HUBFLY INTRANET USER GUIDE

Contents

Home Page Widgets

i. **News** – General News that you would like to share among your employees (Can be targeted to specific Departments, Locations or even Employees. Like, Comment and View)

ii. **Spotlight** – Birthdays, Anniversaries and Praises are displayed here (Like, Comment and View)

iii. **Events** – Any events that might take place soon can be announced through Events widgets (can be targeted to specific Departments, Locations or even Employees. Like, Comment and View)

iv. **Recent Stories –** Displays the recently posted story

v. **Social Media Integration –** Activities on the company's social media pages like Twitter, Facebook and Yammer can be viewed by all employees.

vi. **Polls –** If you want to implement a new change in the organization. But you are skeptical if that might be welcomed. Hubfly Intranet helps you to create a poll and make the decision based on the responses.

vii. **People Search -** Hubfly Intranet allows users to search for co-workers by name. If by chance the user needs to contact a person from another department, but does not know the members of that department, Hubfly eases the hunt by enabling department-based employee search.

viii. **Apps Classifieds –** You can have your own little market place in your company where people can sell, buy or exchange goods.

ix. **Holiday Calendar –** Holiday Calendar displays all the public holidays of the business year based on location.

x. **Quick links –** There might be some websites that your employees visit often. They can have the links of those pages under this widget (similar to bookmarks). Hubfly Intranet facilitates easy access to such sites through Quick links.

xi. **Internal Job Posting -** If you need to know the IJPs in your organization, Hubfly Intranet allows the organization to keep the employees updated about the Internal Job Posts available.

xii. **Leaderboard –** Based on every employees' contribution, he/she will be awarded points. This will make the leaderboard. Whoever is at the top of the leaderboard, he/she is the most active content contributor in the Intranet.

1. Documents

This is a common repository where all the documents related to your organization is stored.
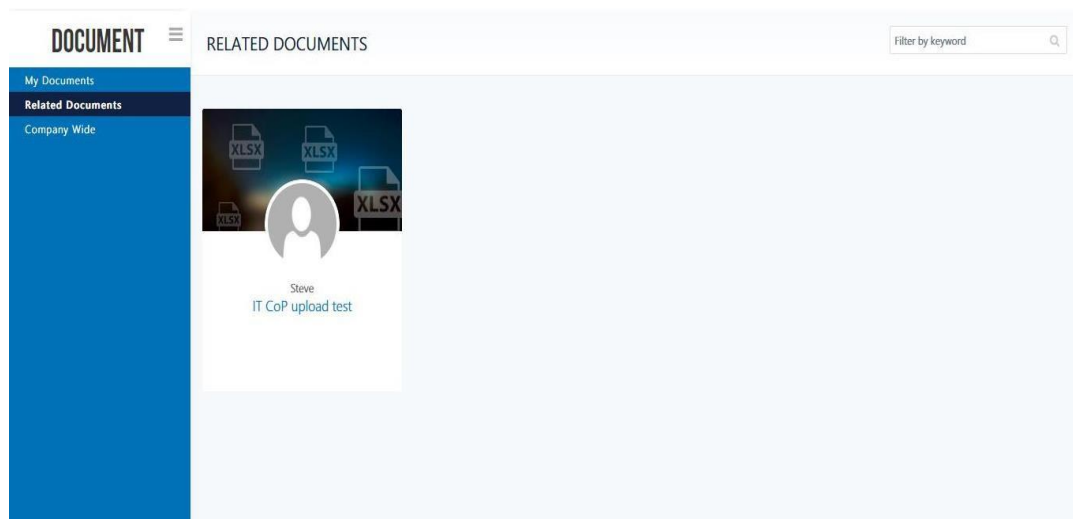
a. My Documents

Under this section, you will find all the documents that you have uploaded or shared via Teams or SharePoint.
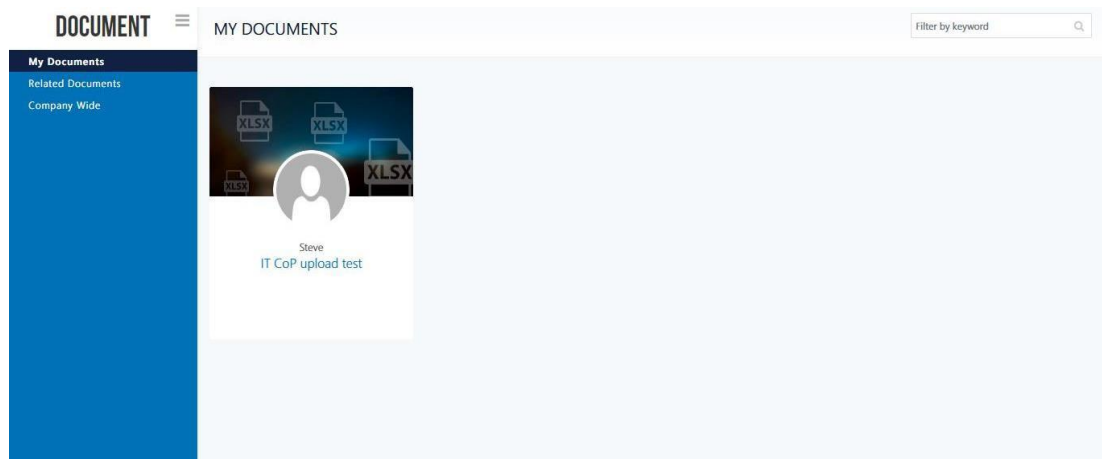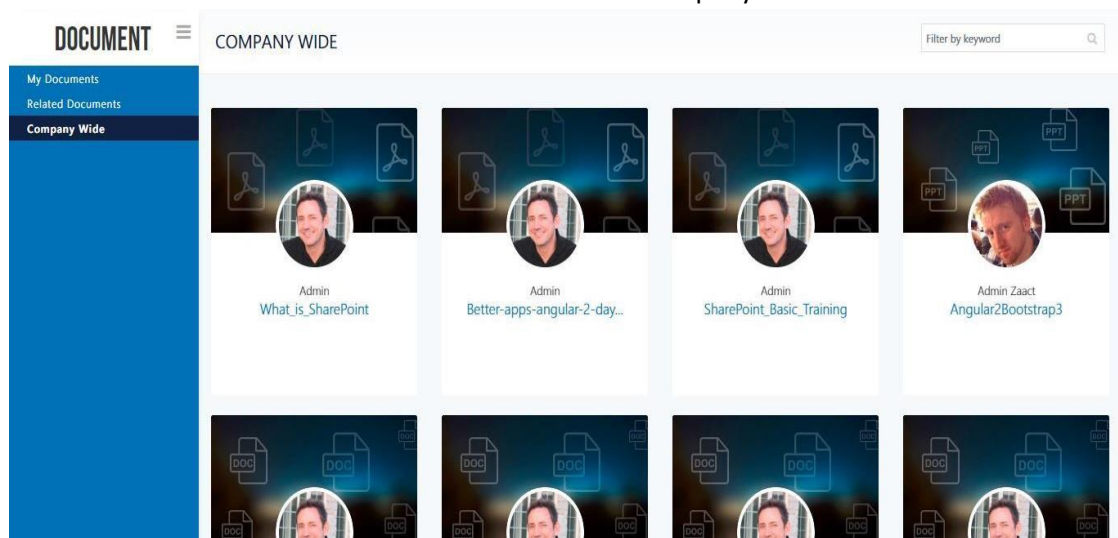

b. Related Documents

Under this section, you can find documents that are similar to the one's that you had shared.
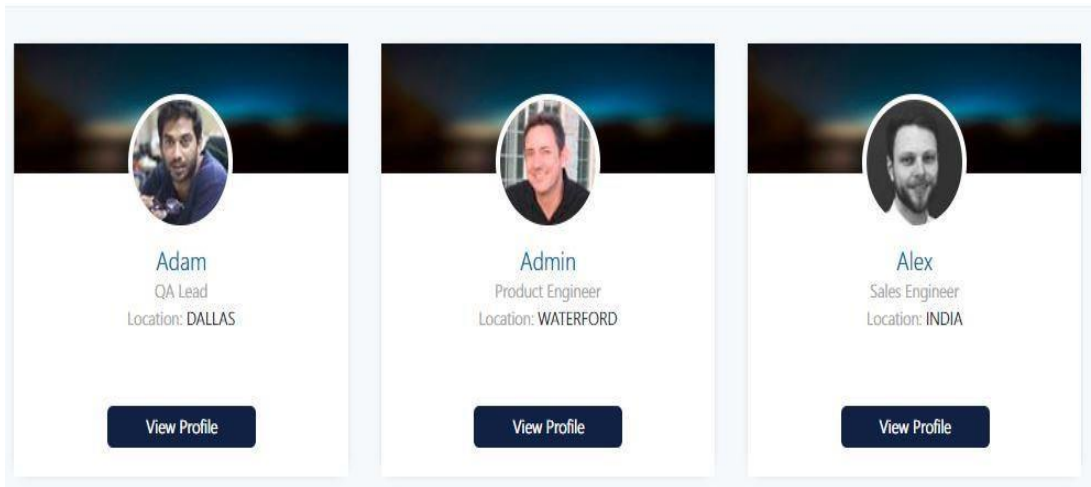
c. Company Wide

This contains documents that are shared company wide.
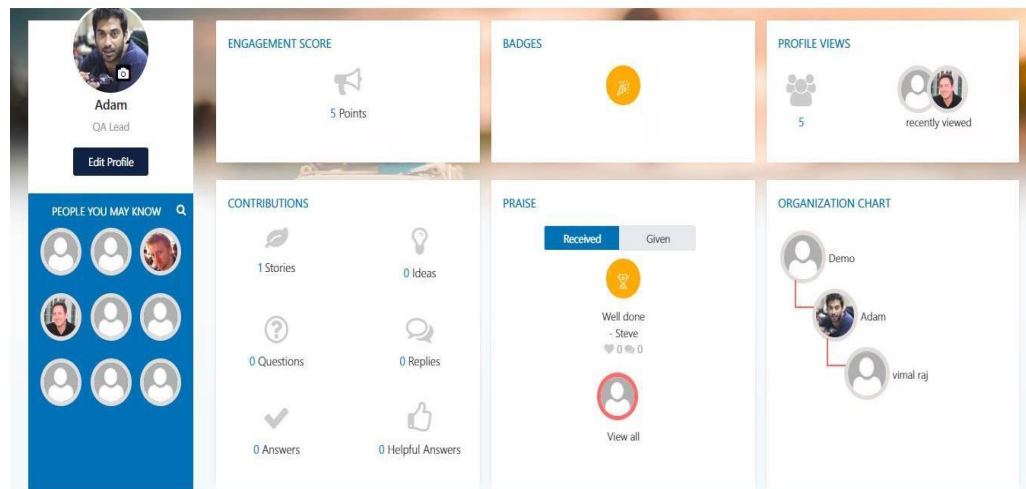
2. Directory

a. Employee Search

This directory is where employees can search other employees based on names, departments, location, designation, skills. This information is reflected from the contents of Active Directory.


a. View Profile

To view employee profile, click on View Profile button.

Above image helps employees and higher authorities to understand the selected employees' contribution and engagement scores. Based on his contributions, badges will be provided automatically. Anyone with the access can appreciate/praise any fellow colleague for the good work they had done. At the same time, you can also view the praises given by a particular employee. Also available is the number of views for your profile, which was designed keeping LinkedIn in mind. Organization chart for your role can also be viewed.

b. Edit Profile

You can edit your profile information by clicking on the Edit Profile button below the designation.
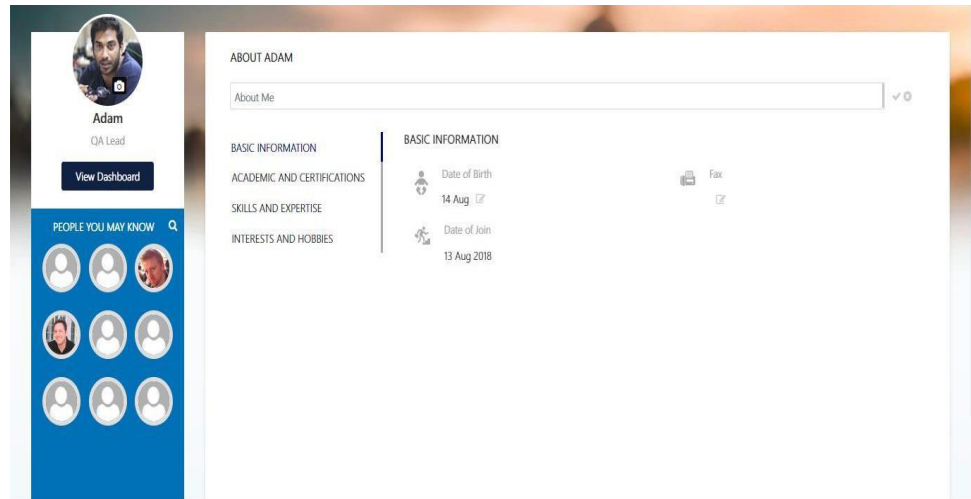
Above image clearly states what kind of information can be edited. All you must do is just provide the updated data by clicking on the edit icon against each option.
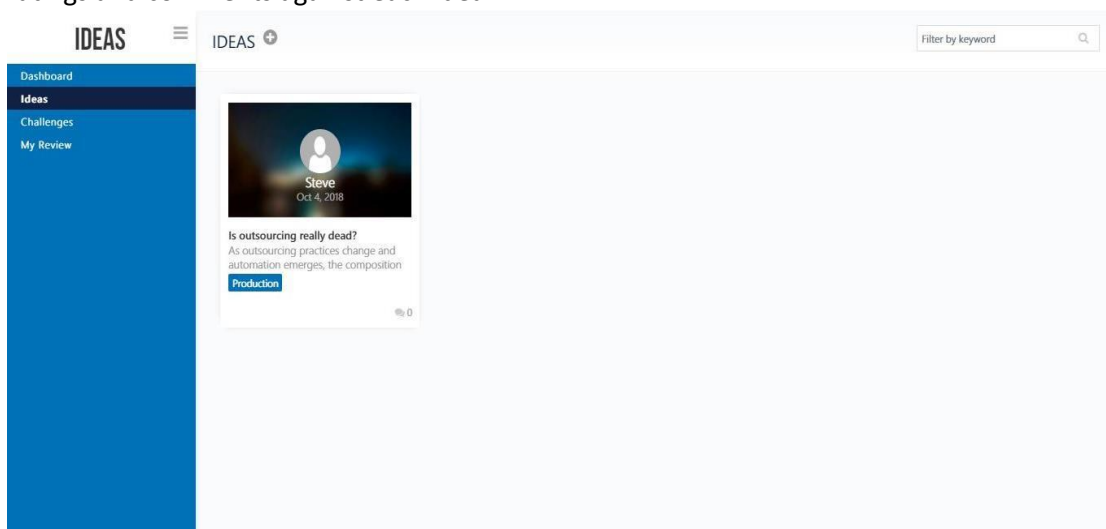
3. Ideas

This is a platform where employees can share their creative and out of the box ideas which might be informative for fellow employees.

a. Dashboard

This page will provide all the high-level information of all the ideas that has been posted and the response that those ideas had received. Top contributors in this section can also be seen here.
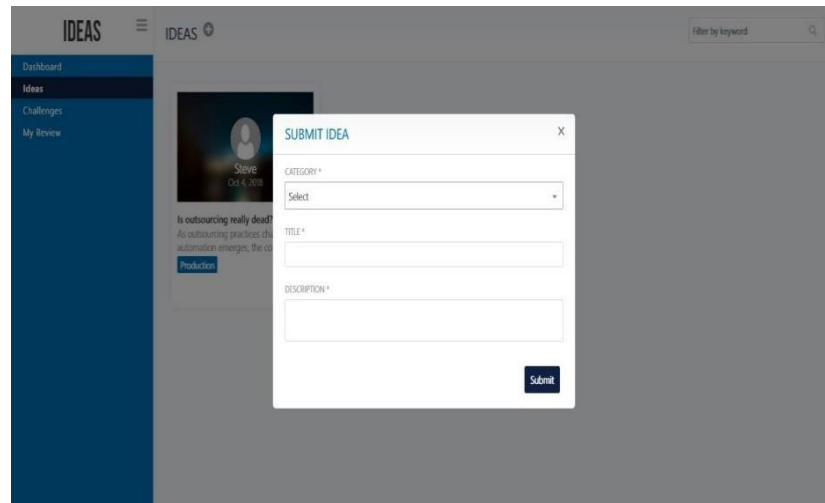
b. Ideas

You will find all the ideas that your fellow employees have shared. You can also find the ratings and comments against each idea.

i. Adding an Idea

Click on the ✚ icon against IDEAS to post a new idea. On clicking the ✚ icon, below page is displayed.

Select a Category and enter the Title and Description. Once you are done with editing, you can click Submit button.
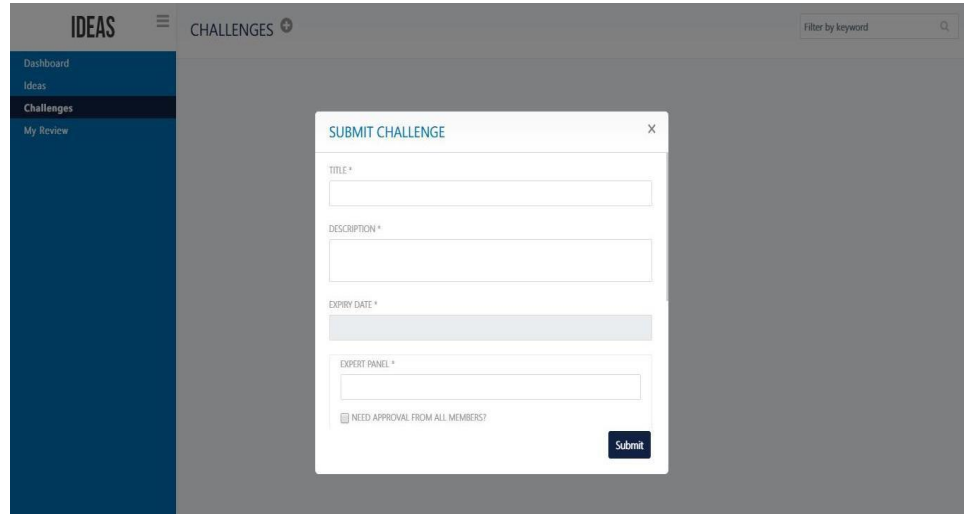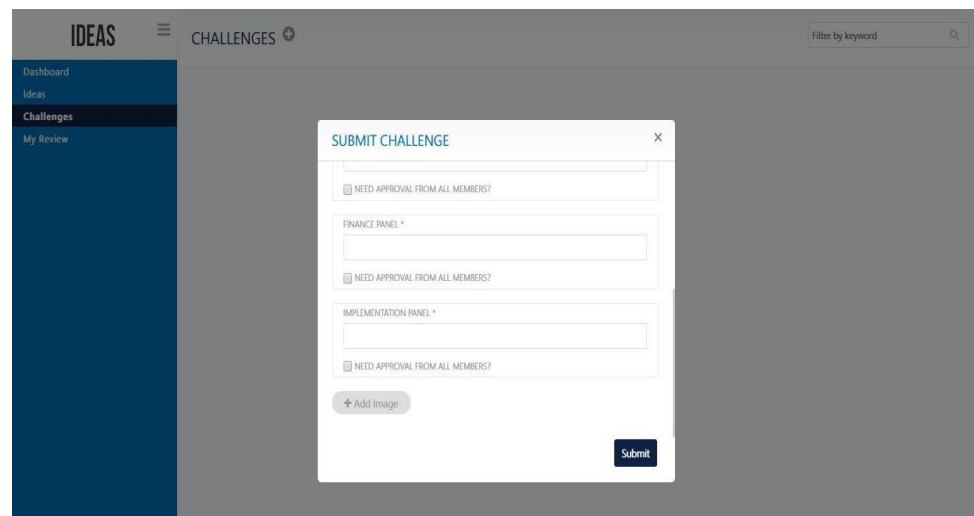
c. Challenges

If you come across some major pain point in your organization which you are looking to solve,   you can post it as a challenge. Fellow employees can suggest their solutions or work arounds for that problem.

i. Adding a Challenge

Clicking on the ✚icon next to CHALLENGES will help you to create a new challenge.
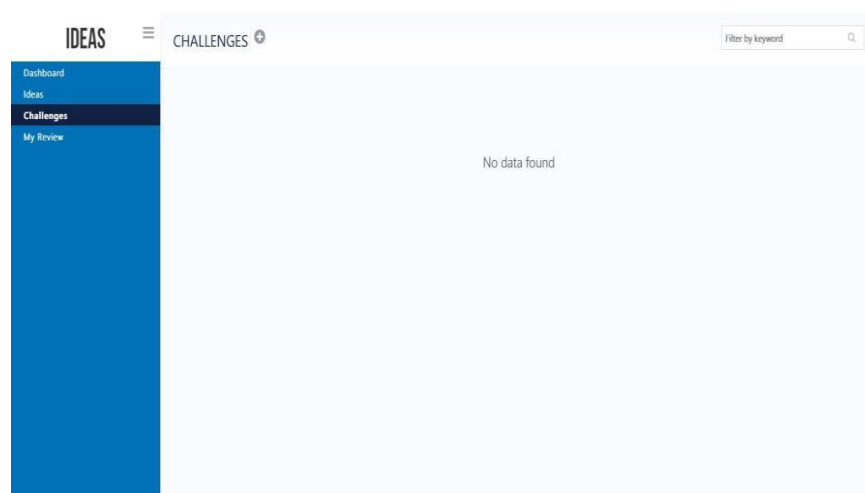
Below page is opened if ✚ is clicked.

Once you have entered all the necessary information like Title, Description, Expiry Date, Expert Panel, Finance Panel, Implementation Panel and an Image, click on the Submit button to post the challenge.

d. My Review

Once an employee submits an idea, the submitted idea will be sent to the reviewer. The reviewer can reject or accept the idea based on his liking.

4. Stories

Stories are similar to blogs. You can create blogs related to your domain and post it, so your colleagues can view it and get benefitted out of it. It might not always be technical blogs, it can also be some interesting and inspiring stories that you had come across that is worth sharing will all.

a. Dashboard

This page has information about the top contributors, top topics, recent stories and trending stories. You will also have the permission to add a new story if the access has been provided.
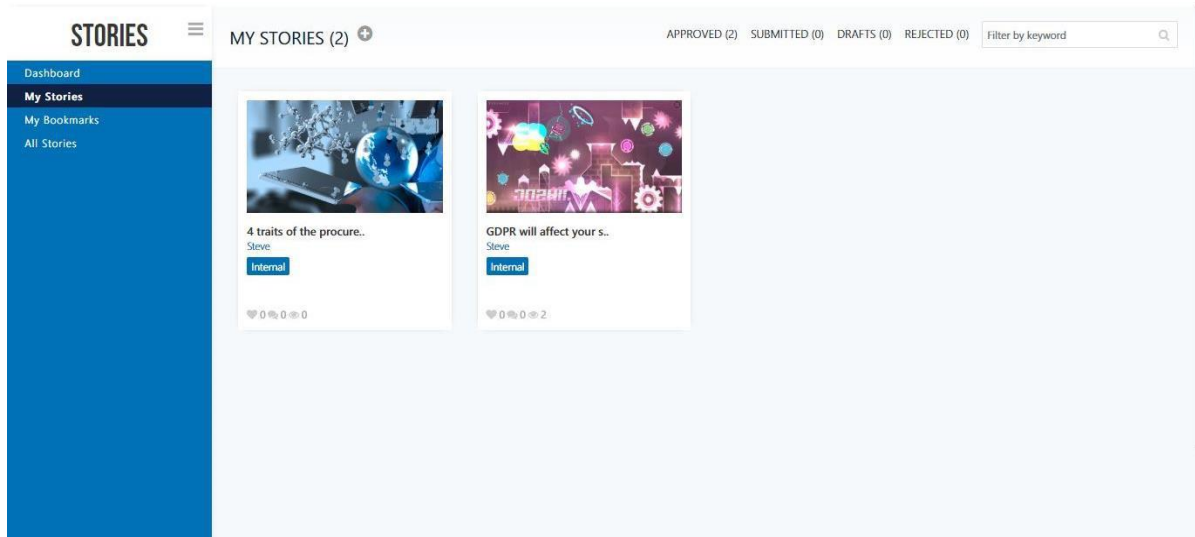

i. Adding a Story

In the above image, click on Submit Story to create a new story/blog. Once you click on the Submit Story icon, below page is displayed.

You can upload an image that is related to your story/blog. Pick a title, a topic and start creating the content for your blog. Once you are done with your blog, you can either Submit it or Save as Draft.

b. My Stories

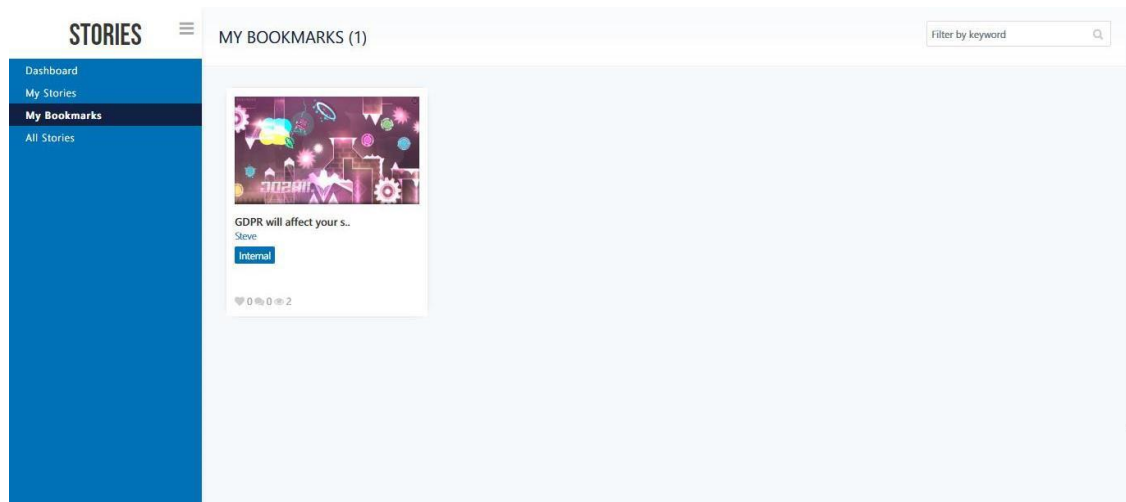Under this section, you will be able to see all the stories/blogs that you have contributed.

i. Adding a Story

One can also add stories by clicking on the **+** icon present next to MY STORIES. Adding data is similar to the previous point.
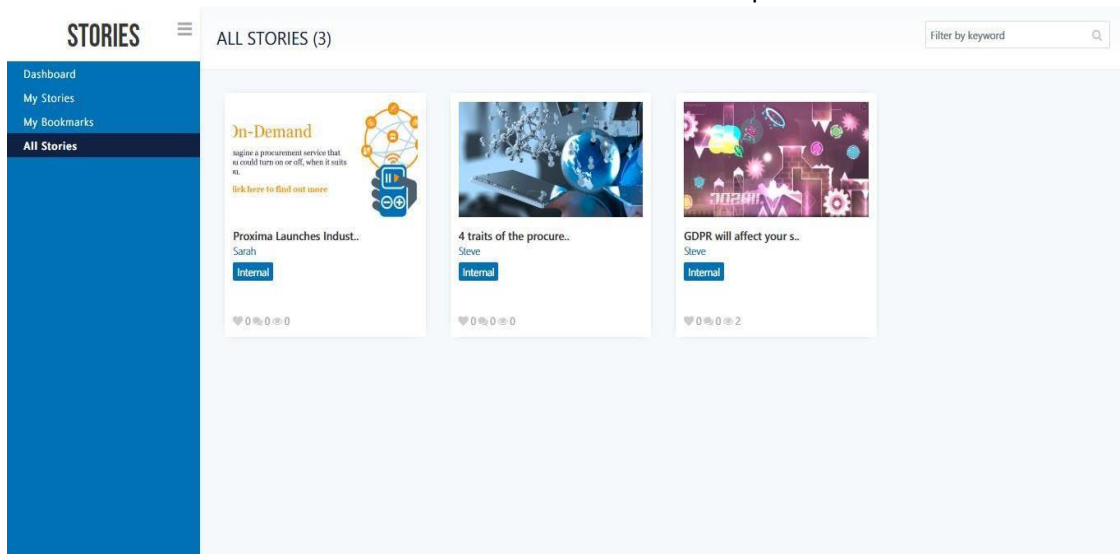
c. My Bookmarks

This stores all your favorite stories/blogs.

d. All Stories

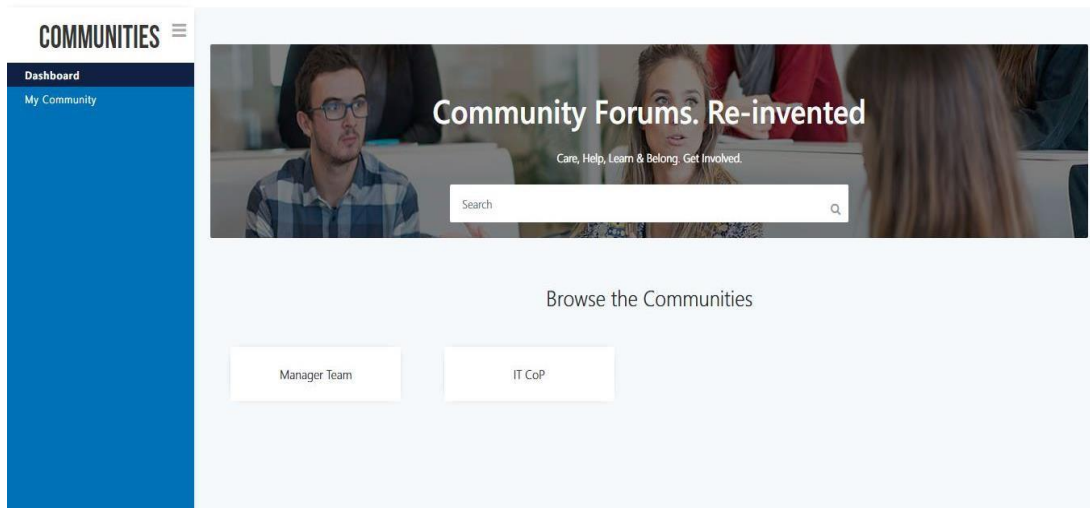This section contains all the stories that has ever been posted.

5. Communities

Communities is a platform where multiple members of a department can come together to discuss and share their thoughts and concerns.
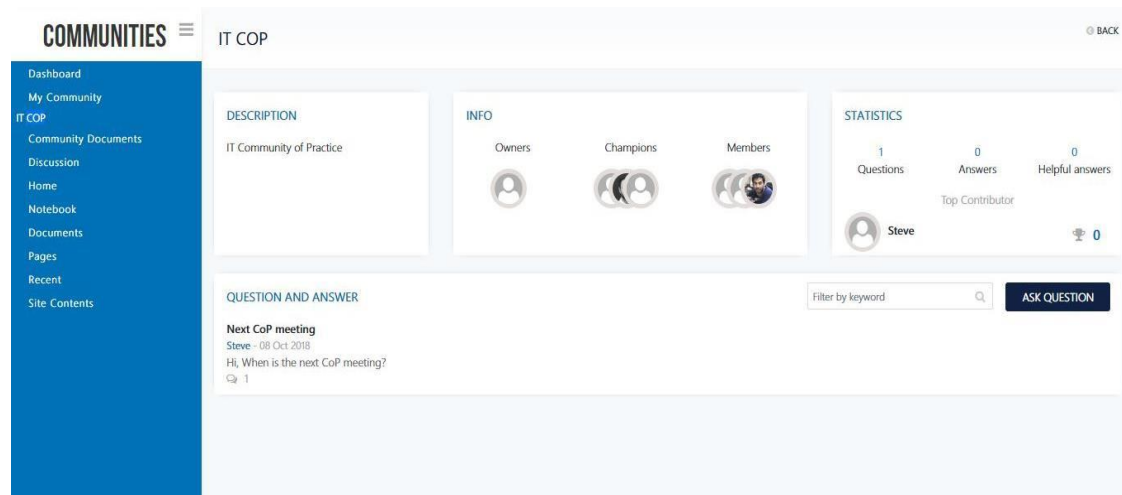
a. Dashboard

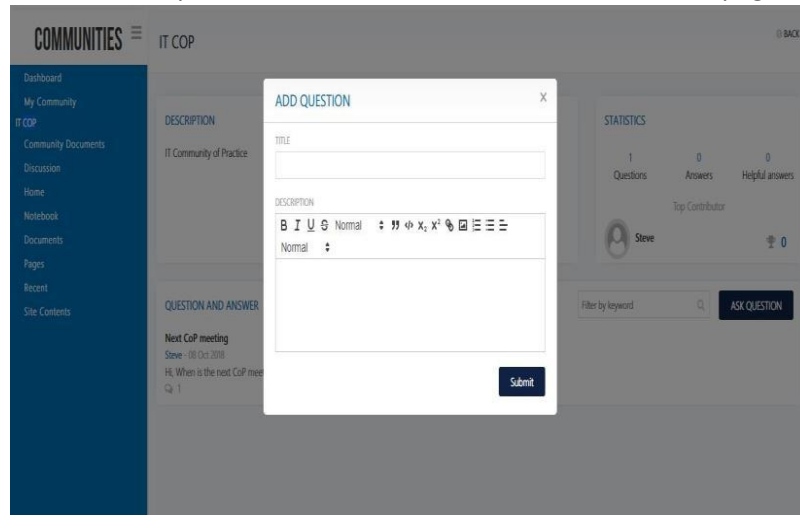It will show a list of all the communities that employee is a part of.

b. My Communities

Clicking on a particular community, all the discussion that has happened will be displayed.
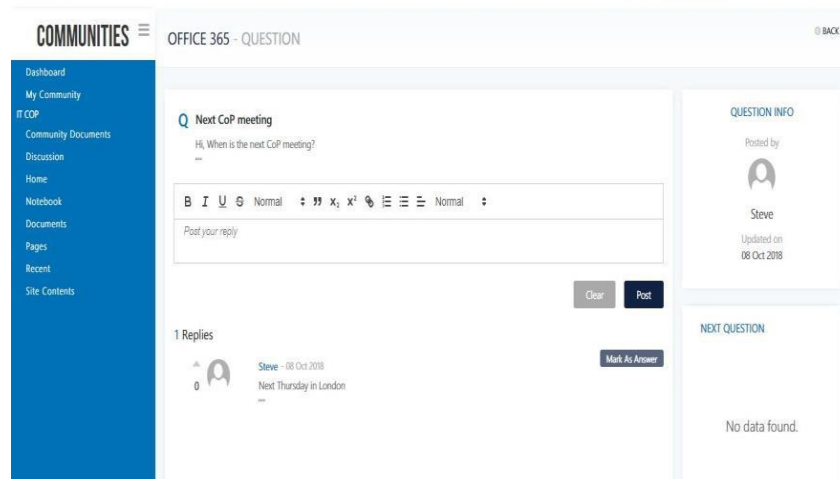
i. Adding new Question

To ask a new question, click on Ask Question button. Below page is displayed.

Enter the Title and Description of the Question and Submit it.

ii. Answering a Question

Answering to the questions posted is very simple. Click on the question and the below page is displayed.

Enter the answer in the text box and click Post button.