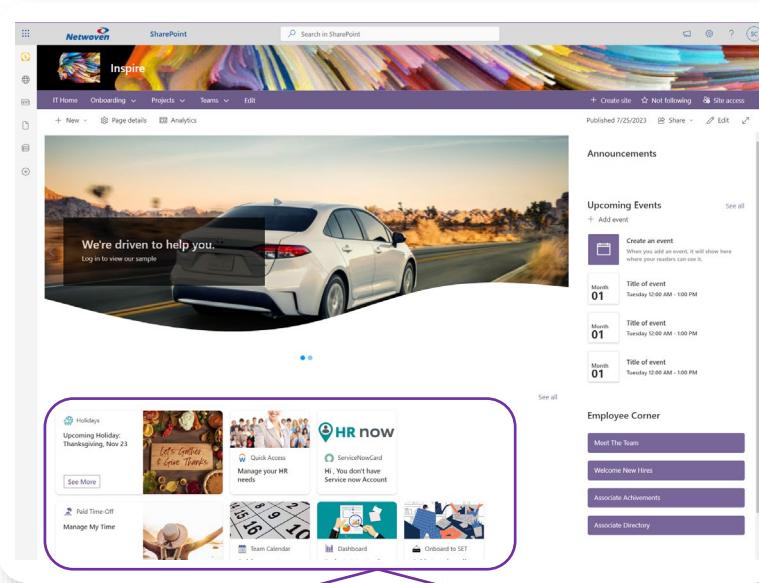
**Large Desktop View:** This view shows a detailed SharePoint page with a header, navigation bar, and various sections like Announcements, Upcoming Events, Employee Corner, and Social Corner. A large image of a car is prominently displayed in the center.

**Medium Tablet View:** This view shows a simplified version of the SharePoint page, with fewer sections and a smaller image of the car.

**Small Mobile View:** This view shows a very compact version of the SharePoint page, with only essential sections like the header, navigation, and a small image of the car visible.

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## Viva Connections Dashboard





## Personalized Adaptive Cards

**Paid Time-Off**

Time Off Balances

Annual PTO Available\* 320

Community Impact Available\* 16

Floating Holiday Available\* 8

\*Hours = Total Available - (Hours Used + Future Approved Hours)

Visit Clockwork

**Help Desk**

Help Desk

View the status of your open tickets or raise a new help desk ticket. Total open help desk tickets: 0

**View Tickets** **Raise Ticket**

**Help Desk**

Issue Title

Issue Description

Status

Issue Category

○ O365

○ Exchange Online

○ Azure AD

Assign To

**Holidays**

Upcoming Holiday: Thanksgiving, Nov 23

See More

23 Nov Thursday, 2023 Thanksgiving

22 Dec Friday, 2023 Christmas Eve

25 Dec Monday, 2023 Christmas

01 Jan Monday, 2024 New Year

**Dashboard**

**Jive to M365 Migration**

Project Manager: Vince Pangan

Milestone: Production Live

Start Date: 03/27/2023

End Date: 08/04/2023

ON TRACK

**File Share migration**

Project Manager: Murphy, Michael

Milestone: Implementation

Start Date: 03/06/2023

End Date: 08/31/2023

AT RISK

**Modern Intranet**

Project Manager: Brian Kimball

Milestone: UAT

Start Date: 04/03/2023

End Date: 09/29/2023

MINOR RISK

**Quick Access**

View Paystub

Update Career Profile

View Job Openings

Enroll in Learning

Create / Edit Goals

**Quick Access**

Quick Access

Manage your HR needs

**Onboard to SET**

DAY 1

Onboard to SET

Guide to onboarding process

SET UP YOUR LAPTOP

INTRO TO THE TEAM

UPDATE YOUR PROFILE DETAILS

COMPLETE BENEFITS REGISTRATION

WEEK 1

SET UP ONE-TO-ONE TEAM MEMBERS

IMMERSE YOURSELF IN THE PRODUCT



## My Onboarding Journey Page

The image displays three versions of the 'My Onboarding Journey Page' from a Microsoft SharePoint site. The top two versions are displayed side-by-side, while the third is shown below them.

**Top Left Screenshot:** Shows a mobile view of the page. The title 'My Journey' is at the top, followed by a grid of six red cards: 'Onboarding Resources', 'My Buddy', 'Benefits', 'Learning Portal', 'Onboarding Resources' (repeated), and 'Employee PTO'. Below the grid is a 'More' button.

**Top Right Screenshot:** Shows a desktop view of the page. The title 'My Journey' is at the top, followed by a large image of two women smiling. Below the image is a grid of twelve red cards: 'My Buddy', 'Benefits', 'Learning Portal', 'Employee PTO', 'Paystubs', 'Virtual Check-in', 'Associate Services Team', and 'Helpdesk'. Above the grid is a navigation bar with links: 'Onboarding', 'Projects', 'Teams', 'Getting started', 'Employee Journey', 'Meet the team', 'Help & support', and 'Edit'. Below the navigation bar are buttons for 'Promote', 'Page details', 'Immersive Reader', and 'Analytics'. The page is published on 9/19/2023.

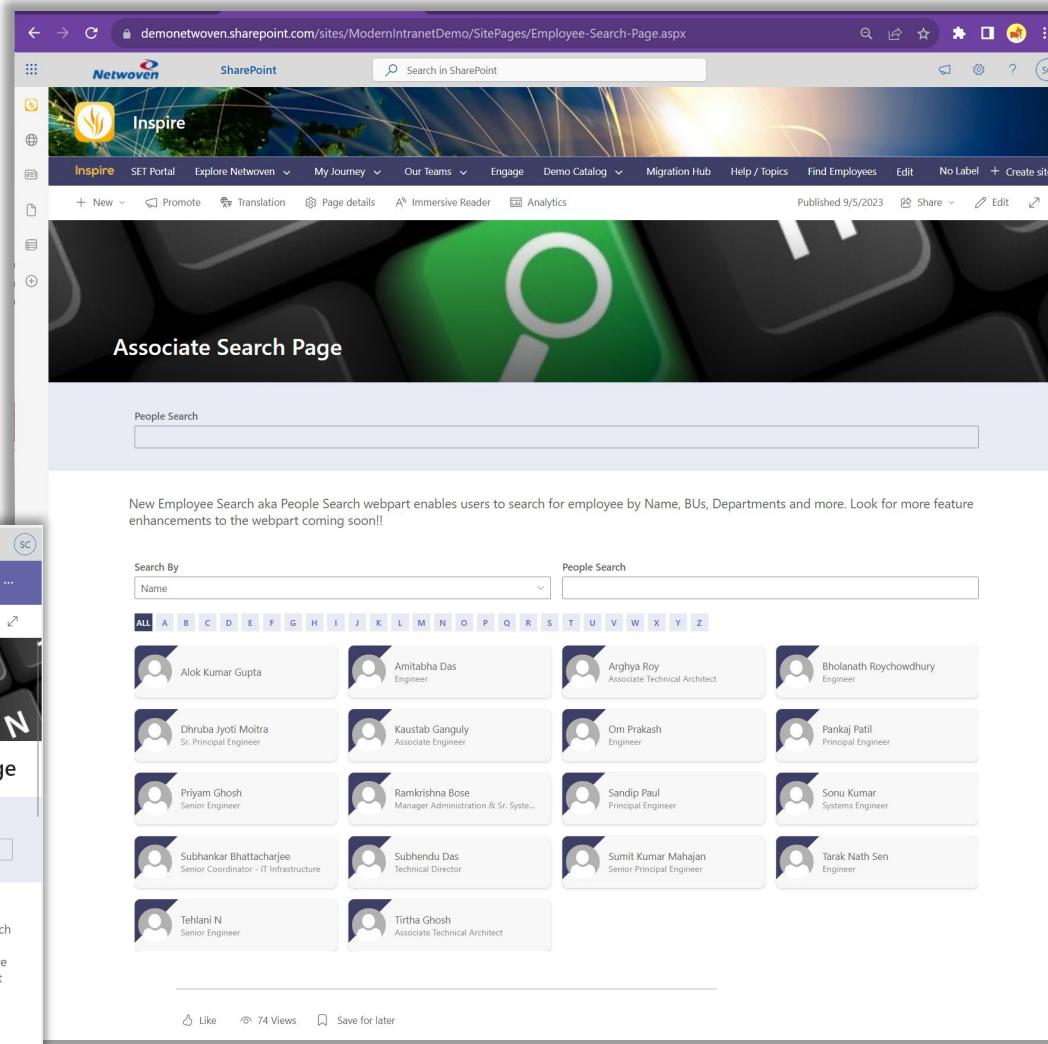
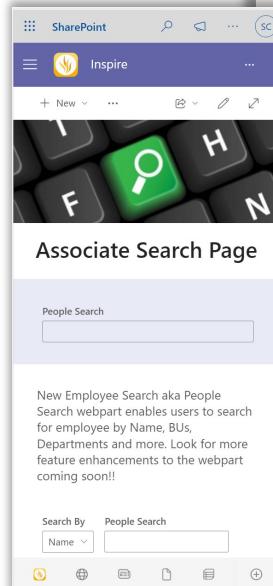
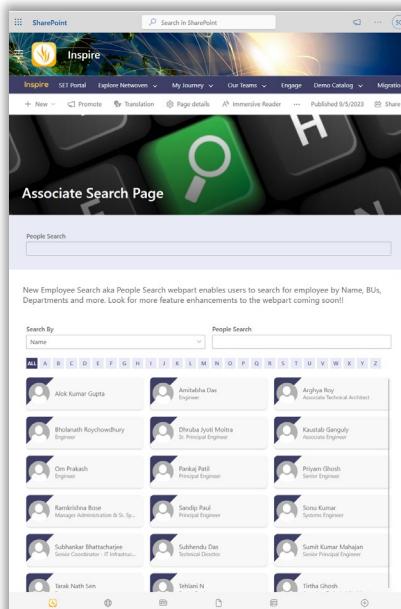
**Bottom Screenshot:** Shows a desktop view of the page with a different layout. The title 'My Journey' is at the top, followed by a grid of six red cards: 'Onboarding Resources', 'My Buddy', 'Benefits', 'Learning Portal', 'Employee PTO', and 'Paystubs'. Below the grid is a 'More' button. To the right is a 'VIRTUAL ONBOARDING ROADMAP' section with five steps: 'Step 2 Attend Orientation & Connect', 'Step 3 Review Benefits & Policies', 'Step 4 Complete Training', and 'Step 5 Virtual Check-in'. To the right of the roadmap is an 'Onboarding FAQ' section with the following questions:

- What is the employee onboarding process?
- What is the Manager's Checklist for Successful Onboarding?
- What is Workday?
- Where do I find my Access ID?
- Who is this onboarding process for?

At the bottom of the page is a section titled 'YOUR NEXT 90 DAYS' with three colored arrows representing 30, 60, and 90 days. The 30-day arrow is teal and says 'Learning the Company Mission, Team Structure and Role Expectations'. The 60-day arrow is red and says 'Put your knowledge into action. Know your team, know your Project'. The 90-day arrow is green and says 'Contribute to the team. Start mastering the skills of the role'.

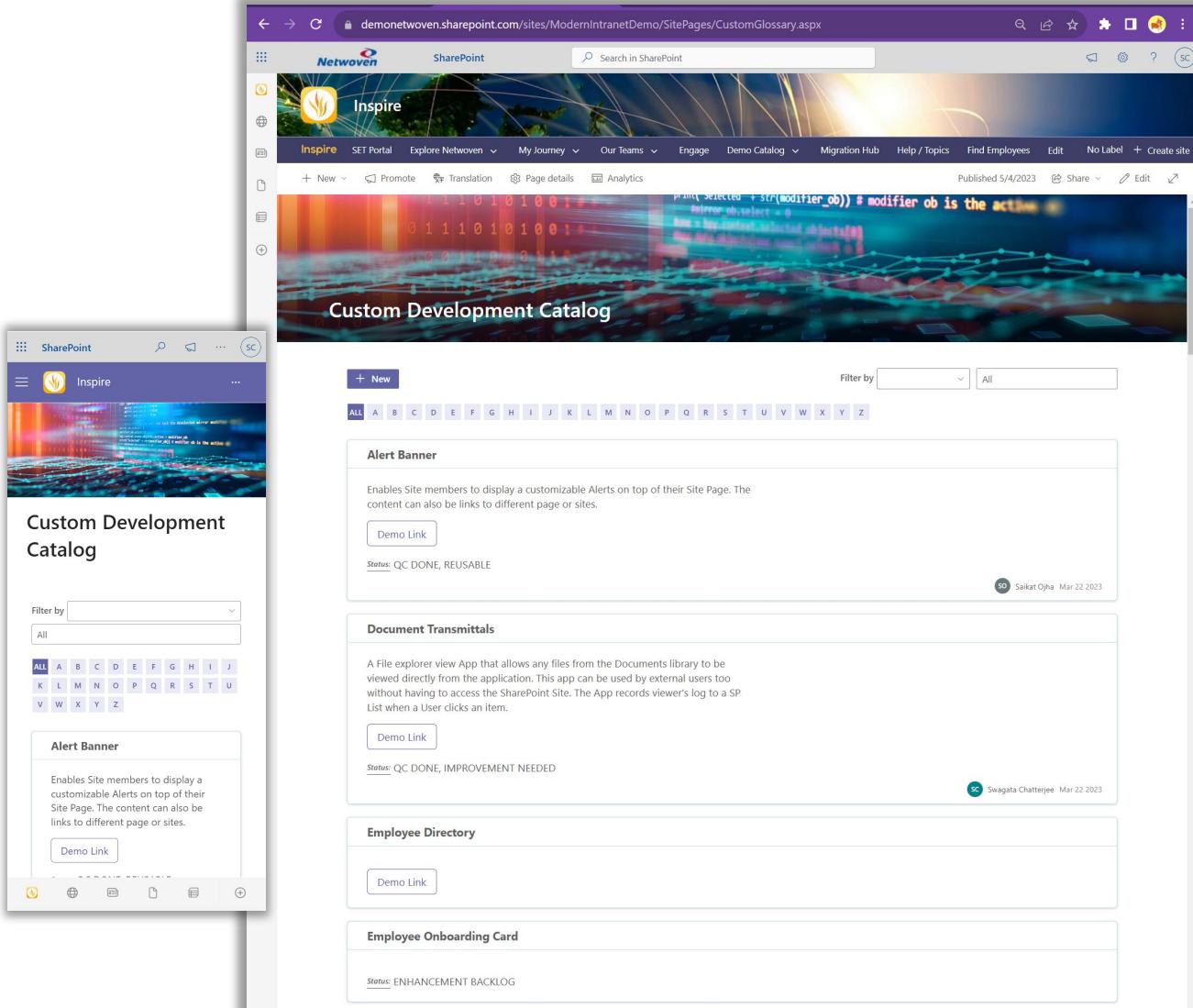
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## People Search



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## Company Catalog Page



The screenshot displays a SharePoint Company Catalog Page titled "Custom Development Catalog". The page features a banner with the text "Custom Development Catalog" and a background image of a futuristic digital interface. The main content area is a list of reusable apps, each with a title, description, a "Demo Link" button, and a "Status" indicator. The apps listed are:

- Alert Banner**: Enables Site members to display a customizable Alerts on top of their Site Page. The content can also be links to different page or sites. Status: QC DONE, REUSABLE. Last updated by Saikat Ojha on Mar 22 2023.
- Document Transmittals**: A File explorer view App that allows any files from the Documents library to be viewed directly from the application. This app can be used by external users too without having to access the SharePoint Site. The App records viewer's log to a SP List when a User clicks an item. Status: QC DONE, IMPROVEMENT NEEDED. Last updated by Swagata Chatterjee on Mar 22 2023.
- Employee Directory**: Status: IN PROGRESS.
- Employee Onboarding Card**: Status: ENHANCEMENT BACKLOG.

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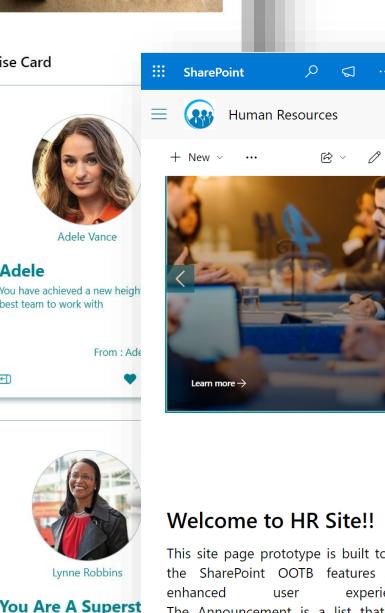
## Department Page

# Welcome to HR Site!!

This site page prototype is built to use the SharePoint OOTB features with enhanced user experience. The Announcement is a list that can display time bound records. Praise card can be used as forms for user to submit records and that will automatically display in the page. The FQA is a customized webpart using a list again.

[Meet The Team](#)

-  **HR System**  
Set up benefits, direct deposit, and learn policies
-  **Role Guide**  
The primary source of information for your role
-  **Policies**  
Get access to HR policies and guide
-  **Flexible work resources**  
How to stay connected while working from home
-  **Learning Portal**  
Access learning and readiness resources and support
-  **Internship Program Guide**  
Internship Program terms, existing team bio and other...



**Praise Card**

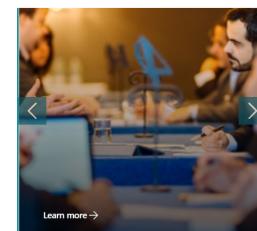
**Adele**  
You have achieved a new height  
best team to work with

From : Adele

**Human Resources**

 New     

1 of 3

**Welcome to HR Site!!**

This site page prototype is built to use the SharePoint OOTB features with enhanced user experience. The Announcement is a list that can display time bound records. Praise card can be used as forms for user to submit

**You Are A Superst**  
Your code is always so Fantastic



# Onboarding Page



## Team Page

**SharePoint** Search this site

IT Home Onboarding Projects Teams Meet the team Help & support Edit Not following Site access

Onboarding Getting started Employee Journey Meet the team Help & support Edit Published 3/14/2022 Share Edit

Who we are Maher, Matthew Director

**Sales**

Our team of sales people is the best in the world. They are dedicated and passionate, and they are knowledgeable about all of our products, and closely track our competitors.

Account Management Business Development Client Services Consumer Sales

**Customization guidance:** Replace the relevant graphics below with the Bing Maps web part to include your specific office location prior to sharing this page with viewers.

Account Management

Account managers are responsible for managing B2B relationships with clients.

Team sites & channels

Office location

Office location

6 results

Blanton, Samuel Marketing Technologist Samuel.Blanton@demo.netwoven.com

Maher, Matthew Director mmaher@demo.netwoven.com 650-283-4108

Chew, Lashunda Chief Technology Officer Lashunda.Chew@demo.netwoven.com

Forster, Stefan Director of PMO Stefan.Forster@demo.netwoven.com

Michie, Stella Chief Security Officer Stella.Michie@demo.netwoven.com

The IT Team

20 results

Baumgaertner, Leonie Chartered Wealth Manager Leonie.Baumgaertner@newdem...

Belz, Levi Investment Advisor Levi.Belz@demo.netwoven.com

Bear, Mason Hedge Fund Trader Mason.Bear@demo.netwoven.com

Chipper, Brayden Portfolio Manager Brayden.Chipper@demo.netwoven...

Fogel, Michael

Franklin, Wendy

Behr, Credit Alexa

Clarke, Sam

Griffith, Geoff

**SharePoint** Search in SharePoint

IT Home Onboarding Projects Teams Edit Create site Not following Site access

Inspire

Meet The Team

IT Team Finance Team Admin Team Associate Directory

**The IT Team**

IT Team

Finance Team

Admin Team

Associate Directory

**Meet The Team**

IT Team

Finance Team

Admin Team

Associate Directory

**The IT Team**

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# Migration Hub

Published 7/13/2023 | Share | Edit

**Egynte to O365 Migration**

**FAQs**

**MAKING A DIFFERENCE**

**Adaption and Change Management**

Have a question? Let us know

**Migration Mapping App (Jive)**

**Migration Mapping App (Non-Jive)**

Published 7/13/2023 | Share | Edit

**Egynte to O365 Migration**

**EGNYTE TO M365**

**A successful migration guide**

Do you have your Adoption and Change Management plan ready? Read more about best practices to ensure a successful migration and adoption of the new platform.

**Get started →**

**Migration Mapping App (live)** **Migration Mapping App (Non-Jive)** **Migration Validation Tracker** **Content Inventory Dashboard**

**Migration Strategy and Planning**

00 days 00 hrs 00 min 00 sec

Egynte to M365 Migration Demo

**Meet The Team**

**Upcoming events** See all

**Create an event** When you add an event, it will show here where your readers can see it.

**Month 01** Title of event Tuesday 12:00 AM - 1:00 PM

**Month 01** Title of event Tuesday 12:00 AM - 1:00 PM

**Month 01** Title of event Tuesday 12:00 AM - 1:00 PM

**Groups In My Organization**

| Name                     | Site |
|--------------------------|------|
| Inspire                  |      |
| The Kitchen              |      |
| Inspire                  |      |
| Onboarding               |      |
| Home                     |      |
| SET Onboarding           |      |
| O365 Governance          |      |
| Egynte to O365 Migration |      |

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# PowerApps Integrated Solutions with SharePoint

**Document Transmittal**

Viewed by schatterjee@demo.netwoven.com on 09/19/2023 04:41 PM

**Promotion/Transfer Dashboard**

Employee Details

| Status | Type      | Start Date | End Date  |
|--------|-----------|------------|-----------|
| All    | Completed | 9/29/2023  | 9/22/2023 |
| All    | Promotion | 9/29/2023  | 9/22/2023 |

Workflow Tasks

| Task Title                | Task Status | Assigned Date | Due Date  | Task Details                    |
|---------------------------|-------------|---------------|-----------|---------------------------------|
| Update Acute Profile      | Complete    | 9/13/2023     | 9/22/2023 | Update Acute Profile            |
| Release and Assign Assets | Complete    | 9/13/2023     | 9/22/2023 | Assigned To: Swagata Chatterjee |
| Update Viva Engage        | Complete    | 9/13/2023     | 10/1/2023 | Completed On: 9/13/2023         |

Task Details

Comments: Approval Log  
Task was completed on 2023-09-13T16:00:50Z by Swagata Chatterjee  
9/13/23: Modification Task added;

**The Hub Migration Validation Tracker**

schatterjee@demo.netwoven.com

**Egnyte Migration Mapping Application**

Mapping Summary

| Pending Decision                         | Counter | Shared Drive   | Total Mapped Folder |
|--|---------|--|---------------------|
| private\swagata                          | 5       | /Shared/Auditor Shares   | 100 Shared          |
| /Shared/Clinical Affairs                 | 1       | /Shared/Regulatory Affairs/100 Shared Folder (Japan_Vorpal)                                  | 100 Shared          |
| /Shared/Clinical Affairs/00 Coronary IDE | 1       | /Shared/Run the Business (RTB)/Shockwave Forms and Templates/Branding/Logo Files/14 Clinical | 14 Clinical         |
| /Shared/Regulatory Affairs/100 Shared    | 1       | Private Drive  | 100 Shared          |
| /Shared/Quality Management System        | 1       | private\swagata\test3  | 100 Shared          |

Mapping Form

\* Root Drive: Shared, Private

\* Folder Path: private\swagata

\* Migration Needed: Not Started, Yes, please migrate, No, purge this folder, No, but archive this folder, Do Not Migrate

Destination Type: OneDrive

Proposed Parent Folder: Find items

\* Proposed Site Name: None

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# Migration Assessment Dashboard

**Egnyte Content Assessment**

Root Folder Path: All

Total Size (GB): 5,141.83

Parent Folder Path: All

Total Folders: 202216

Total Files: 1820151

# Root Folders: 28

Parent Folders: 1123

Welcome, Egnyte Shared Drive Assessment

**Content Assessment**

| Total Folders | Total Files | File Size (GB) | File Type | Long URLs |
|---------------|-------------|----------------|-----------|-----------|
| 167,139       | 1,820,151   | 5,141          | 1,360     | 720       |

Most Used File Type & Size

File Growth By Year

File Size (GB)

Modified File Count By Year

**Permission Assessment**

| User Name         | # Folder    |
|-------------------|-------------|
| Zazhary Thompson  | 60          |
| Zaw Win           | 109         |
| Zachary Engelman  | 60          |
| Zachary Dickerson | 60          |
| Zachary Blust     | 474         |
| Zachary Baker     | 60          |
| <b>Total</b>      | <b>1123</b> |

# Folders Access to Groups (Distribution of Ext/Int User )

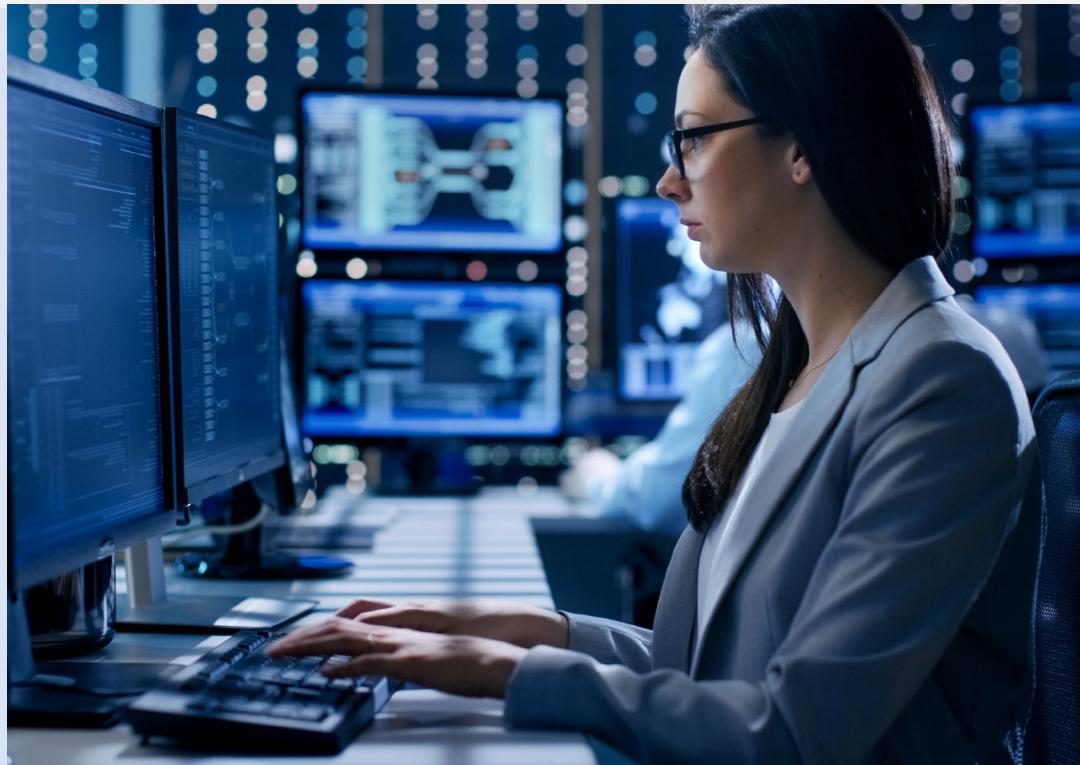
Active Links from Last 60 days

Locked Files By User

## Intranet Modernization and Digital Employee Experience Case Study

A new Microsoft 365 intranet was deployed successfully and the client was pleased with the outcome. Employee feedback has been positive and engagement is at an all-time high through the Viva Engage platform. The company saved over \$200k annually in Jive licensing and has seen significantly reduced employee frustration with finding content.

[Read The Story](#)



## About **Netwoven**

We shepherd organizations safely through the cloud transformation journey by unraveling complex business problems.

By partnering with us, our clients securely collaborate globally, improve business operations, build new products and solutions with deeper insights, and reduce cyber security risks.

## Next Steps

With Netwoven's partnership, companies can expect a new modern intranet that fosters employee engagement, connectivity, and satisfaction, even in a remote work environment.



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