everis TŌGŌ 合
A social digital workplace

Get started with everis TŌGŌ

everis, Dec 2019

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GET STARTED WITH EVERIS TŌGŌ

Welcome to everis TŌGŌ a Social Digital Workplace solution that extends the Office 365 capabilities to create an easy to use and integrated social experience on top of the Office 365 out of the box suite. Here are some key concepts to understand the everis TŌGŌ and how this is integrated with the Office 365 suite.

What is everis TŌGŌ?

everis TŌGŌ is your companion in the digital workplace initiative, adding social features, simplifying daily operations with contents for any user, creating a unique navigation experience and adding user profiling with a lot of enhancements for all the contents, including bookmarks, favorites, applications, notifications and communities.

Socialize with everis TŌGŌ

New to everis TŌGŌ? Learn how to start using the everis TŌGŌ social features.

Easy content management and visualizations

Learn how to create, search and visualize contents in everis TŌGŌ.

Navigate & discover in everis TŌGŌ

Learn how to navigate and discover new content in everis TŌGŌ.

My User Profile

Learn how to use your user profile to manage your relevant information while working in everis TŌGŌ.

Access from anywhere

Learn which devices support everis TŌGŌ that allows you to stay connected with everis TŌGŌ from anywhere.

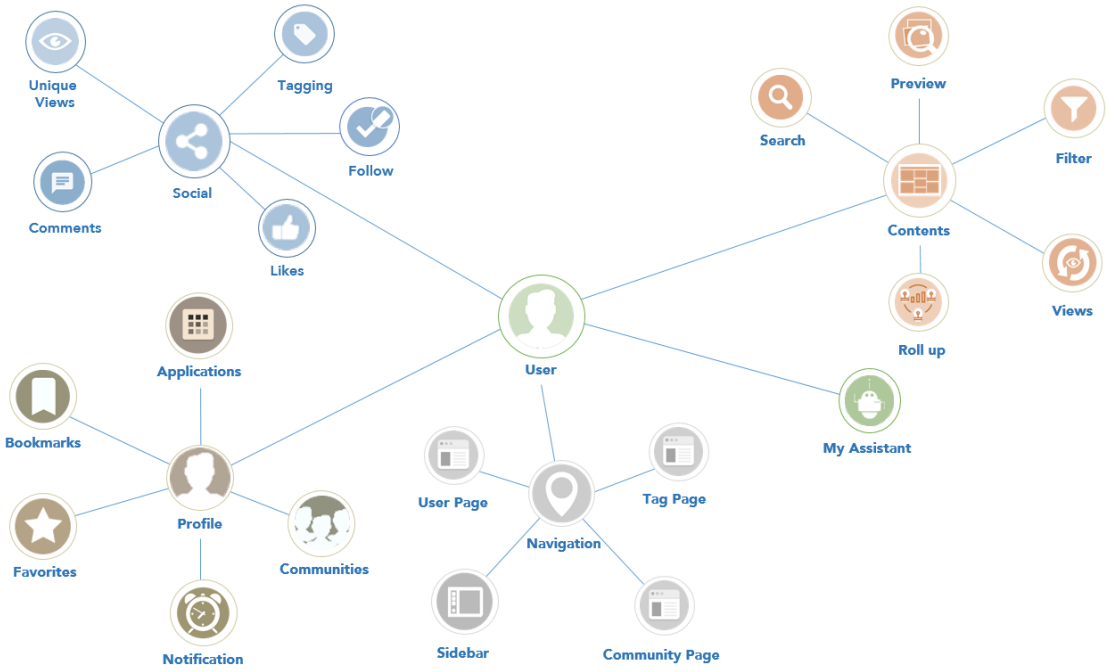
What is everis TŌGŌ?

> everis TŌGŌ is your companion in the digital workplace initiative, adding social features, simplifying daily operations with contents for any user, creating a unique navigation experience and adding user profiling with a lot of enhancements for all the contents, including bookmarks, favorites, applications, notifications and communities.

everis TŌGŌ provides a set of features that allows you to quickly start creating a new social digital workplace experience on top of the Office 365 suite that is adapted to your unique needs. The solution is perfectly integrated with the existing products in the Office 365 suite providing a set of features that enhance and simplify the final user experience with a well-designed User Experience.

As depicted in the figure below everis TŌGŌ is built centered on the user and a set of key features around the user:

- **Social**, enhance the out of the box social features adding these capabilities to all content types using an integrated user experience.
- **Contents,** enhance the daily activities around contents allowing users to focus on specific contents without losing the context.
- **My assistant,** simplifies the content creation and community management for non-expert profiles and provides a natural language assistant that will help you in your daily tasks.
- **Navigation,** allows user to quickly access, find and discover information with a set of features that follows the user during the whole experience.
- **Profile,** enhance the employee profile with additional features that allows users to personalize its experience and kept informed the users on what's happening.



In the following sections we will describe how you could take advantage on this key features to start using and enjoy the everis TŌGŌ experience.

Key concepts

As you get started with everis TŌGŌ, it's helpful to learn some key concepts. They come up frequently when you interact with the product and documentation. The concepts here help you understand how everis TŌGŌ works.

Concepts

Concept	Definition
Content	A content is any piece of information that could be shared with other users. In the everis TŌGŌ context it includes: News, Announcements, Documents, Communities and Applications and is possible to support custom contents as well. In everis TŌGŌ everything is organized around contents.
Content Types	A group of contents that share common information. everis TŌGŌ provides the following content types out of the box: News, Announcements, Documents, Communities and Application. Future releases will extends the existing content types and it's possible to add custom content types as well.
Content Rollup	This is the ability to collect information addressed to me as user, from a well-defined information architecture. In everis TŌGŌ this information architecture is organized in hierarchical communities that allows to rollup information in all the communities a user is member or viewer.
Community	A digital space where user share contents with its members.
Community roles	A user that belongs to a community has been assigned one of the following roles: • **Owner,** is a community administrator • **Member,** could create and edit content in that community • **Viewer,** could view the content created in that community
Social Content	Any content that could be enriched with social information including likes, comments, tags and more. In everis TŌGŌ all content types are social.
User Profile	Is all the information that identifies you as a user, including the information that I collect during my navigation with TŌGŌ. In my user profile I could find information that is relevant for me like bookmarks, favorites, notifications, my applications, drafts and more depending on your everis TŌGŌ setup.

Socialize with everis TŌGŌ

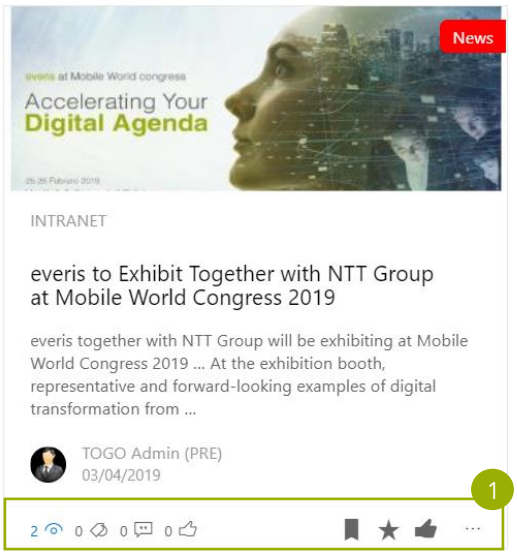
everis TŌGŌ Social features provides a set of standard features that we are used to have in our personal live when collaborating in our social networks. everis TŌGŌ has integrated these features in Office 365 transforming the experience into a fully social experience, allowing organizations to create a social network where members could collaborate, learn and share information in a controlled and well governed environment.

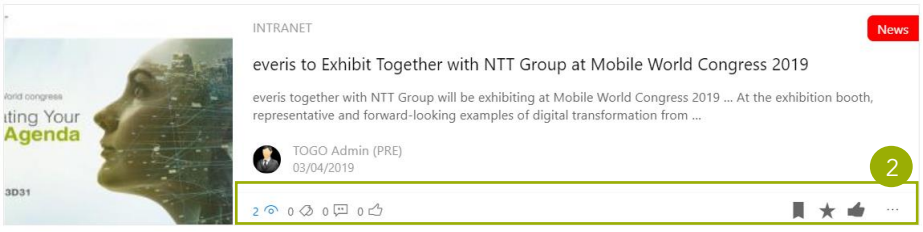
everis TŌGŌ Social features applies to all everis TŌGŌ out of the box supported content types and could be extended to support your unique content types providing the same social features, creating a seamless experience.

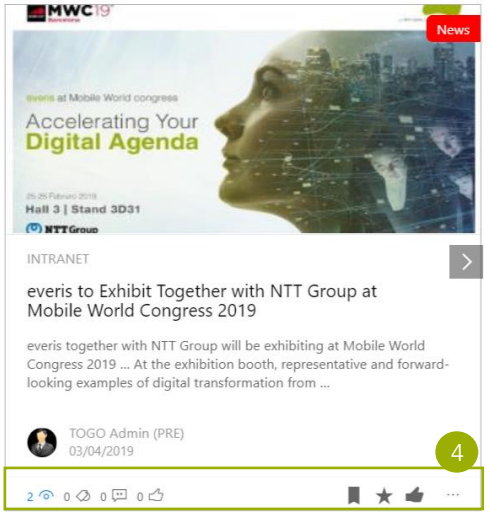
everis TŌGŌ Social features user experience is centered in the Social Bar a key component that follow the user in their experience.

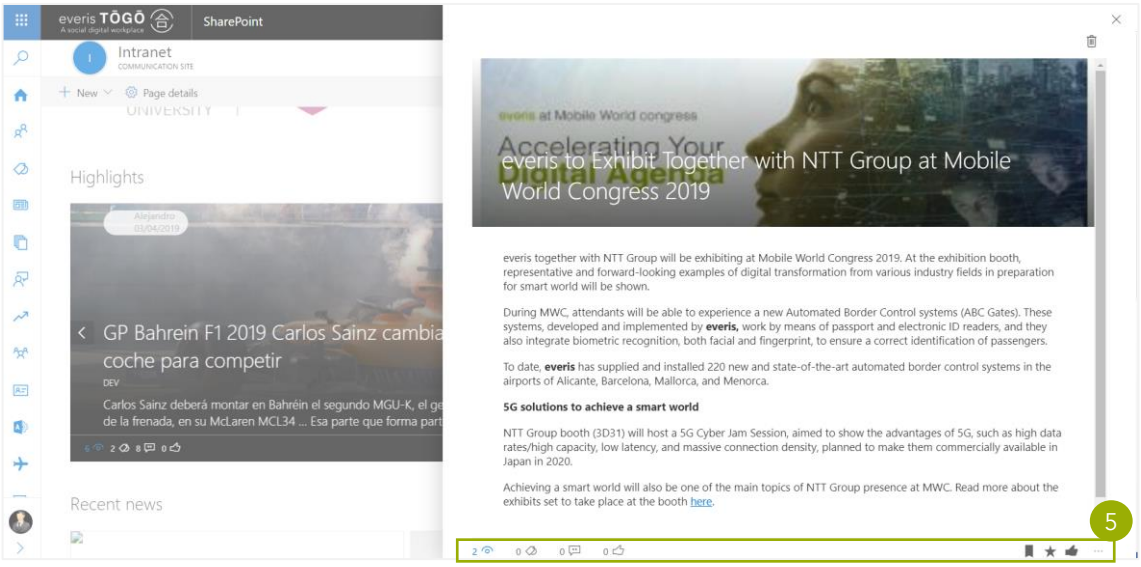
The Social Bar is integrated as part of the following everis TŌGŌ experiences when visualizing content:

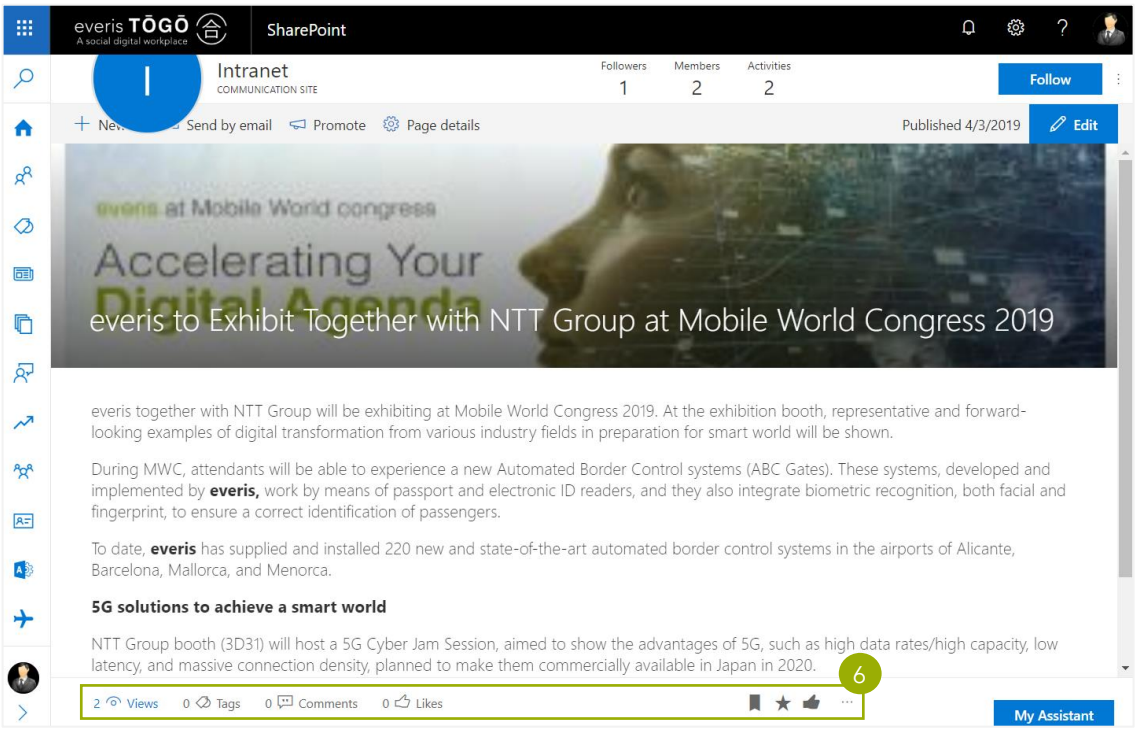
1. In dashboards using the card layout mode
2. In dashboards using the list layout mode
3. In dashboards using the carousel mode
4. In dashboards using the filmstrip mode
5. In the content preview panel
6. In the content detail






MWC19
News
everis at Mobile World congress
Accelerating Your
Digital Agenda
Hall 3 | Stand 3D31
INTRANET
everis to Exhibit Together with NTT Group at Mobile World Congress 2019
everis together with NTT Group will be exhibiting at Mobile World Congress 2019 ... At the exhibition booth, representative and forward-looking examples of digital transformation from ...
TOGO Admin (PRE)
03/04/2019
4


everis TŌGŌ
SharePoint
Intranet
COMMUNICATION SITE
New
Page details
Highlights
GP Bahrein F1 2019 Carlos Sainz cambia
coche para competir
DEV
Recent news
everis at Mobile World congress
Accelerating Your
Digital Agenda
everis to Exhibit Together with NTT Group at Mobile World Congress 2019
everis together with NTT Group will be exhibiting at Mobile World Congress 2019. At the exhibition booth, representative and forward-looking examples of digital transformation from various industry fields in preparation for smart world will be shown.
During MWC, attendants will be able to experience a new Automated Border Control systems (ABC Gates). These systems, developed and implemented by everis, work by means of passport and electronic ID readers, and they also integrate biometric recognition, both facial and fingerprint, to ensure a correct identification of passengers.
To date, everis has supplied and installed 220 new and state-of-the-art automated border control systems in the airports of Alicante, Barcelona, Mallorca, and Menorca.
5G solutions to achieve a smart world
NTT Group booth (3D31) will host a 5G Cyber Jam Session, aimed to show the advantages of 5G, such as high data rates/high capacity, low latency, and massive connection density, planned to make them commercially available in Japan in 2020.
Achieving a smart world will also be one of the main topics of NTT Group presence at MWC. Read more about the exhibits set to take place at the booth here.
5


everis TŌGŌ
SharePoint
Intranet
COMMUNICATION SITE
Followers 1
Members 2
Activities 2
Follow
Send by email
Promote
Page details
Published 4/3/2019
Edit
everis at Mobile World congress
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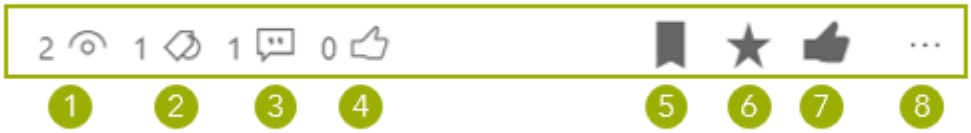
6
2 Views
0 Tags
0 Comments
0 Likes
My Assistant

The Social Bar provides quick access to social information and social actions in any everis TŌGŌ managed content.



1. Number of unique views and quick access to the list of viewers
2. Number of tags used for this content and quick access to the tags
3. Number of comments and quick access to the comments
4. Number of likes and quick access to the list of people who liked it
5. Add to bookmarks action
6. Add to favorites action
7. Mark content as liked
8. Other options that will be tailored to each specific content type including the transversal action Share

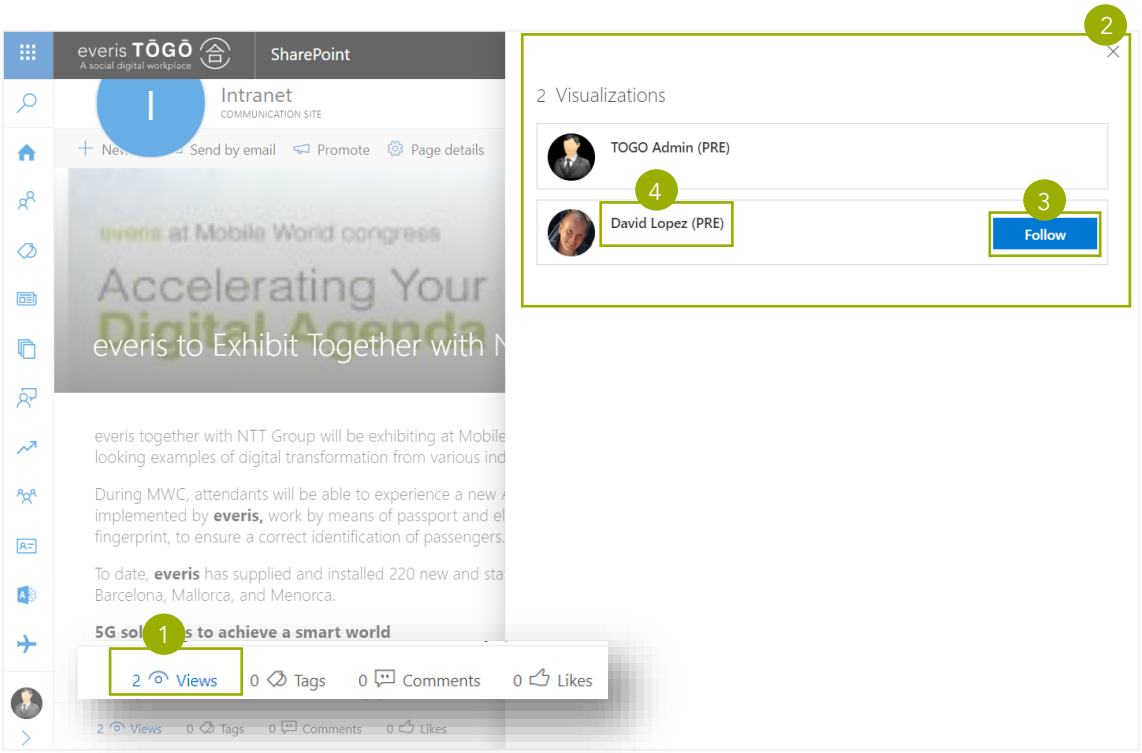
> Note: Depending on the administrator's configuration in your everis TŌGŌ installation some icons and actions might not be visible.

Unique views

> Know who has seen any content that you have access, discover people that share your interests and start following and socialized with them.

Unique views displays the number of people that viewed a given content in the social bar of a content. You could access to unique views from any everis TŌGŌ content using the social bar.

When clicking on unique views 1 , you could see the list of people that viewed this content 2 , and brings the opportunity to start following or stop following users 3 or access the user profile 4 ,allowing you to easily discover people that share your interests.



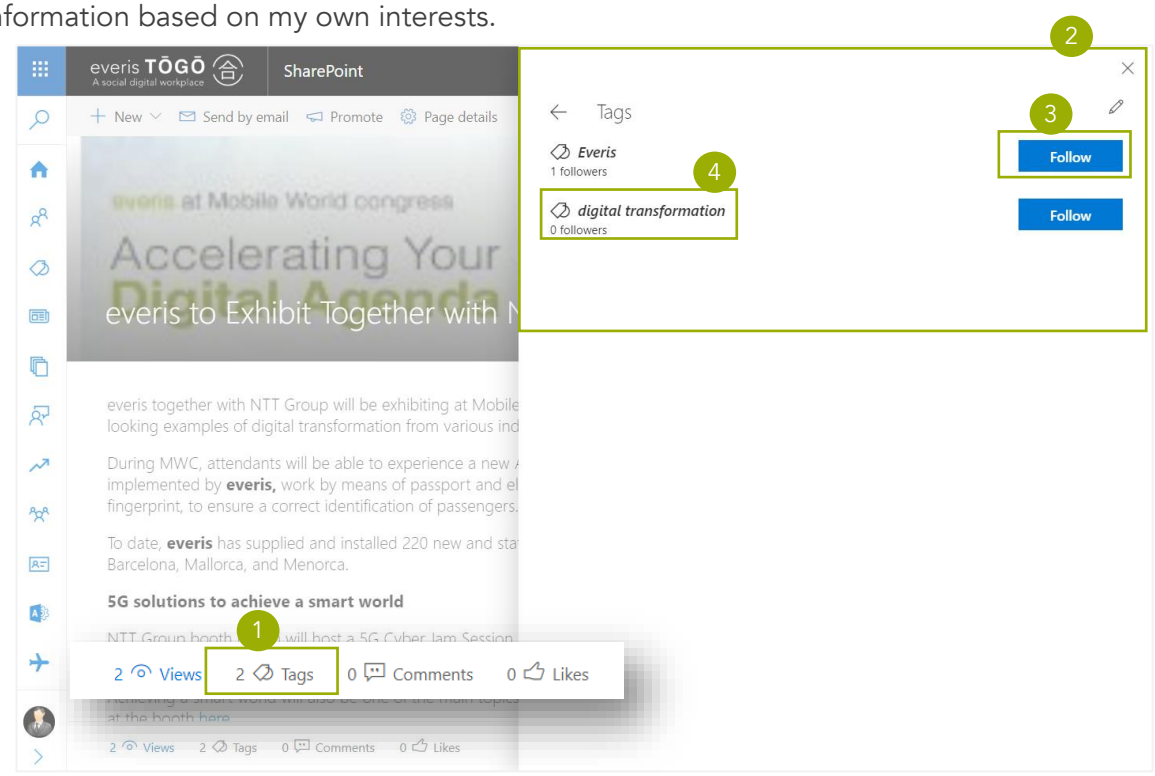
Tags

> Enrich your contents with tags; help people to find your contents based on tags making your content easier to discover

Tags are used to catalog the content in taxonomies and will improve search results when using a tag word. The Social Bar displays the number of tags associated to a given content.

> Note: depending on your everis TŌGŌ installation the existing taxonomies could be **open**, allowing you to create new tags or could be **closed**, allowing you only to select tags in a closed subset

When clicking on the Tags icon 1 a panel with the list of associated tags will be displayed 2 , allowing you to start and stop following the tags from this panel 3 and access to the tag page 4 , so that I could get on my personal page related information based on my own interests.



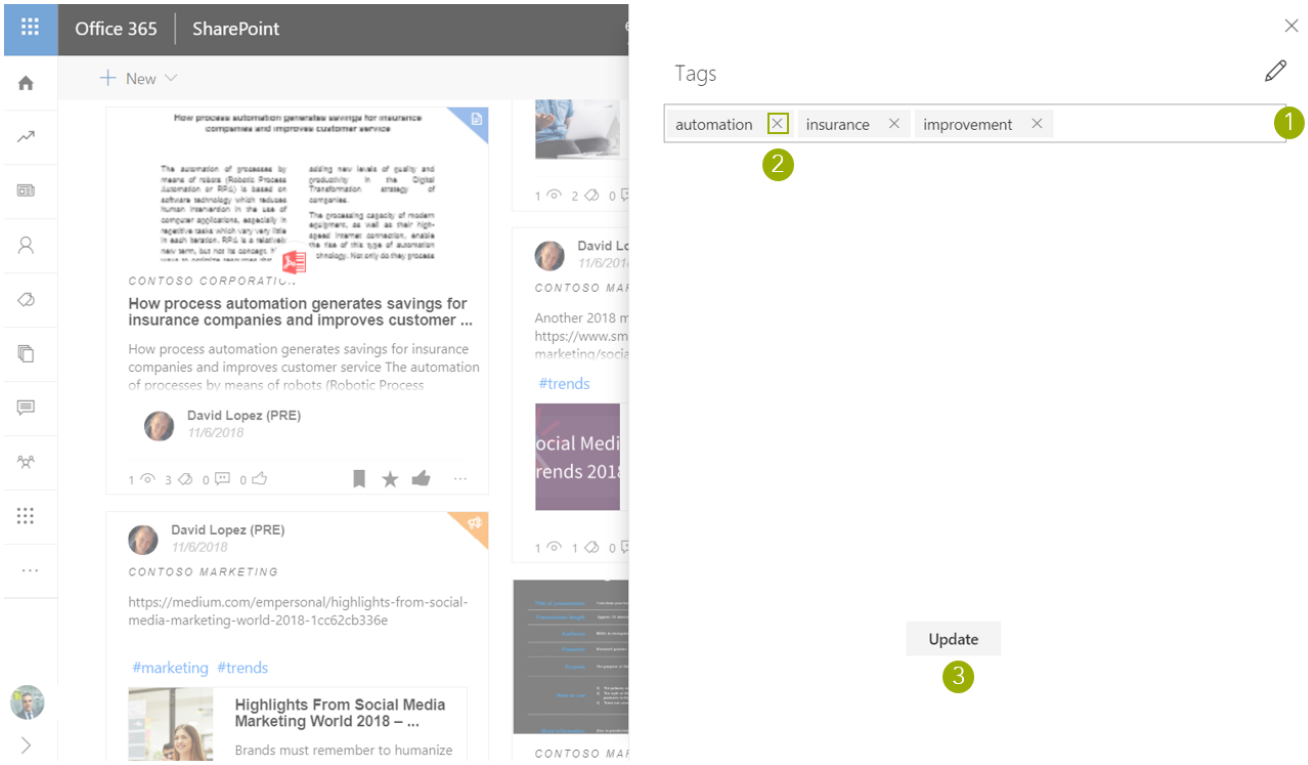
Note: contents are organized in communities. In each community exist the following roles: Owner, Member and Viewer. If I am Owner or Member in a community where the content is posted I will have additional rights in the content, like editing the content tags

In case you are allowed to manage the selected content it will provide the option to edit the content associated tags 4 .

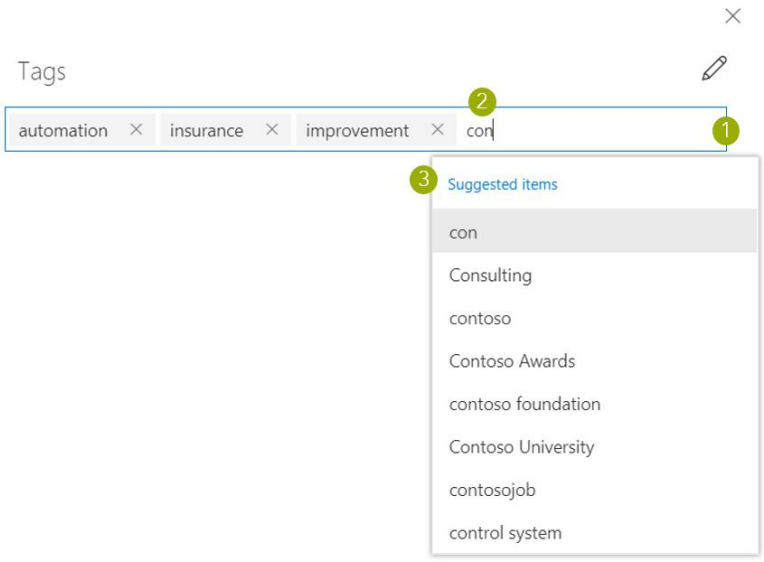
With the tag edit action you will be redirected to the tag edit feature in the same panel, allowing you to add existing tags, create new tags and remove associated tags.

Once finished editing the content tags click on the Update button 3 and everis TŌGŌ will store the tag changes for the selected content.

To remove a tag simply click on the remove symbol 2 on the tag selector 1 and the tag element will be removed from the tag selector.



To add an existing tag or create a new one click on the tag selector 1 and write the tag you want to add 2 , everis TŌGŌ will suggest existing tags allowing you to select an existing one or create a new one if the tag does not exist 3 .

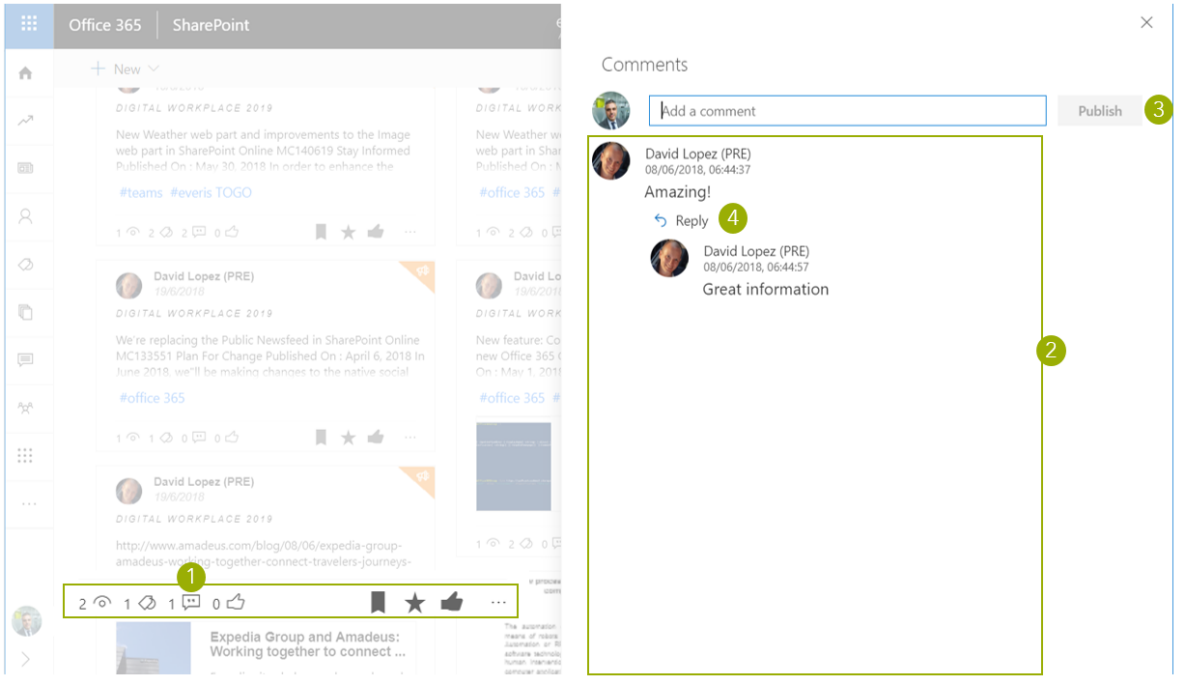


Comments

> Share your thoughts on a given content through comments and reply to existing comments.

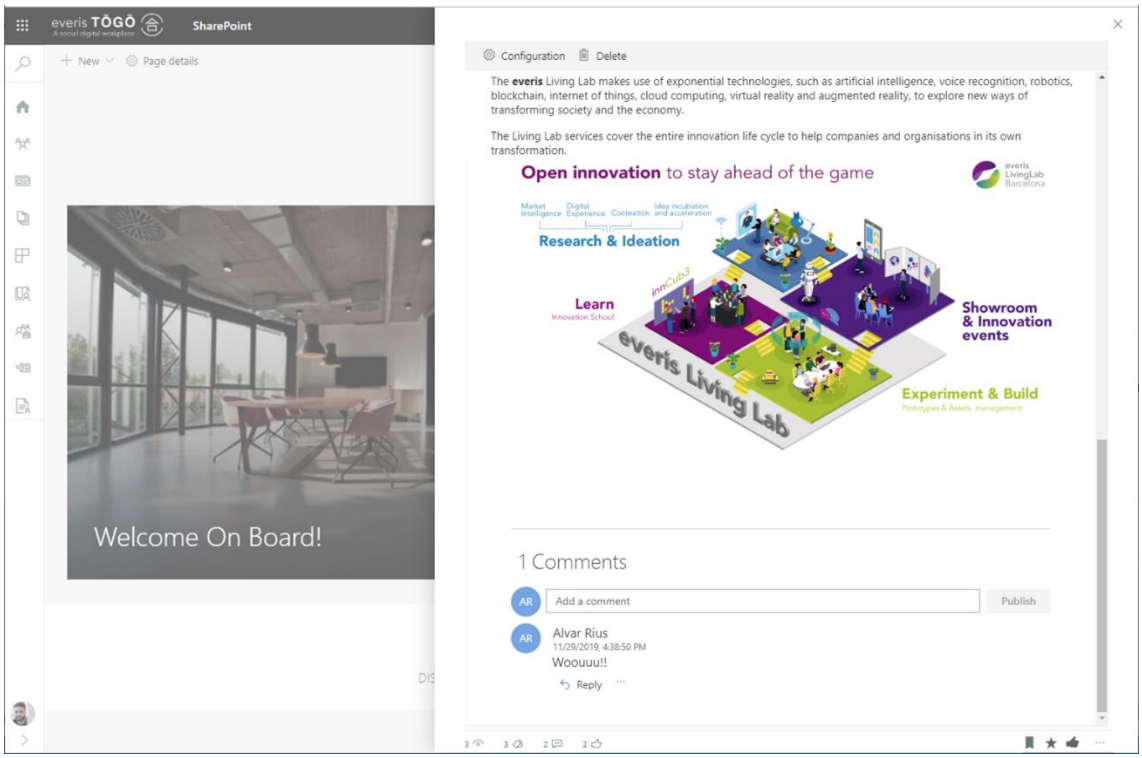
All users that has access to a given content as owner, member or viewer, could comment it and reply to existing comments. The social bar displays the number of comments associated to the given content, this count includes the number of comments and replies.

When you click on the comments icon 1 on the social bar it will open the comments panel where you could access to existing comments 2 , add new comments 3 and reply to comments 4 .



Note: everis TŌGŌ comments allows edit existing comments. This comments could only be edited by the community owners where the content has been created, allowing owners to act as moderators

You can also view at the end of a content preview or visualization the comments stream line where you could share your comments about this content.

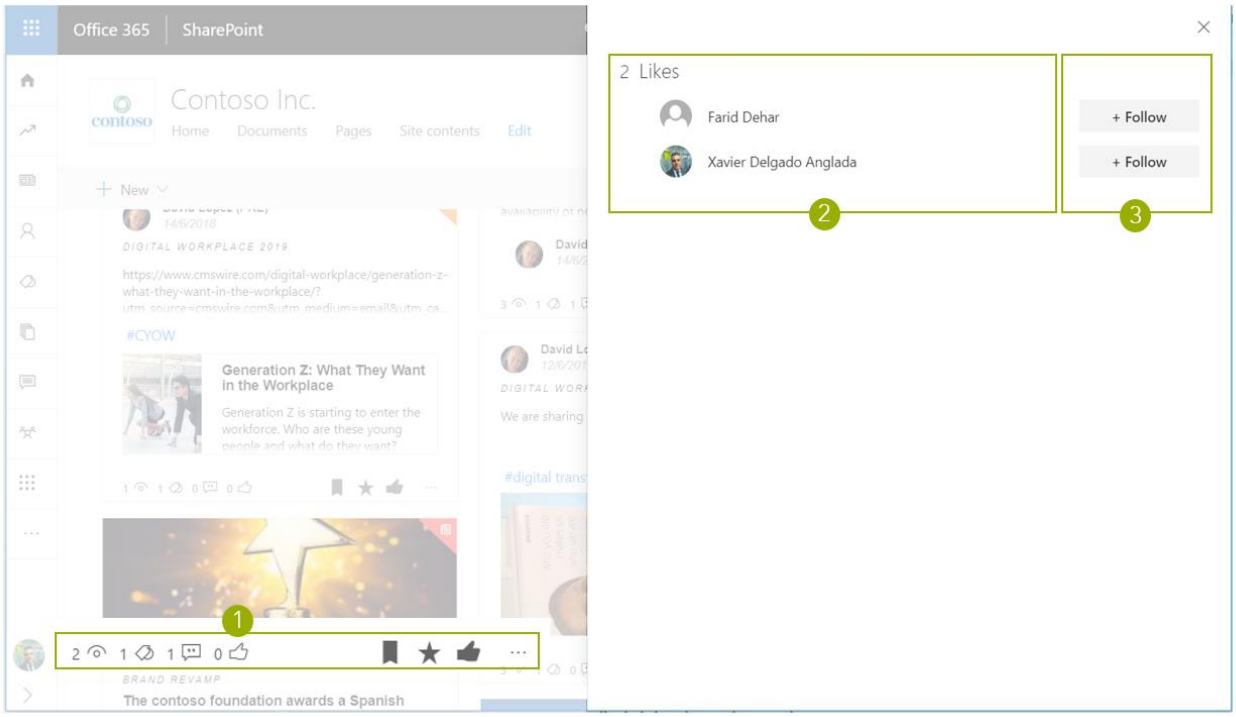

everis TŌGŌ
SharePoint
New
Page details
Welcome On Board!
Configuration
Delete
The everis Living Lab makes use of exponential technologies, such as artificial intelligence, voice recognition, robotics, blockchain, internet of things, cloud computing, virtual reality and augmented reality, to explore new ways of transforming society and the economy.
The Living Lab services cover the entire innovation life cycle to help companies and organisations in its own transformation.
Open innovation to stay ahead of the game
Research & Ideation
Learn
Showroom & Innovation events
Experiment & Build
everis Living Lab
1 Comments
Add a comment
Publish
Alvar Rius
11/29/2019, 4:38:50 PM
Woouuu!!
Reply

Likes

> Know who has liked any content that you have access, discover people that share your interests and start following and socialized with them

Like displays the number of people that viewed the content. everis TŌGŌ.

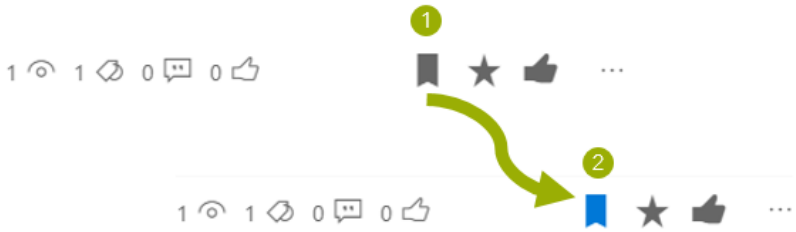
When clicking on like icon 1 , you could see the list of people that liked this content 2 , and brings the opportunity to start following or stop following users 3 allowing you to easily discover people that share your interests.



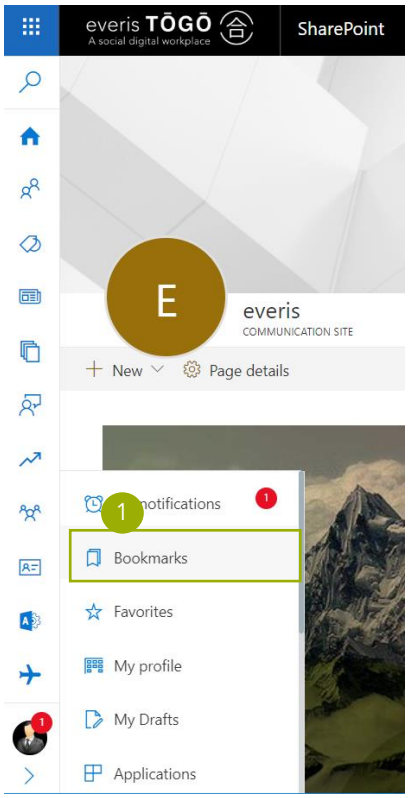
Bookmarks

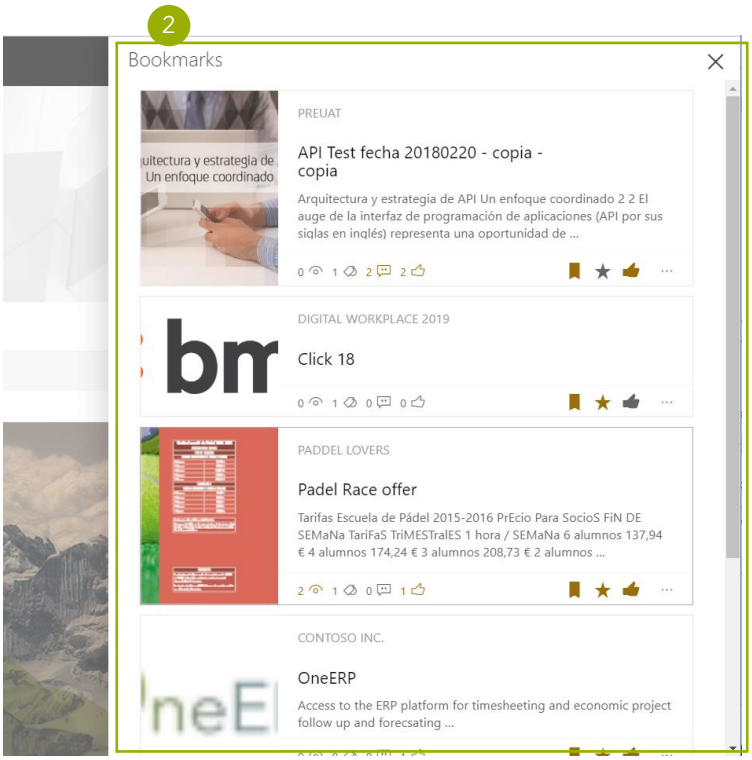
> Are you interested in a content but you do not have time now to review it? Bookmark it to review it later.

Using the social bar bookmark action 1 you could add a content to your bookmarks, once bookmarked the action will change to a different color 2 depending on the configured theme.



You could access to your bookmarked contents using the Bookmarks actions 1 in your user profile located in the left sidebar, this action will open a right panel with your bookmarked content 2 .



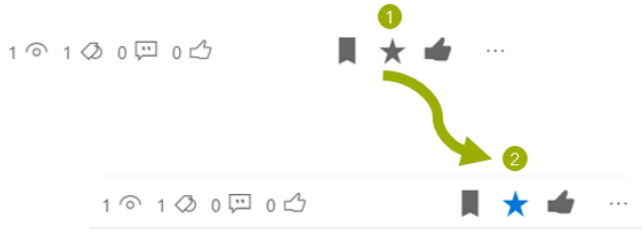


Note: everis TŌGŌ sidebar menu is fully customizable, names used on the above screenshots and access to this feature could vary depending on your organization setup.

Favorites

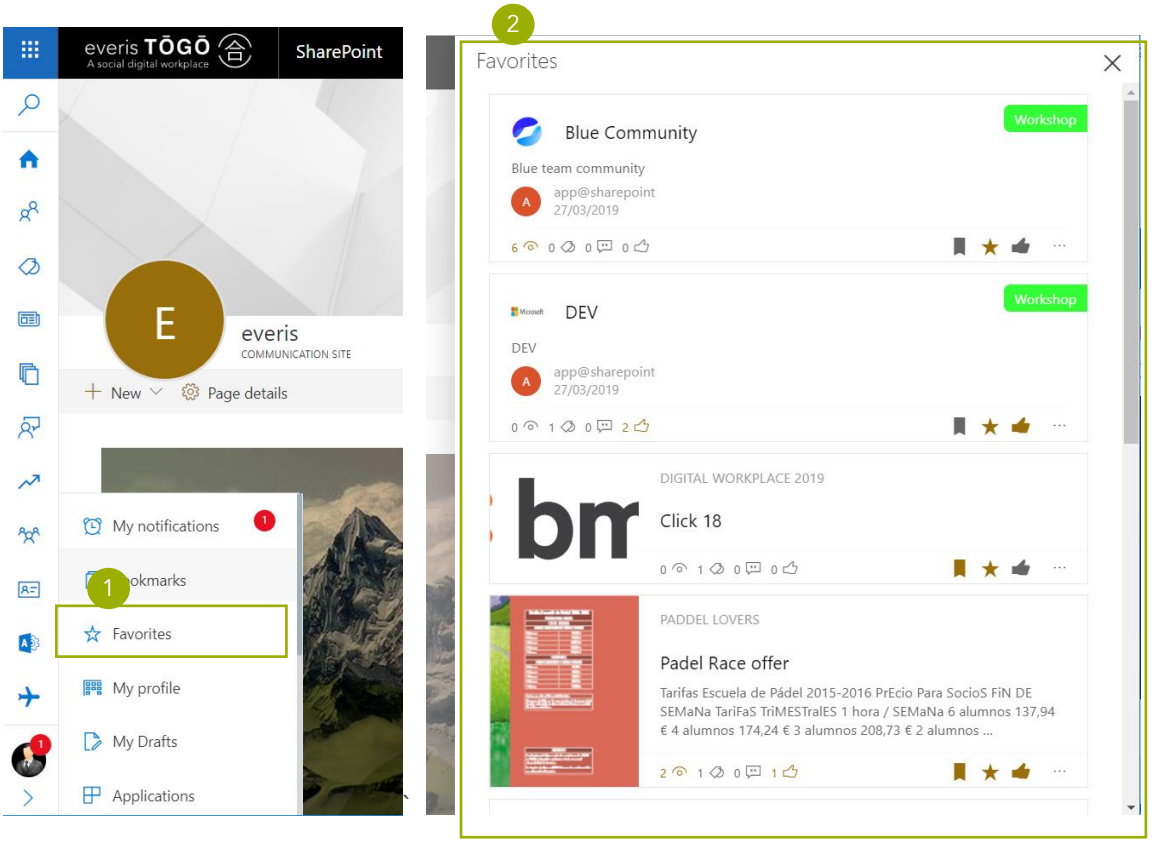
> Are you interested in a content, community, application and you want to find it quickly next time you need it? You could add it to favorites.

Using the social bar favorite's action 1 you could add a content to your favorites. Once added to favorites the action will change to a different color 2 depending on the configured theme.



You could remove a content from favorites clicking again to the content favorite's action in the social bar.

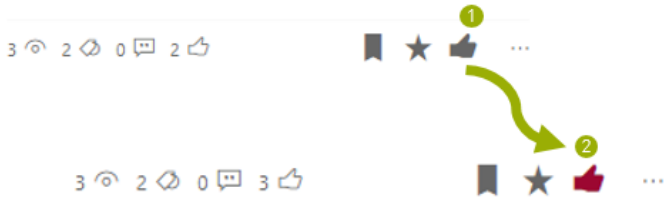
You could access to your favorite content using the Favorite actions 1 in your user profile located in the left sidebar. This action will open a right panel with your favorite content 2 .



Mark as liked

> Do you like a content? Then, Share it with your colleges using the like action.

Using the social bar like's action (1) you could mark a content as liked. Once marked as liked the action will change to a different color (2) depending on the configured theme.



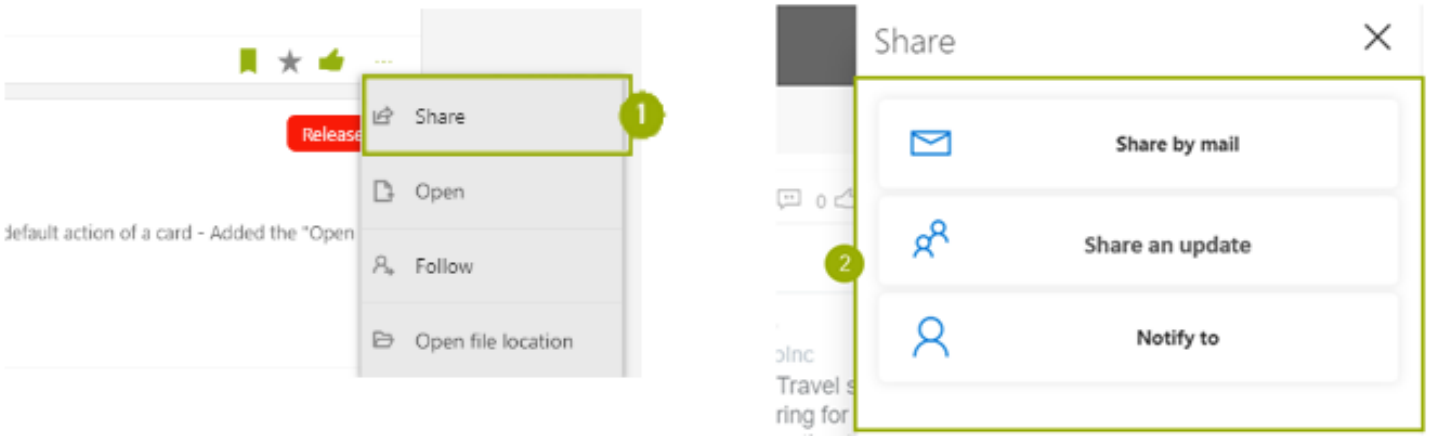
You can unmark any content you marked as liked, so in case you changed your mind, you liked a content by mistake or you don't want to have that content mark as liked any more, clicking again to the content like action in the social bar (2), it will change to the initial status (1).

Share

> You find an interesting content and you want to ensure that a person or group of persons are aware of it? Share it with the share action.

The share action allows you to share a content by mail, notify to a person or group or Share an update on a content to promote it inside the community.

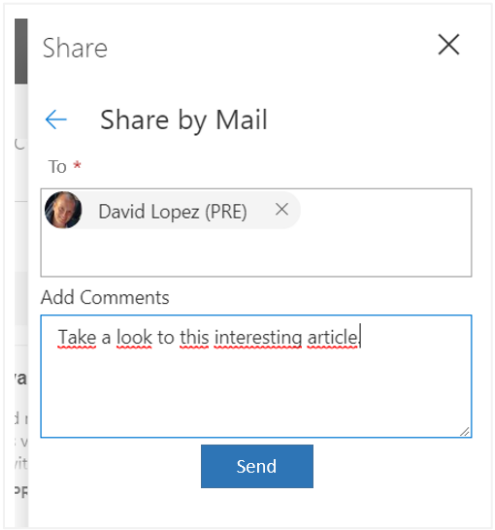
From the sidebar is possible to access to the share action (1). It will open a right panel with the share options (2)



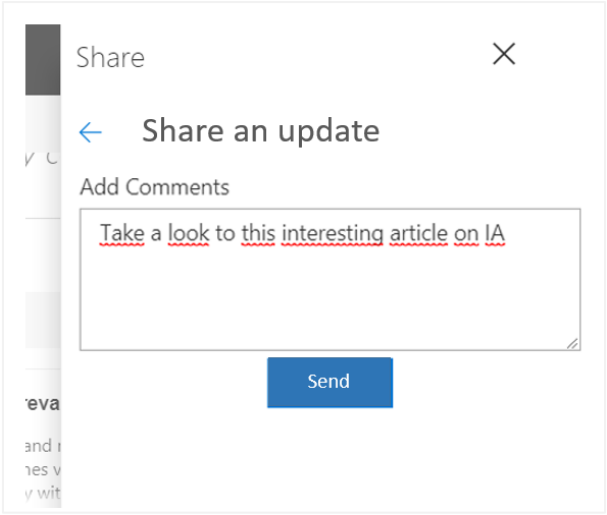
From the share panel is possible to share the content using the following options

- **Share by mail**, allows to send an email with a link to the content
- **Share an update**, comment the content inside the community where the content belongs, so that I could promote the content.
- **Notify to**, send an everis TŌGŌ notification so that this will be received in the user profile for the user specified or all members in a group.

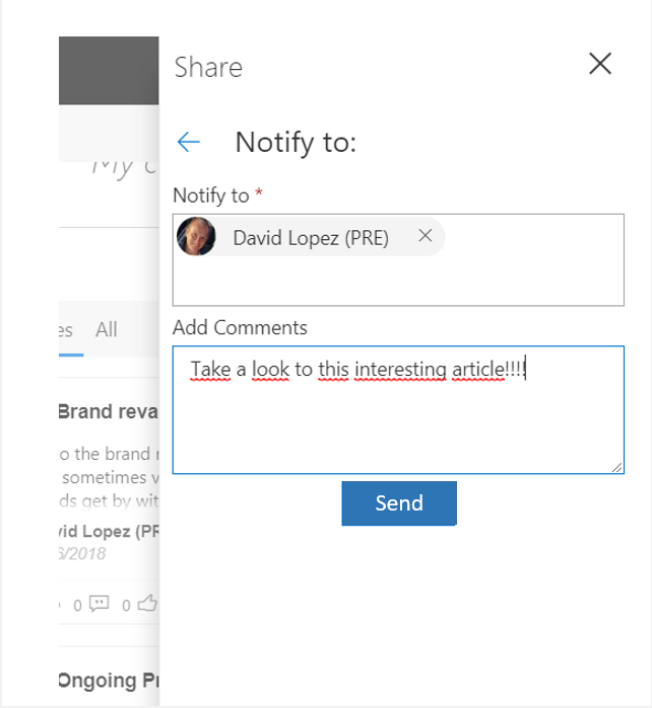
With the share by mail action is possible to send a mail to a platform user with your comments and a link to the content. Once sent it will send an e-mail to the person selected with the comments provided and the link to the shared content.



Using the Share an update is possible to create an announcement with the shared card embedded allowing you to promote the content inside the community. The Share an update will ask for a comment to include in the announcement.



Using "notify to" share action will allow to send a notification into the everis TŌGŌ user profile notification hub of the user or group users notified. It will ask the people and groups to be notified and a comment that could be included in the notification.



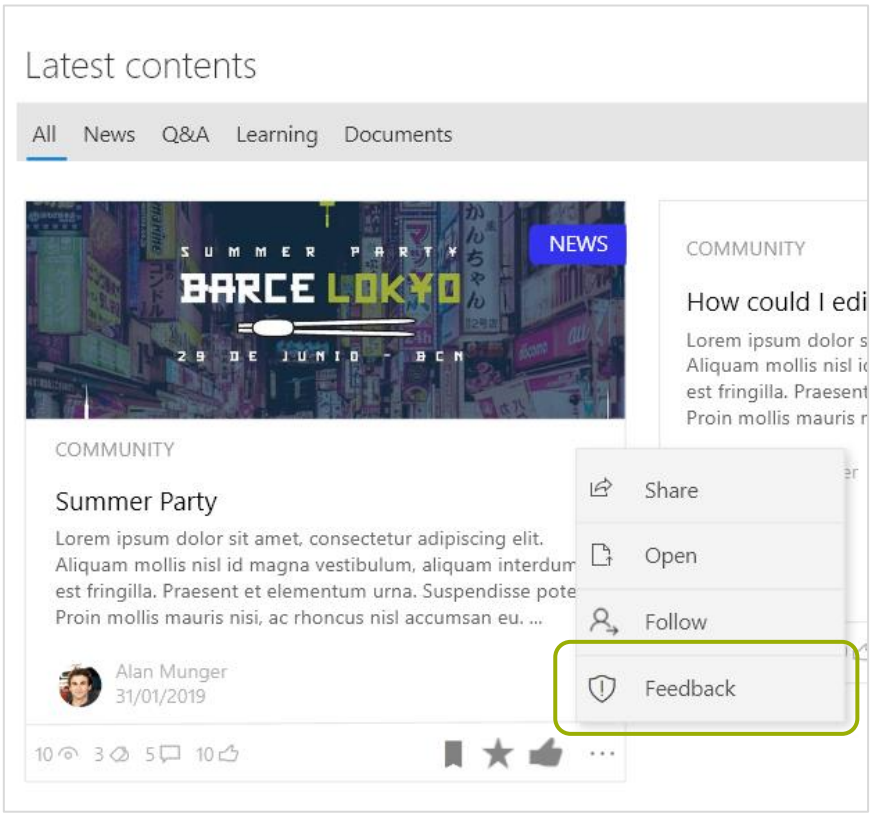
Provide feedback

> You find an inappropriate content, or you just encountered a content that it is out of date or in a wrong context. With social content feedback, you can help information owners and supervisors to ensure a high quality content governance and helping align contents with the organization's vision and values in a decentralized way.

There are several ways in which you can provide feedback on a given content.

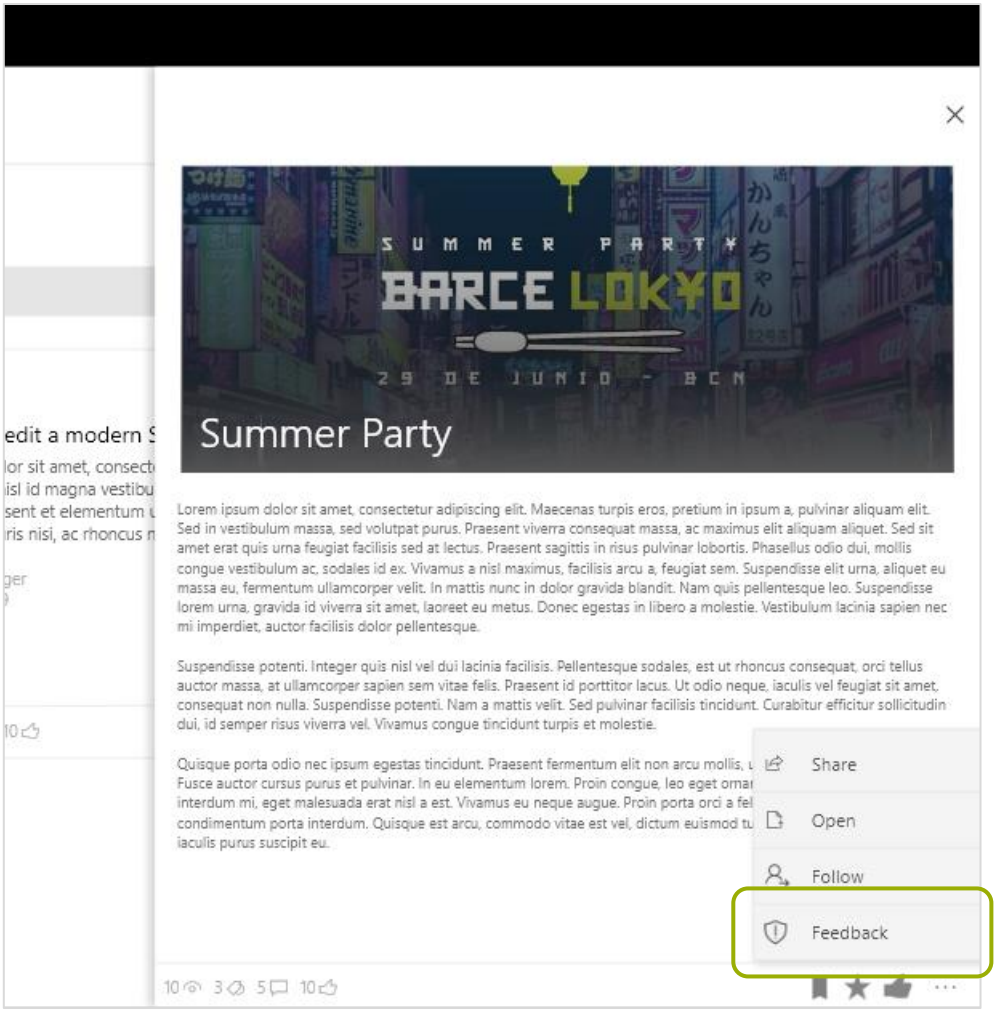
You can send feedback from everis TŌGŌ Dashboards

You can report your feedback on any content displayed in a Dashboard. You will find the option to send Feedback in the three dots more action. When you click on the "Feedback" option, a new dialog will show up in a roll over panel.



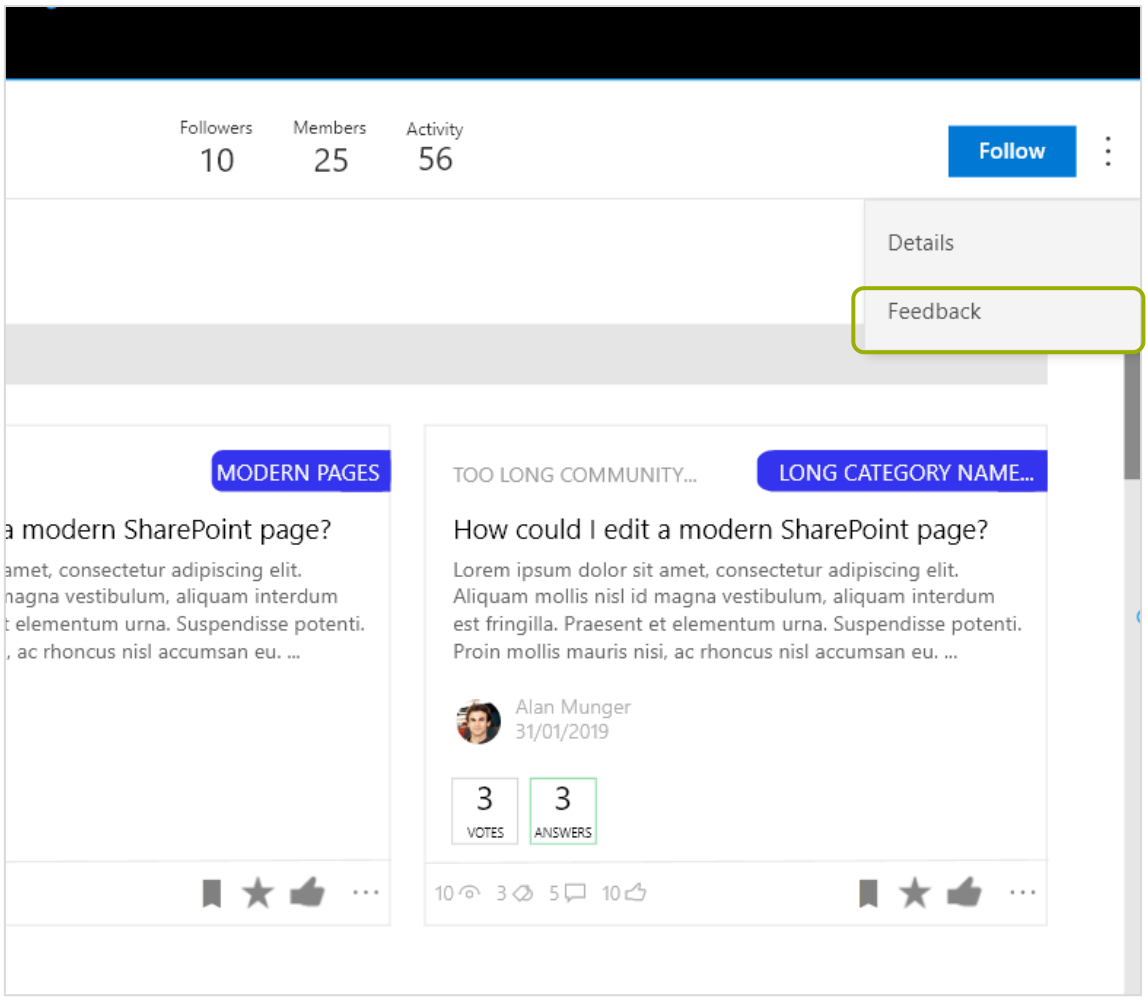
You can send feedback from everis TŌGŌ preview panels

You will find the Feedback action in the more actions three-dot icon in the social bar. When you click on the "Feedback" option, a new dialog will show up in a roll over panel.



You can provide feedback on a community

When you are located in the context of a community, you will find you will find the Feedback action in the more actions three-dot icon right on the community's header. When you click on the "Feedback" option, a new dialog will show up in a roll over panel.



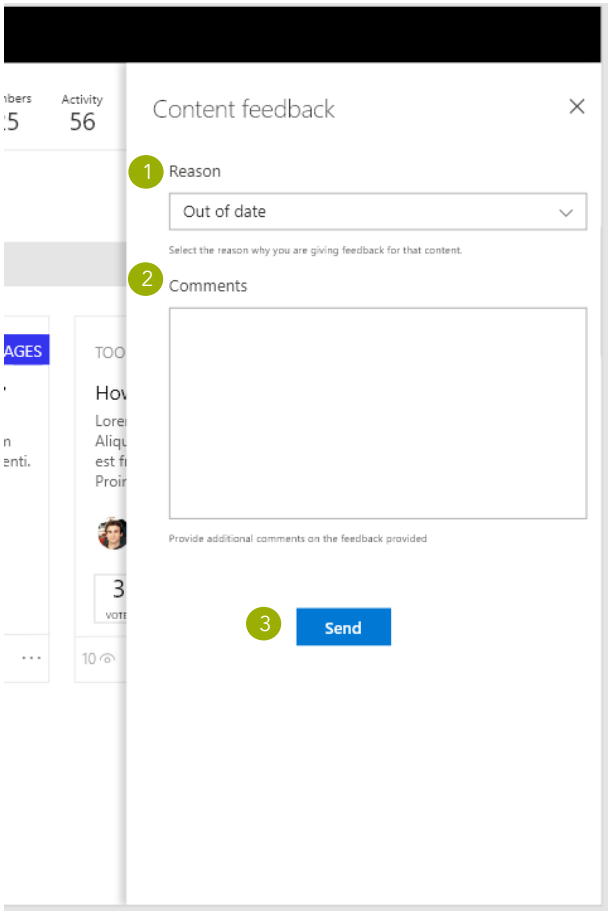
Fulfil the feedback form

Once opened the feedback form, you could provide the following information:

1. **Feedback reason,** allows you to specify the reason why you are providing feedback for that content. Depending on your organization parameterization, there could be different available options.

2. **Comments**, it is a mandatory text box that allows you to complement the feedback type with relevant information on the feedback.

3. **Send,** sends the feedback provided and routes it to the appropriate supervisors or contents owners.



Later in this same document you can learn how content owners and supervisors will be able to visualize the produced feedback around their contents or how they will receive notifications aggregated in the notification pane whenever a feedback about their managed content is submitted.

Easy content management and visualization

> everis TŌGŌ content features simplifies your daily tasks creating, managing, discovering and searching content.

everis TŌGŌ Content features enhances the content management experience on to of SharePoint Online. everis TŌGŌ provides a set of features that simplify several aspects of the out of the box implementation to make it accessible to all users independently of their expertise with the platform.

everis TŌGŌ Content features are focused on improving the following aspects.

- **Content Visualization,** find better ways to present contents to the users.
- **Content Preview,** allow content previewing without losing your focus on your discovery process.
- **Content Search,** simplify the search process; and improve the results obtained.
- **Content Rollup,** allow content rollup based on a well-defined information architecture that allows to create hierarchical communities.
- **Custom views** help your users to easily discover content with a powerful custom views engine.
- **Simplify content contribution**, to empower all users in the content creation process, making it more social.

The content features are provided around two main components:

- **Dashboards,** provides a solution that improve the content visualization, preview, search, filtering, content rollup and custom views.
- **My assistant,** simplifies the content creation process with a set of actions that allows any user to easily start creating content.

In the following sections we will describe how this components could be used to simplify the content access and management in SharePoint Online.

Dashboard

> Nice looking content visualization with contextual search, custom views, content rollup and content preview.

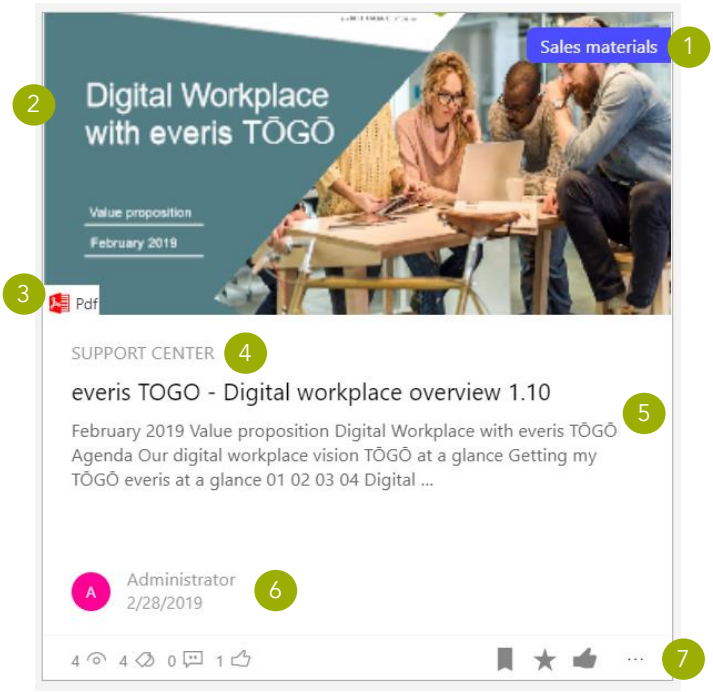
The everis TŌGŌ Dashboards is a key component that provides a lot of opportunities to find and discover content and socialize with it in a seamless way.

The everis TŌGŌ Dashboard integrates the following functionality:

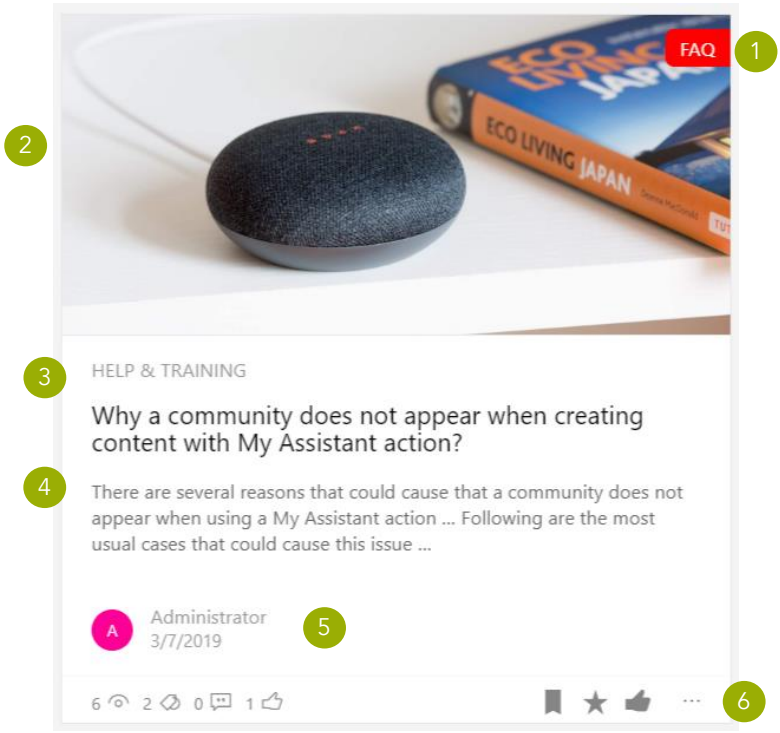
1. Views
2. Search
3. Sort
4. Display layout (list, cards, carousel and filmstrip)
5. Content visualization

Each content type has its own card design adapted to its concrete needs.

- Document cards, includes the following information
  1. Category, in case that the document has a category informed
  2. Document image preview based on the document content
  3. Document type icon, that helps to quickly identify the kind of document (Word, PowerPoint, Excel, PDF, …)
  4. Community in which the content has been published
  5. Document title and abstract
  6. Author name and last modification date
  7. Social bar (you could find more information in the Social features section)

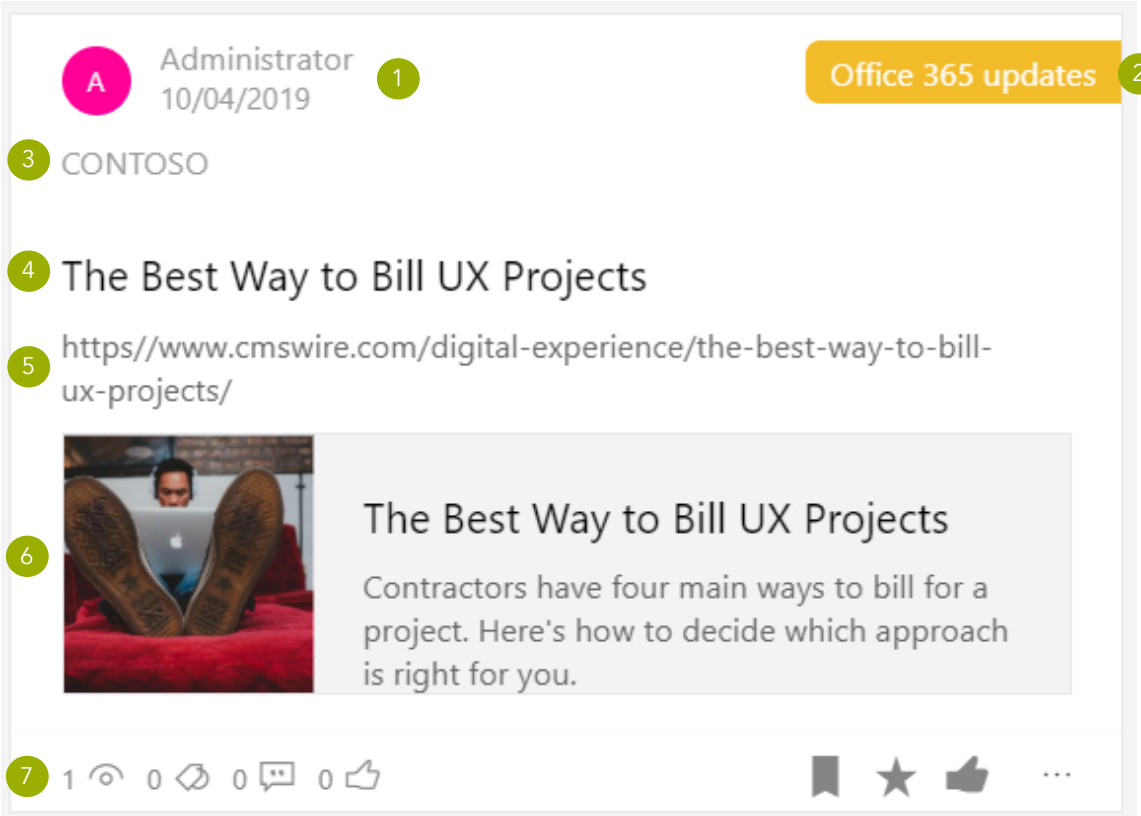


- News cards, includes the following information
  1. Category, in case that the news has a category informed
  2. Document image preview based on the document content
  3. Community in which the content has been published
  4. News title and abstract
  5. Author name and last modification date
  6. Social bar (you could find more information in the Social features section)



Announcements cards, includes the following information:

1. Author name and last modification date
2. Category, in case that the announcement has a category informed
3. Community in which the content has been published
4. Announcement body preview
5. Tags in case that at least one tag exists
6. Preview, depending on the type of announcement it will include:
    a. A related content card in case its created using the Share an update action
    b. An image if it has been added to the announcement
    c. A link preview in case the announcement body contains an URL. In case that more than one URL is included in the announcement body it will preview the first one.
7. Social bar (you could find more information in the Social features section)



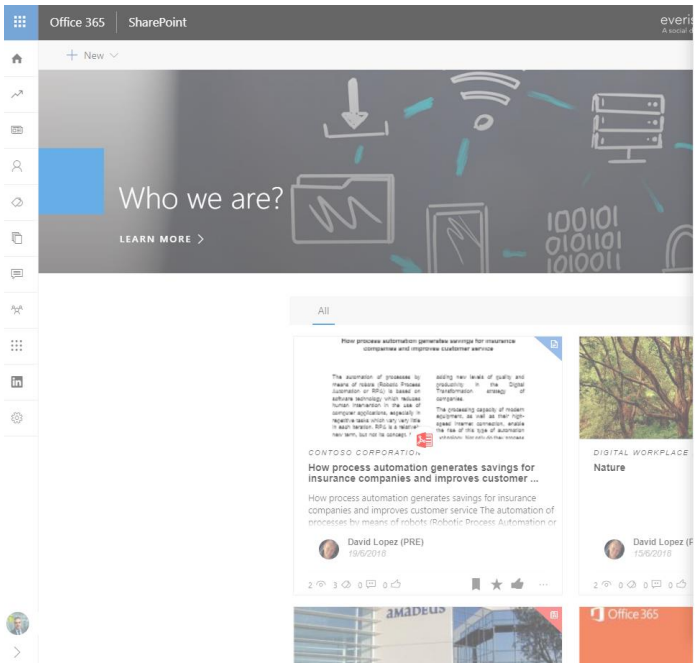
Interaction with cards provide a set of actions related to the specific content, including:

- Social actions (view Social features)
- Content preview clicking on the card body or preview
- Navigate to the related community clicking on the community name
- Navigate to the user page clicking on the author information

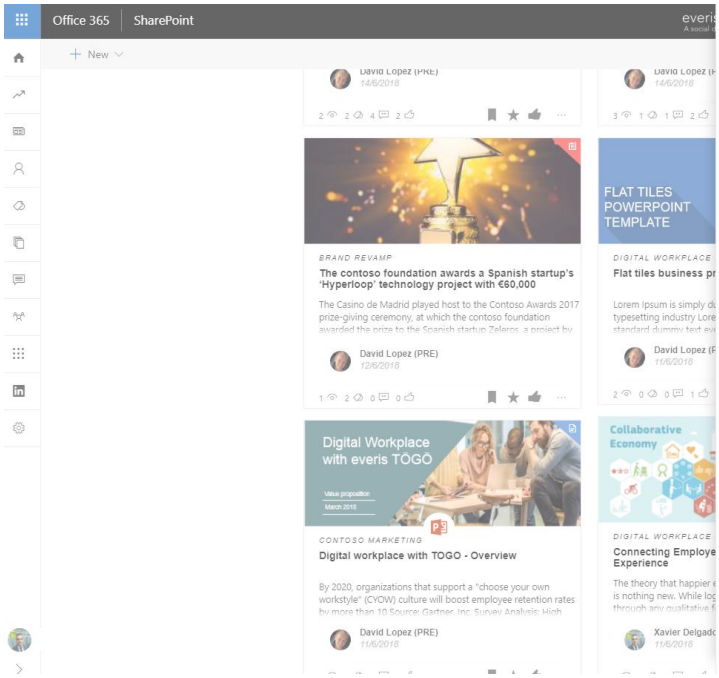
Content Preview

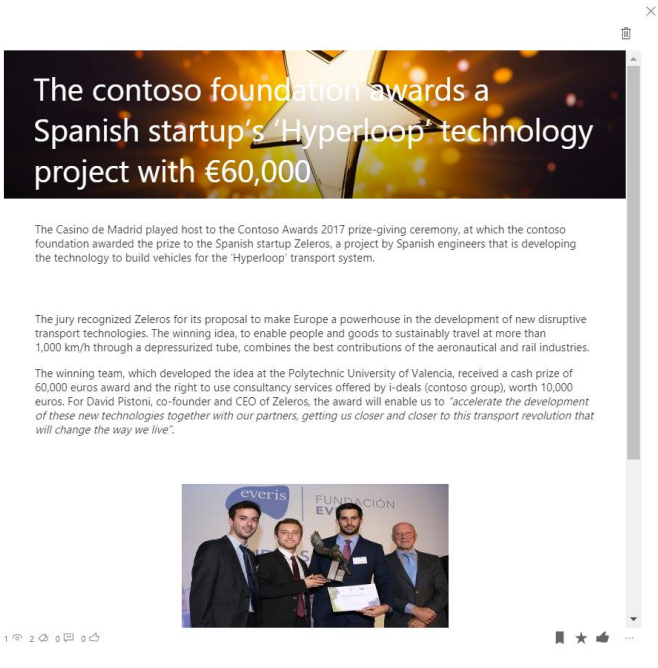
Content preview allows you to access the content, without losing the focus on your discovery process. It will open a right panel with the content.

In case of documents it will display the document and will allow to view it without need to download it or opening it in another page or tab.

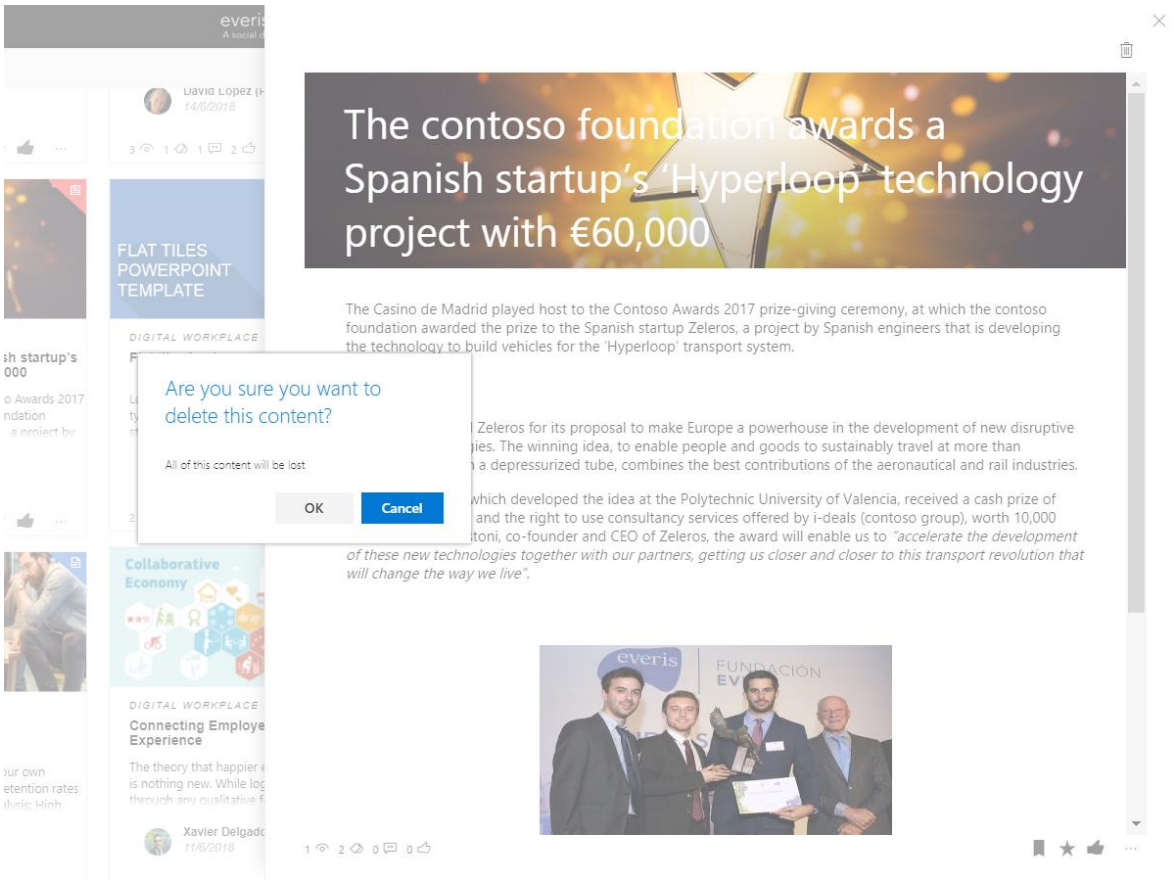


In case of news it will display the news page in the preview panel.

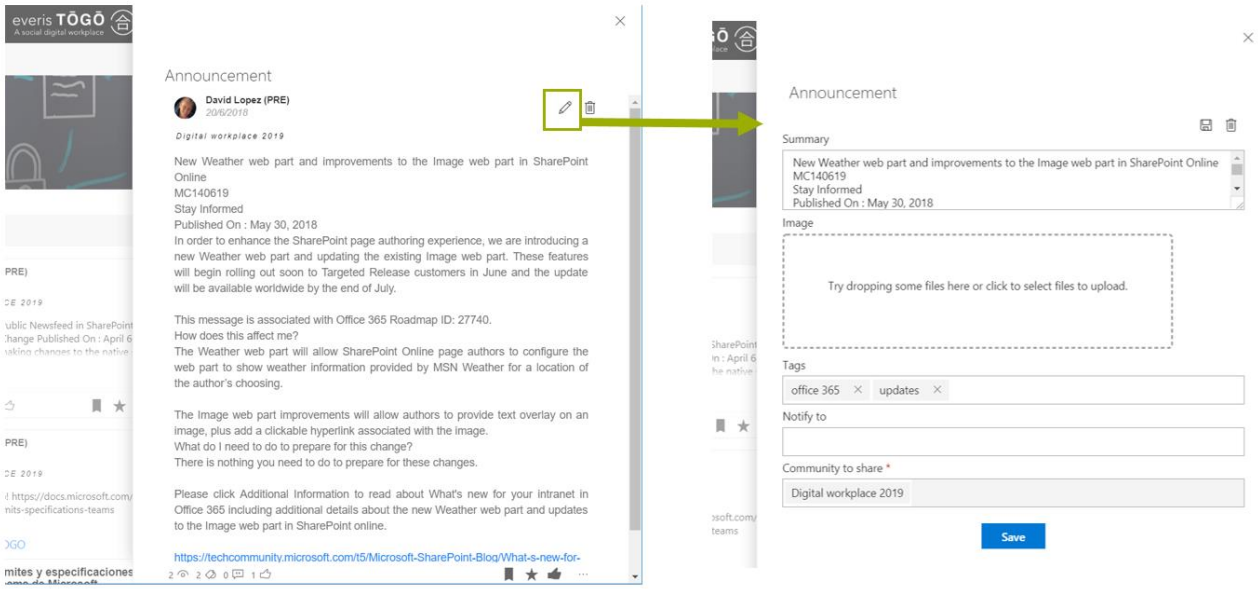




Note: in case you have rights to contribute in a selected content it will allow to remove the content in preview clicking on the recycle bin located on the top right corner. Before deleting it you will be asked to confirm the operation.

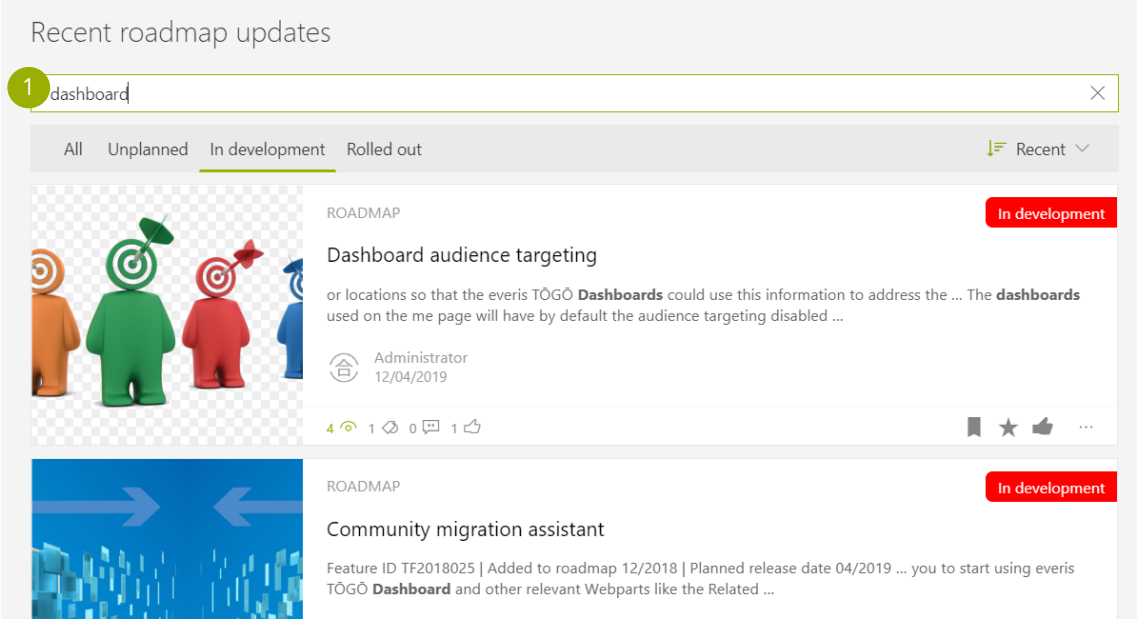


Note: in case you have rights to contribute in a selected content it will allow to edit from the preview mode. Right now the edit mode in preview is supported in announcements contents.



Search

Using the dashboard search action 1 is possible to search on a selected view.



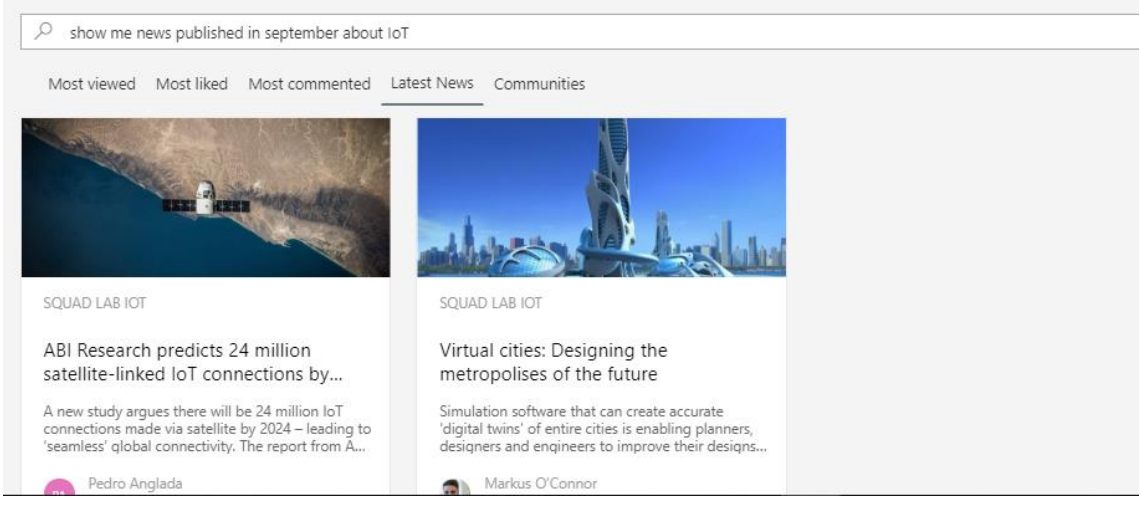
Note: The search box in a dashboard could be activated or not depending on the configuration of the Dashboard.

Natural language search

Dashboards with the search box enabled can be configured to support natural language understanding in your searches.

Natural language understanding offers a more human nature way to filter or refine the results in a dashboard.

For example try searching content published last month about a topic using the following sentence:

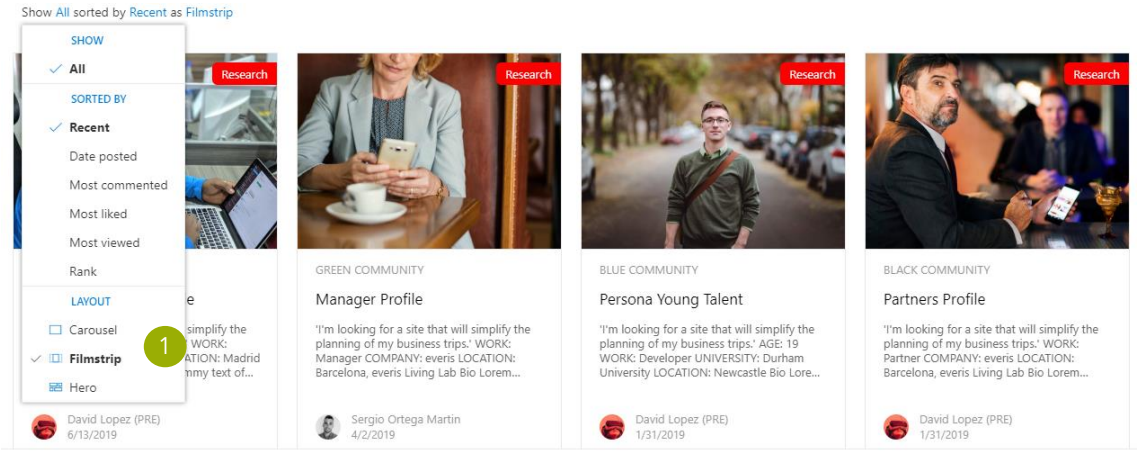


Results will be restricted to those published on September this year and that they contain the word IoT.

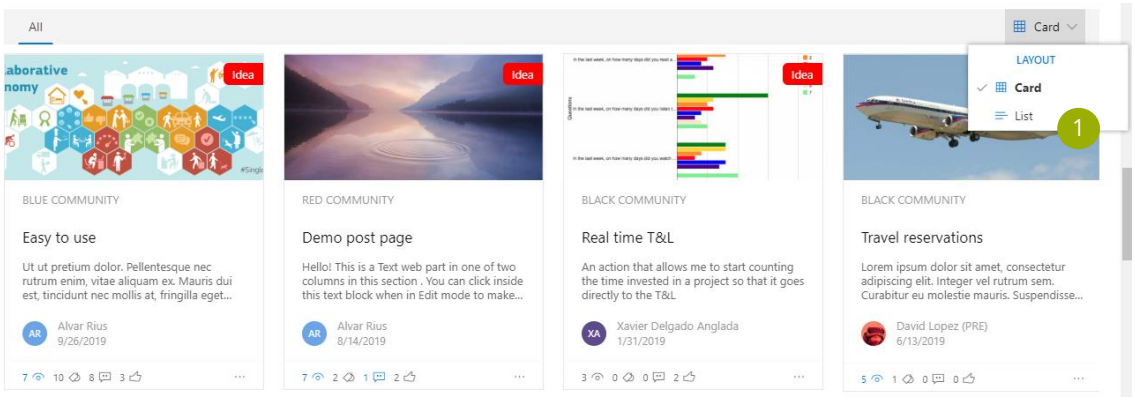
Layouts

The dashboards allows to display the existing contents in cards layout, list layout, Hero layout, filmstrip or carousel. You could change the layout 1 clicking on the top layout action.

In case the dashboard is using the text toolbar you could click on the current layout and select the desired layout as depicted below.



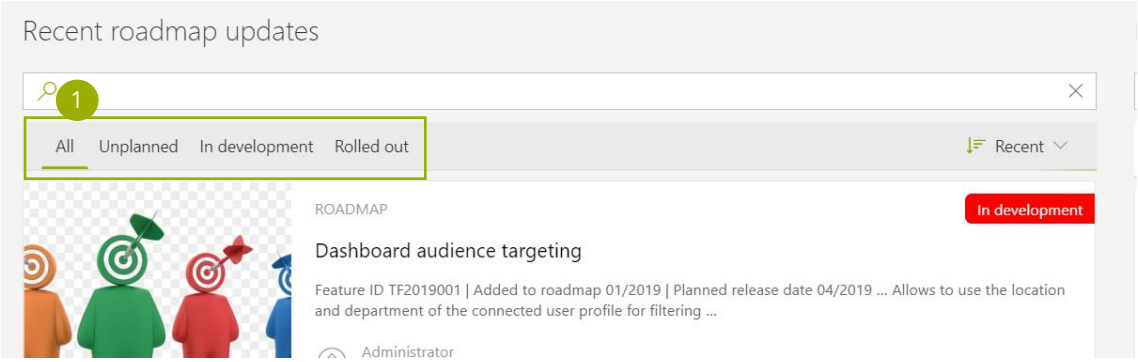
For dashboards using the tabs layout is possible to change the layout clicking on the current layout and select the desired layout as depicted below.



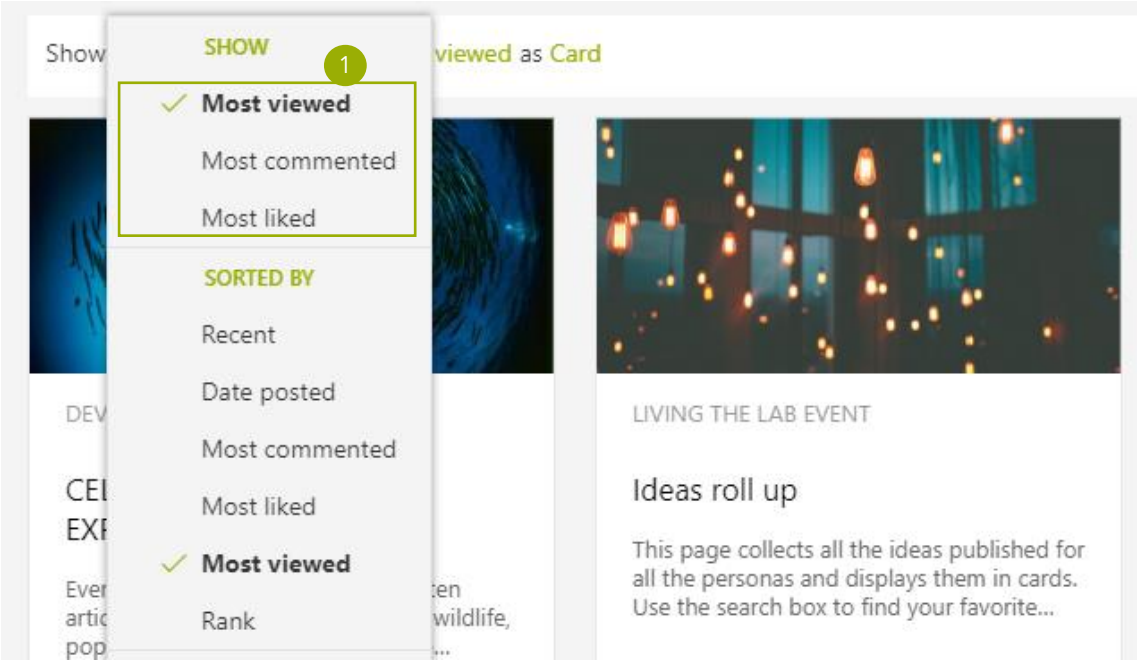
Note: Not all layouts options are available in the same Dashboard in order to provide the best user experience. In the same dashboard you can change between list and card layouts or between carousel, hero or filmstrip layouts.

Views

In the top panel view of a dashboard the different 1 configured views are displayed and the selected one is highlighted. You could change the view clicking in another configured view.



You can also can change the view when the dashboard uses the text toolbar.



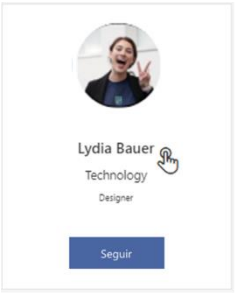
People Dashboard

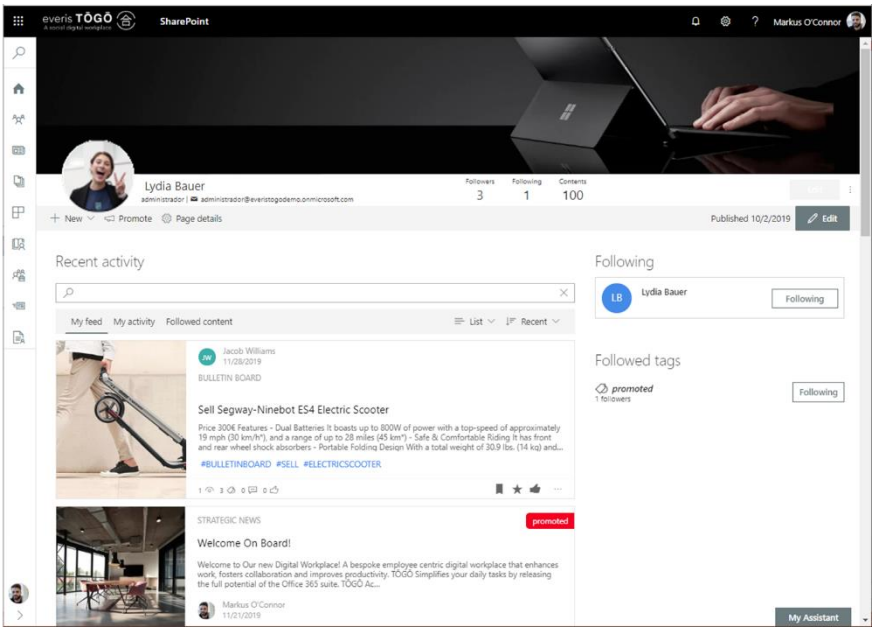
> In a Digital Workplace the people search is a tool that should help you find quickly a person. The most common scenarios is when you need to find contact information, by position or location or looking for talent.

You can search people inside your organization by name, position, location or skills.

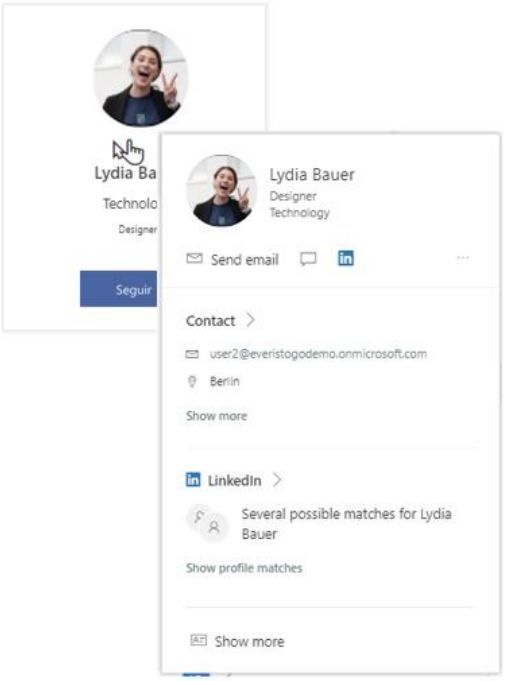
From the search results you can quickly access to their contact information, go to their profile page or deep dive in their profile information.

You can go to the user's profile page in everis TŌGŌ clicking on card's person name.

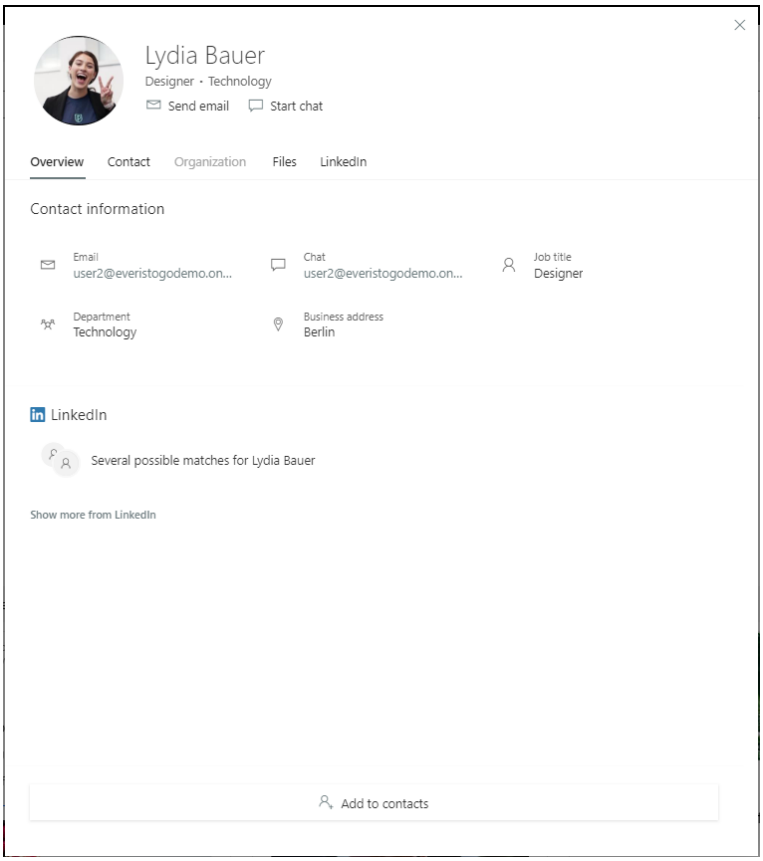




You can deep dive in profile information hovering the mouse over the person card.



A user's information panel pops up where you can find all the public profile information related to that person in the organization:

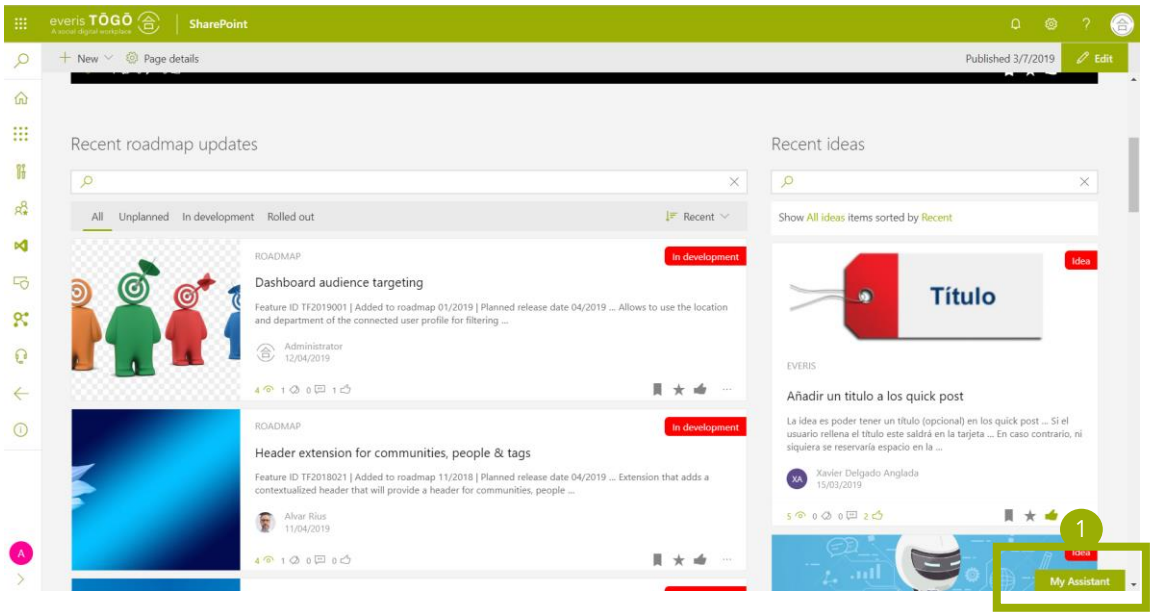


My Assistant

> You need help on creating content on the platform? Use your language with the assistant to create content easily from anywhere and publish it at your selected community.

My Assistant feature assists you in content creation with natural language understanding. The My Assistant action is accessible from any page in the platform allowing you to create content in any community where you have permissions.

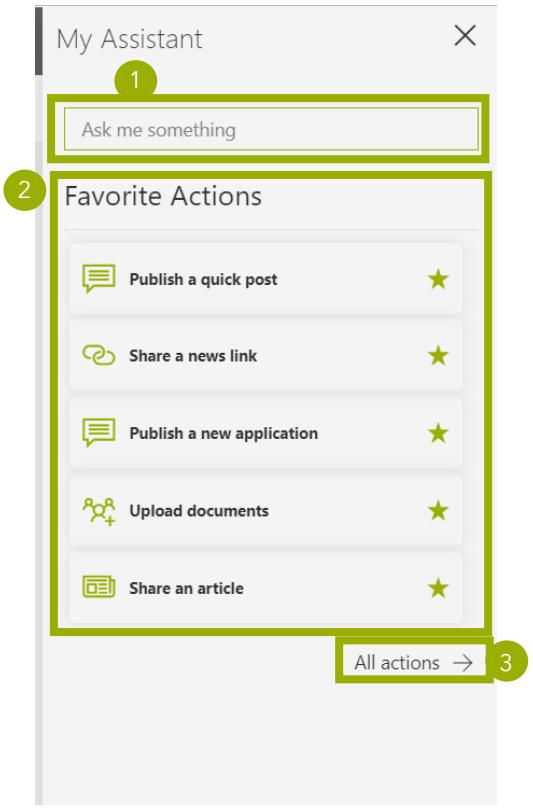
The My Assistant is located in the bottom right corner, 1 clicking on it will open the My Assistant panel.



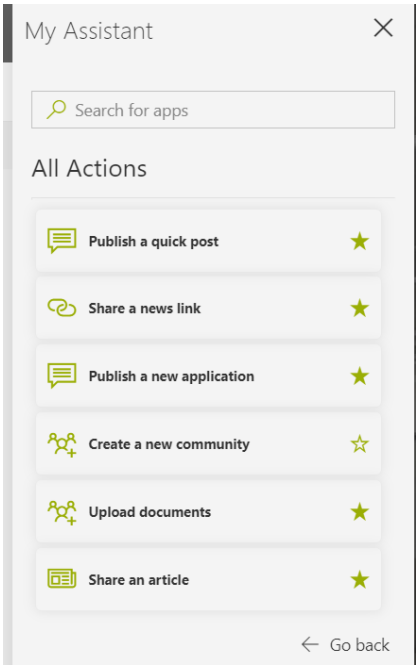
The My Assistant panel is organized in two main sections.

The top section "Ask me something" allows you to interact with the My Assistant using natural language processing, so that you could type your intention using natural language and the system will try to understand it and provide the correct action (i.e. I want to create an article).

The second section provides you access to your favorite actions so you have it at one click.



You could access to all actions clicking on the link "All actions" link located at the bottom of the My Assistant.



When you are in all actions you could add actions to favorites clicking on the star icon or launch an action clicking on the action itself.

Clicking on an action in My Assistant, an assisted form will be opened. Each action in the My Assistant has its own form designed to simplify any task.

All action form has the action name on the top 1 and add/remove favorite action 2 . Once added an action to your favorites, it will appear the next time you open the My Assistant in the list of your favorite's actions. You could go back to the My Assistant using the back button 3 .

All My Assistant forms provided with everis TŌGŌ out of the box provides the following shared fields:

- **Author**, this allows you to create content on behalf of other people. You can inform here the name of the person that will be displayed as author in the cards in dashboards.

- **Category,** this allows you to select a category for the content that will help you to segment contents beyond content types. To select a category you could type it or click on the tags icon.

- **Departments,** is part of the everis TŌGŌ audience targeting and is a way to address the content to the correct people based on departments.

- **Locations,** is part of the everis TŌGŌ audience targeting and is a way to address the content to the correct people based on locations.

- **Tags,** allows you to associate the content with a set of tags. To add a tag you should start typing and in case the text entered match existing tags it will suggest existing tags and the one you entered at the beginning. If the entered text is selected and the tag does not exists this will be created automatically.

- **Community,** community where you want to create the new content. By default it is populated with the current community in your context.

> Note: The categories are defined by content type and a contributor is not allowed to create new categories, you will need to contact the everis TŌGŌ administrator in case that you need additional categories for a given content type.

Audience targeting when creating a content

As mentioned when creating a content is possible to specify a list of departments and locations associated to that content.

This information will be used by everis TŌGŌ Dashboards to apply audience targeting based on the department and location of the connected user.

A dashboard with audience targeting enabled will display the content under the following scenarios:

1. When **no Departments and Locations** has been specified for the content.

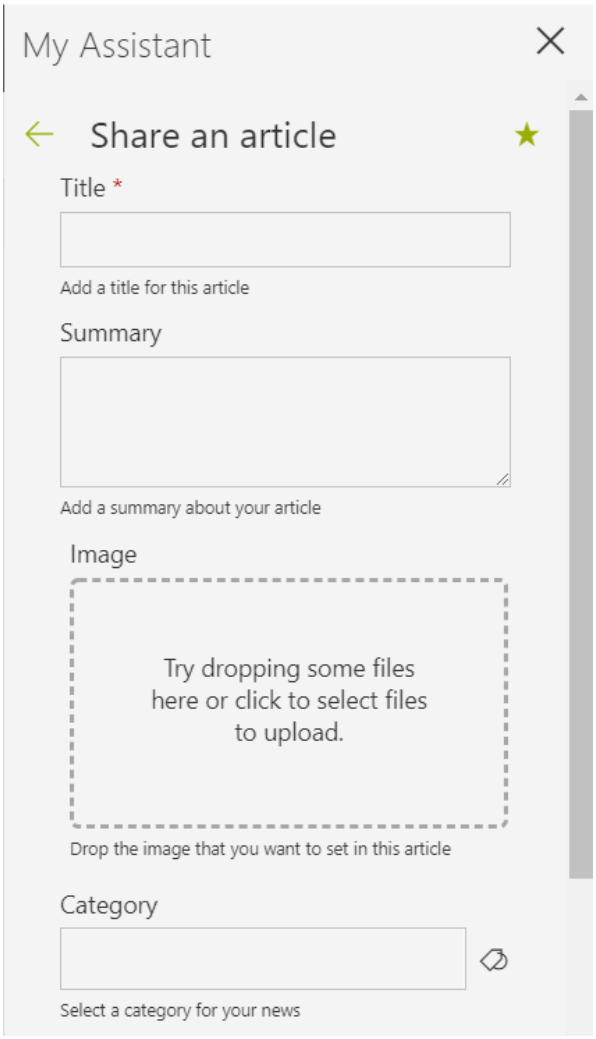
2. When content has **Departments informed** and one of them is the department of the connected user.

3. When content has **Locations informed** and one of them is the location of the connected user.

4. When content has **Locations and Departments informed** and the connected user location has been specified in Locations and the connected user department has been specified in Departments.

Share an Article

You could start sharing an article using the action "Share an article".



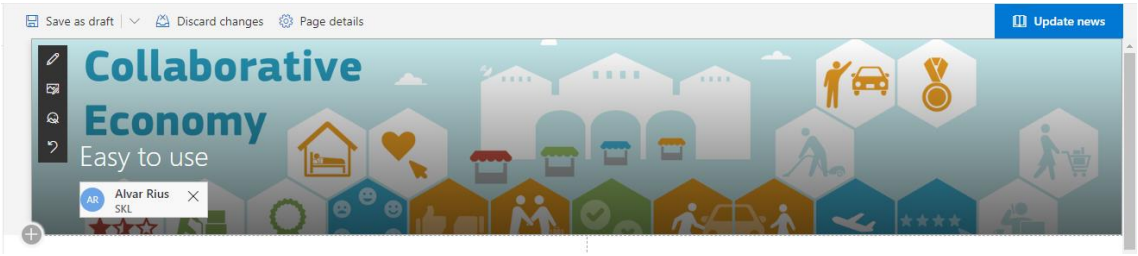
Following is the information that you could inform when creating an article:

- Mandatory information:
    - **Title**, the article title that will be displayed on cards and on the article header.
    - **Community,** allows you to select the community where you want to share the content. By default it is populated with the current community in your context.

- Optional information:
    - **Summary,** the article summary that will be displayed on cards and will be used to create the first paragraph of the article.
    - **Image,** you can add an image that will be used on the article header clicking on the image selection or dropping an image file on it.
    - **Author**, you can inform an author different than yourself. You can use this field to create content on behalf of other people. The same value you inform here it will be replicated to the Author caption in the news header.
    - **Category,** allows you to select a category for that content.
    - **Departments**, select the departments to address this content to people on that departments.
    - **Locations,** select the location to address this content to people on that locations.
    - **Tags,** select the tags that will help other users to find your content.

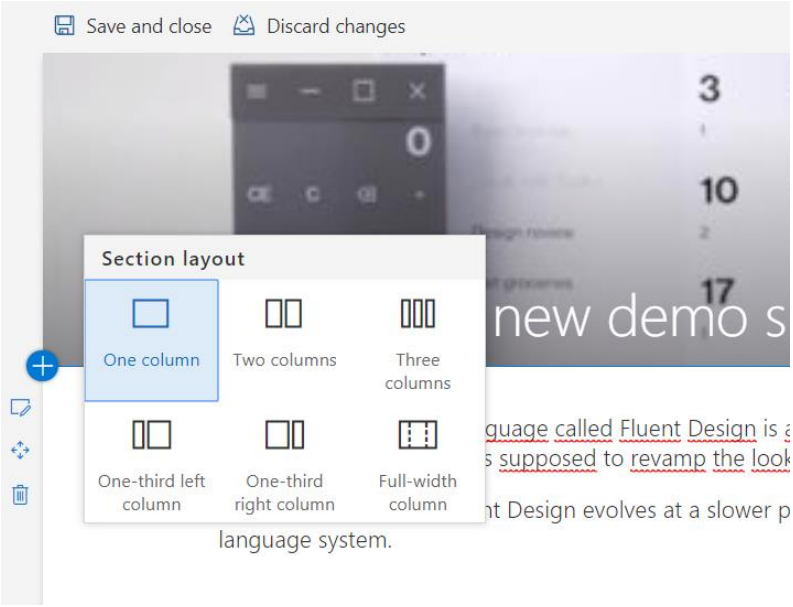
Once introduced the information and when you click on Send it will redirect you to the new page to allow you continue editing it and publish it.

The page editor allows you to easily edit the content and create stunning content using sections and the available layouts.



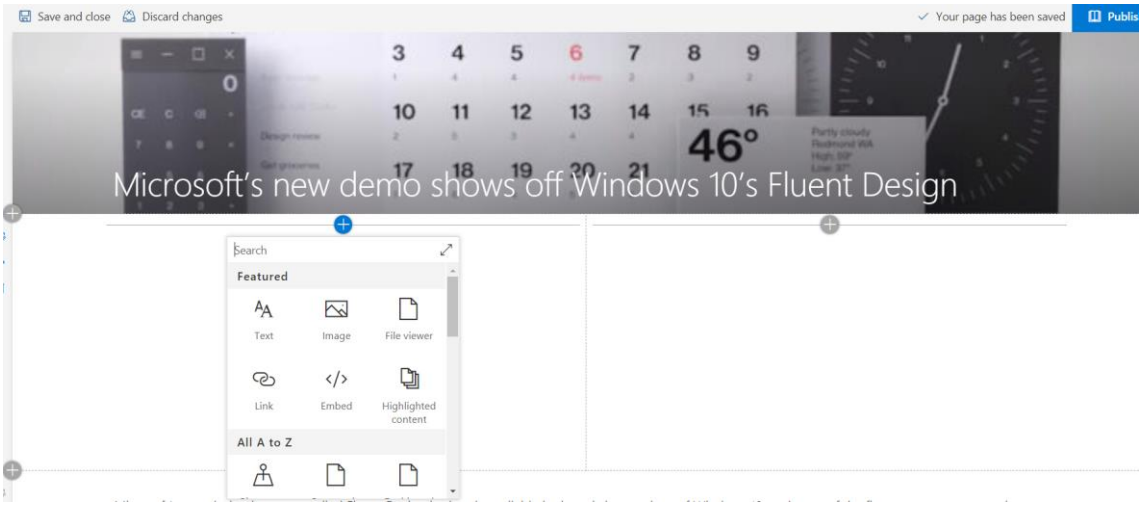
The author displayed in the news header is the same you informed in Author field and it is the value that will be displayed in the dashboard cards. You can change it later or even delete.

If the author field is not informed, the last modifier of the content will be displayed in dashboard cards.



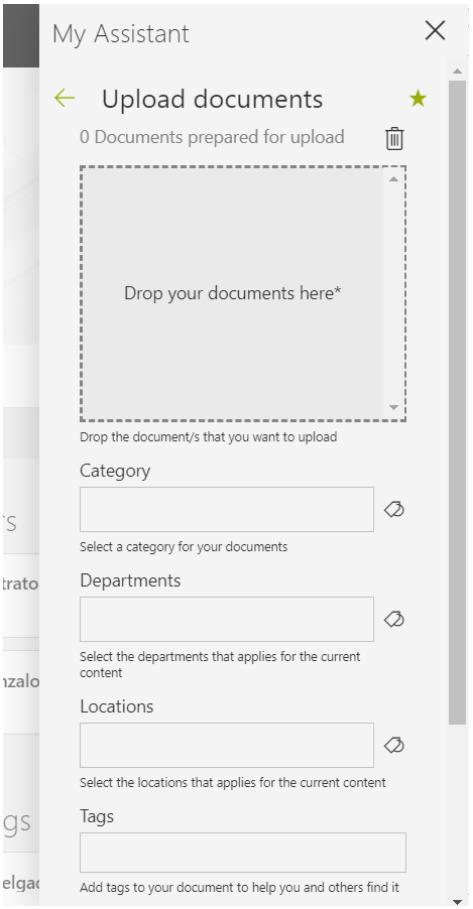
In each section is possible to add WebParts, selecting one from the WebPart toolbox. You could include rich text, images, maps, videos and much more.

> Note: everis TŌGŌ allows to combine SharePoint out of the box WebParts with everis TŌGŌ WebParts.

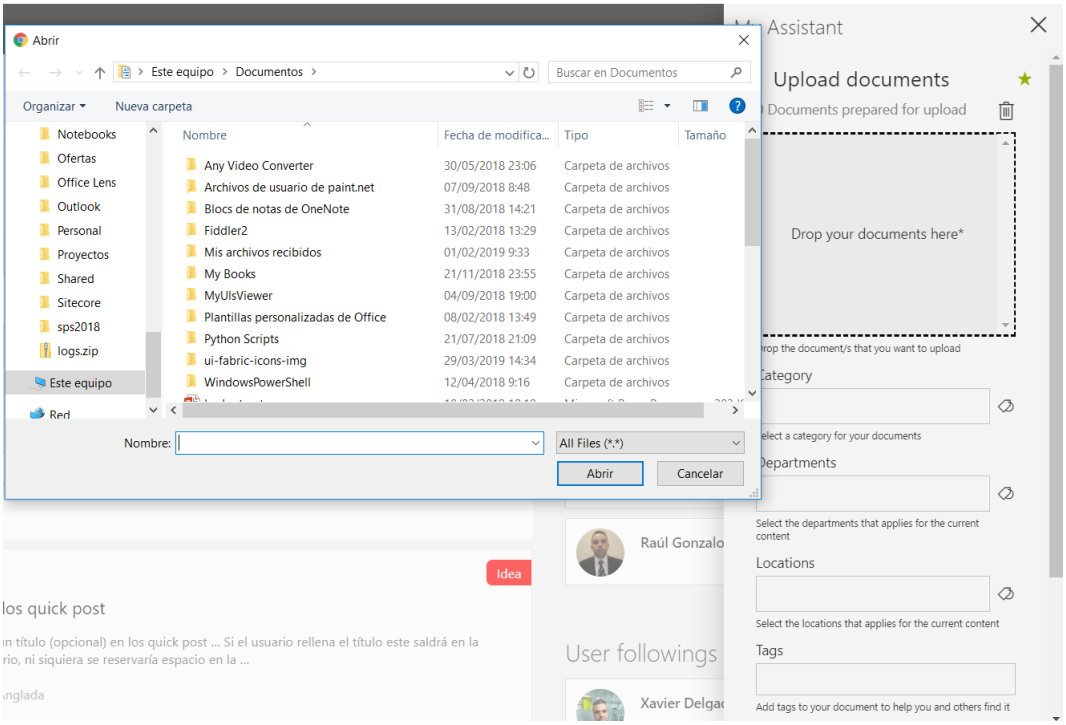


Upload documents

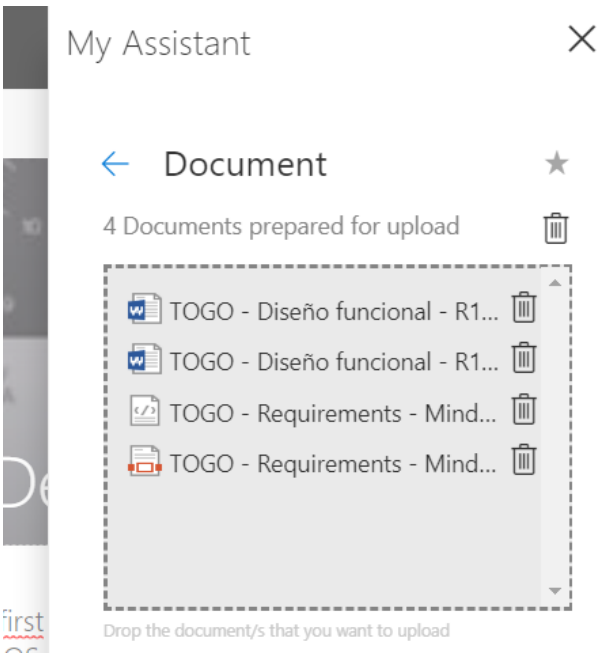
Allows you to upload documents easily from a My Assistant form.



You could drop the files that you want to load from the file explorer or you could click on the "Drop your documents here" to open the file browser.



Once dropped or selected the documents from the file browser this will appear on the drop zone allowing you to remove a file or remove all files to start again.

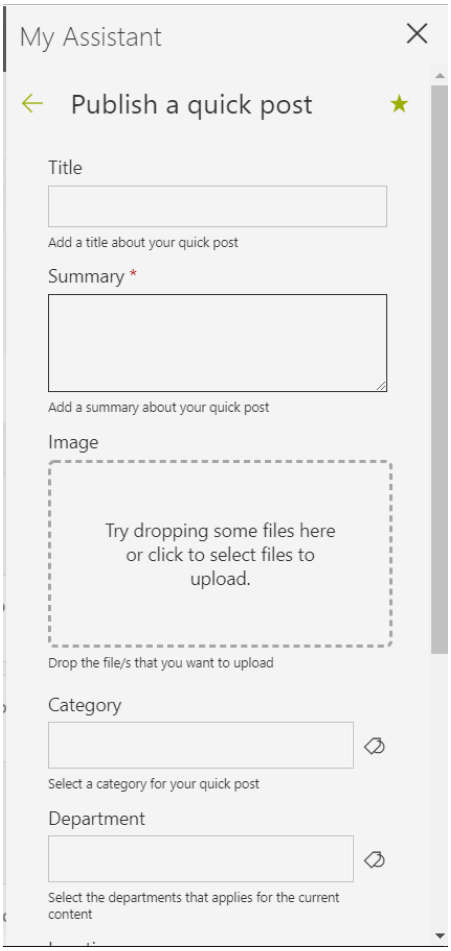


To complete the form you could provide a category, departments, locations, a list of tags, the community where you want to upload the files. When all information has been fulfilled, you could click the upload button and the files will be uploaded. The metadata provided will be applied to all uploaded documents.

Note: if an error occurs you could retry the a single file upload or retry all failed

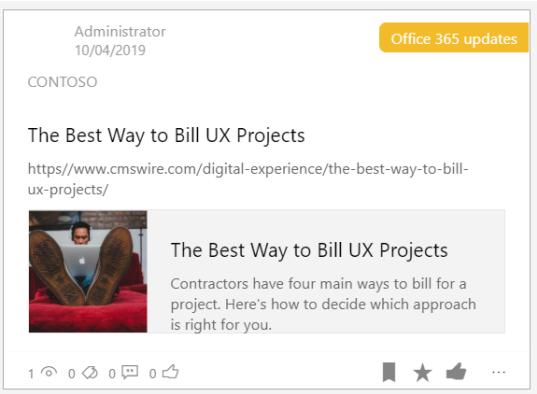
Publish a quick posts

If you want to share a link, image or some text to share with your colleagues you could publish a quick post.



Using the Publish a quick post action you could add a title, the summary, an image, departments, locations, tags and the community. Once the information is fulfilled you could publish it clicking on the create button. It will immediately create it on the specified community.

When in a quick post summary you add link, this will be used to render a preview of that link on the everis TŌGŌ Dashboards as depicted below.



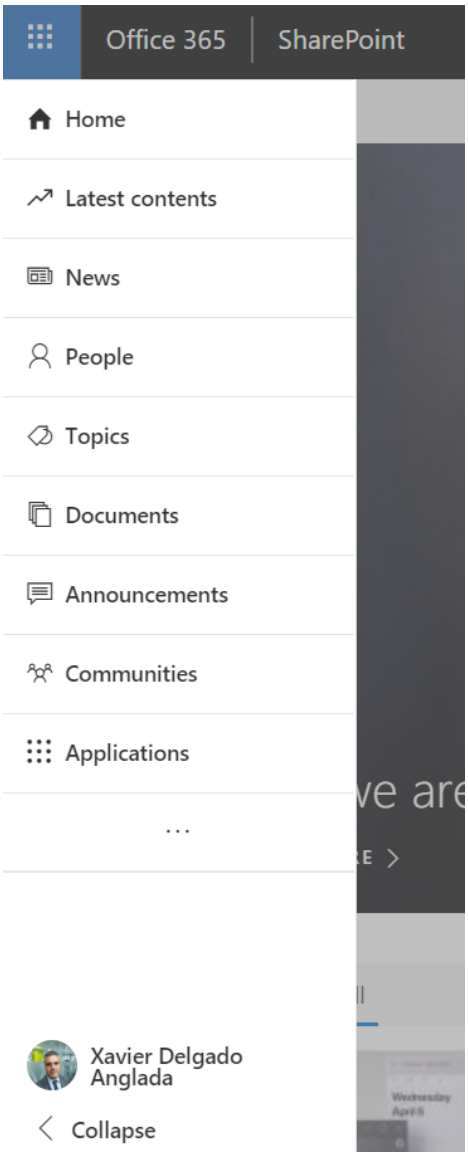
Navigate & discover in everis TŌGŌ

> You want not to get lost while working on everis TŌGŌ? Use the Sidebar Menu to quickly return to the main functionalities of the platform.
>
> You are curious and want to discover new content? Use the user page, tag page and community page to discover new content relevant for you.

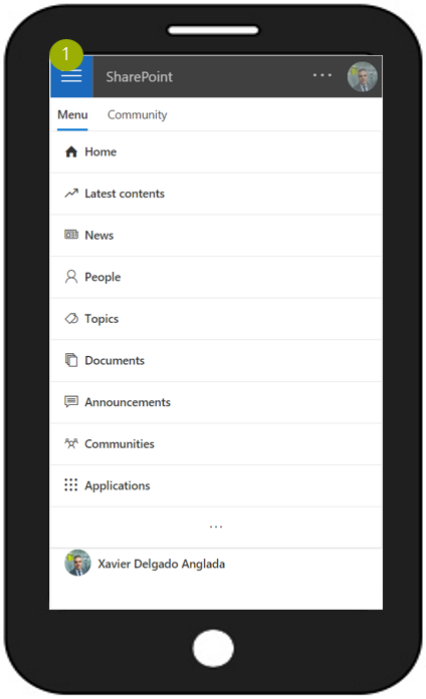
everis TŌGŌ provides on top of SharePoint Online new navigation features that will be discovered on the following sections.

Sidebar Menu

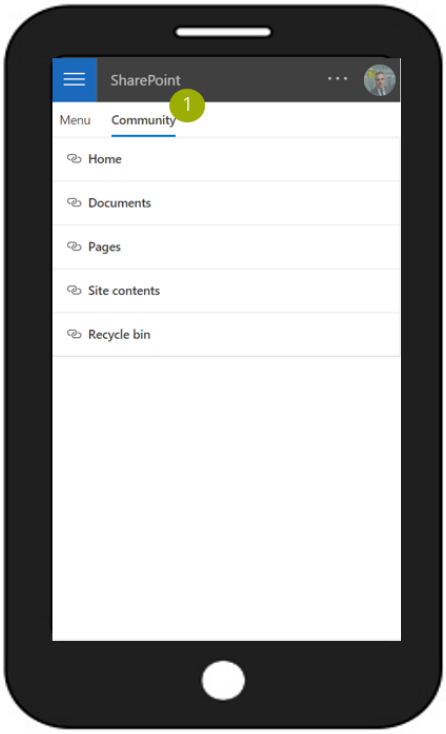
The main navigation tool is the Sidebar Menu. This menu is fully configurable and provides a two level navigation.



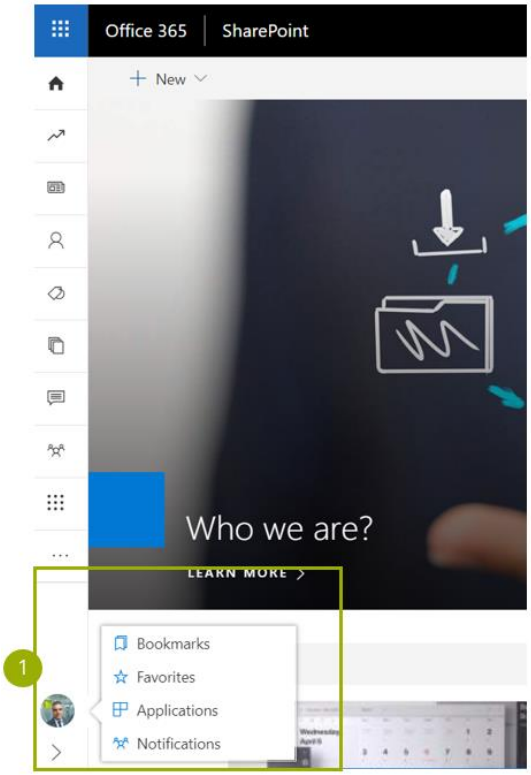
The Sidebar Menu is full responsive allowing you to use it in desktop and mobile devices in seamless way. In mobile devices to open the sidebar menu you need to tap on the top left corner menu 1 .

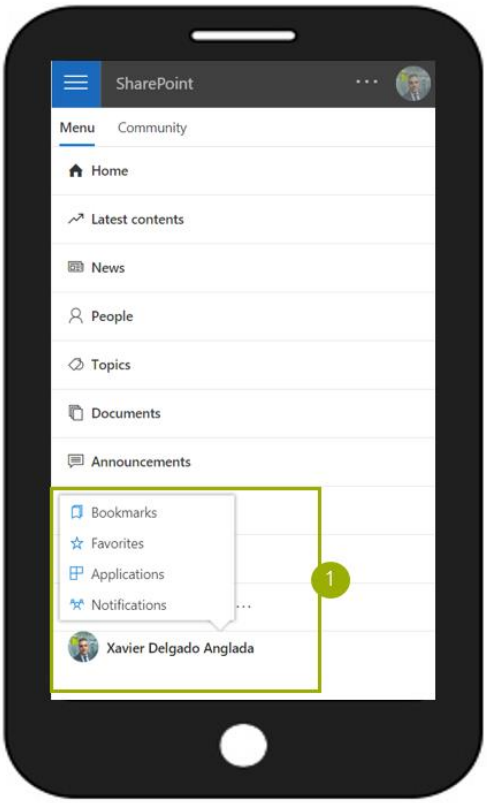


When displayed in mobile devices, the Sidebar Menu add the community links in the Community tab 1 to easily navigate inside a community.



The sidebar menu provides access to your user profile menu. This menu provides quick actions to access information related with your profile including bookmarks, favorites, applications and notifications.





Discovery pages

> I want to discover new content, where I could start? The discovery pages provides a view centered in communities, people and tags to find related information.

everis TŌGŌ provides 3 kinds of discovery pages:

1. **Community page,** groups the content of a concrete community allowing to focus in discovering content in that community (i.e. RRHH Community related information).

2. **Person page,** groups the content related with a concrete person allowing you to discover relevant information based on people affinities.

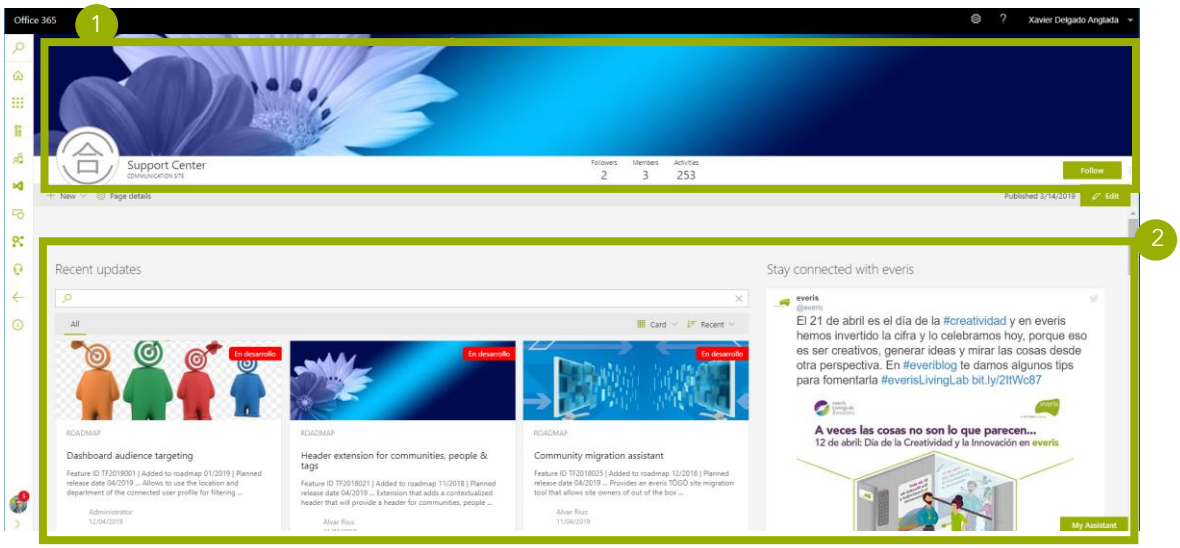
3. **Tag page,** groups the content tagged with a concrete tag, allowing you to discover information based on social tagging.

Community Page

It's possible to access to a community page from clicking in community cards or in any content clicking on the community name.

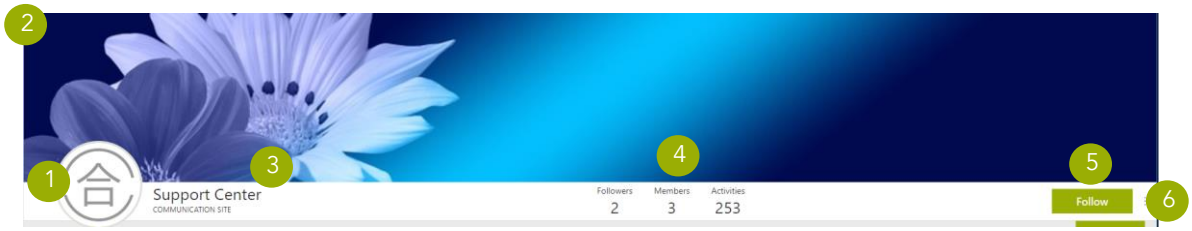
> Note: Communities could be configured as Community Hub, which means that you can access information in a set of related communities.
>
> i.e. RRHH could be defined as a hub that rollups information from RRHH Global, RRHH EMEA, RRHH LATAM, the hub will be the single point to access to all RRHH information.

The community page is the landing page for a given community which provides a community summary 1 and centralize the access to the content in this community 2 .



The community summary shows community relevant information, including:

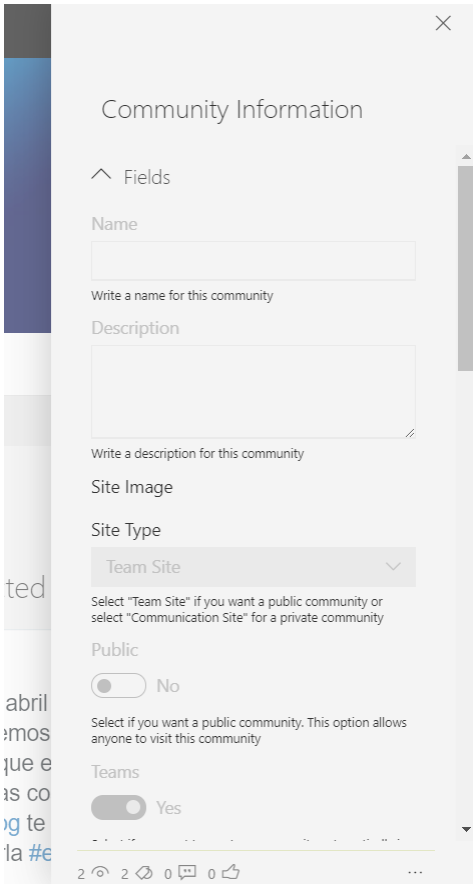
1. Logo
2. Background image
3. Title
4. Social information: Followers, Members and Activities
5. Follow action, allows you to start following or stop following a community
6. Community information, allows to access to community detailed



> Note: The landing page could be customized by a community administrator editing the landing page and using the page editor.

From the community information we could access to all community configuration.

7. Community name
8. Community description
9. Community image
10. Community type, could be a Communication site or a Team site
11. Site design used for the community
12. Indicate if the community will act as hub
13. Indicate if the community is connected to a hub
14. Community Tags
15. Community owners (administrators)
16. Community members (contributors)
17. Community viewers
18. List of everis TŌGŌ applications activated on the community



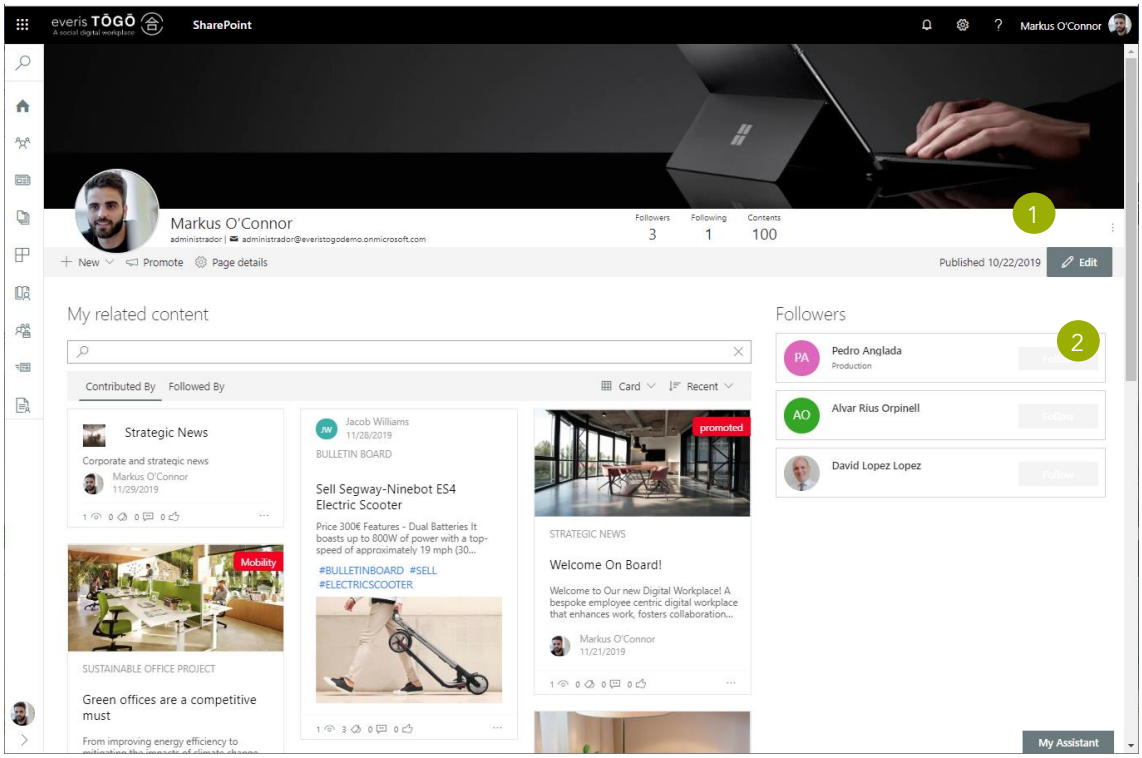
Note: community owners are allowed to edit the community configuration allowing to change part of the community configuration.

Person Page

You could access to a person page clicking on the author information in the everis TŌGŌ cards.

> Note: when accessing to your personal page the content displayed in the dashboard will be based on the content you are following, creating a space where you could discover information based on your own interests.

The person page display information around the selected person. This information consists of a person summary 1 and related content and people to that person 2.



The person summary provides contact information and allows you to start or stop following a person.

In the user activity dashboard you will find content created or modified by the person.

Other information you might find in the person page is described below (*):

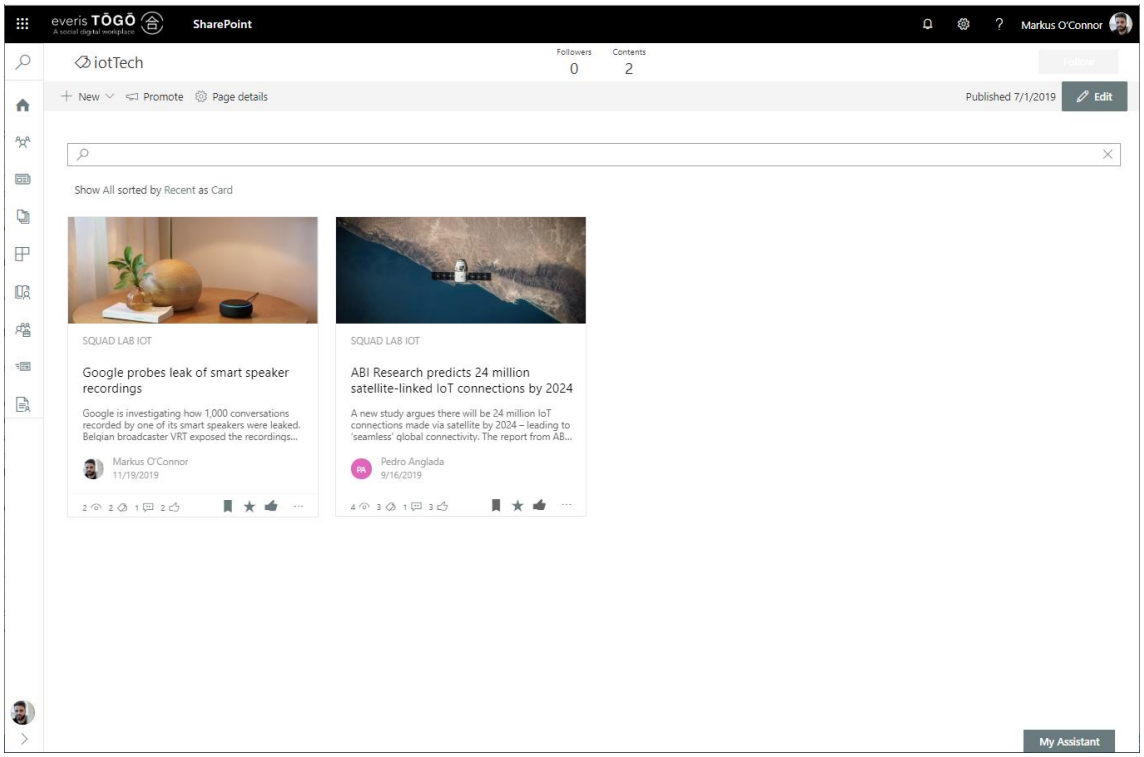
- Followers: Displays the list of people that currently follows the selected person.

(*) The availability and name of that elements might be different in each installation.

Tag page

You could access to a tag page clicking on a tag in an everis TŌGŌ card panel.

The Tag page displays a tag summary and display content related with the tag to allow you discover information around a concrete tag.



The tag summary displays the following information:

- Tag name
- Number of tag followers
- Number of activity generated around the tag
- Description
- Related tags
- Follow tag action, allows you to start or stop following a tag

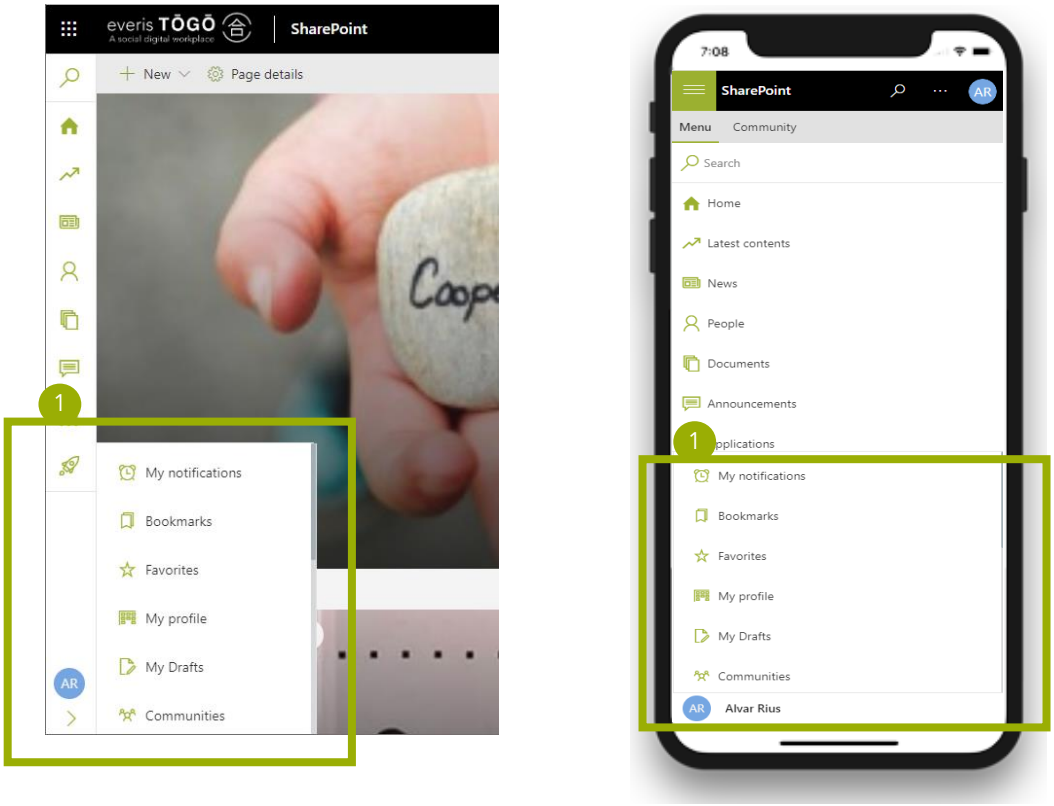
My User Profile

> All your social interactions define you as a user, and you want to quickly get to relevant information in an easy way. User profile will help you on achieving it through your daily work with everis TŌGŌ.

everis TŌGŌ extends the user profile to enrich it with new features built around you as a user like bookmarks, favorites, applications and notification. All this information was generate by you when interacting with everis TŌGŌ enhanced features and this information belongs to you.

As part of the user profile features we could quickly access to the following features (*):
1

- My Notifications, access to my notifications.
- Bookmarks, short term content storage to quickly return to interesting contents.
- Favorites, long term content storage to quickly return to your favorites contents
- My profile, navigates to me page. A page with all the information surrounding me.
- My drafts, list to all draft versions of documents I am contributor.
- Communities, navigates to the communities page where I can browse around all communities I have access to.
- Applications, application launcher that contains direct access to the applications that are accessible to me, based on my user profile.
- Feedback pane, you can manage the feedback you received from your own content or content you were designated as a supervisor.

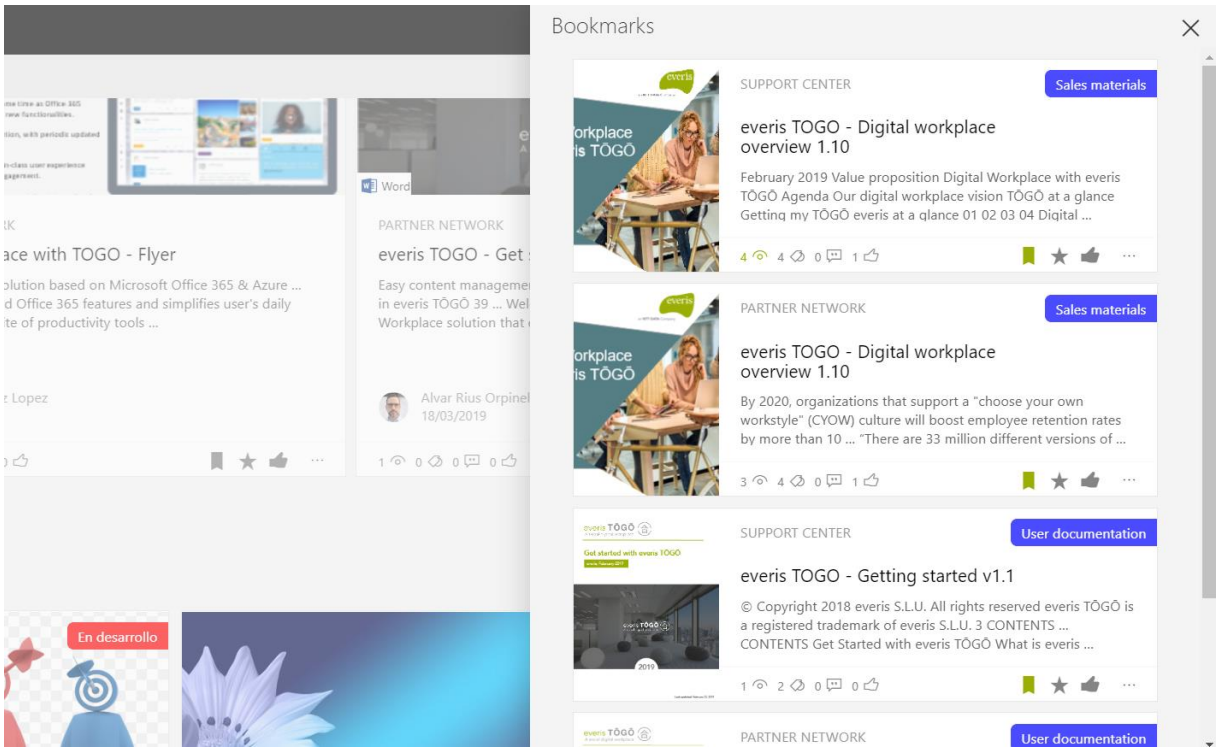


(*) Depending on your installation there might be some of the above options missing or have different names.

My Bookmarks

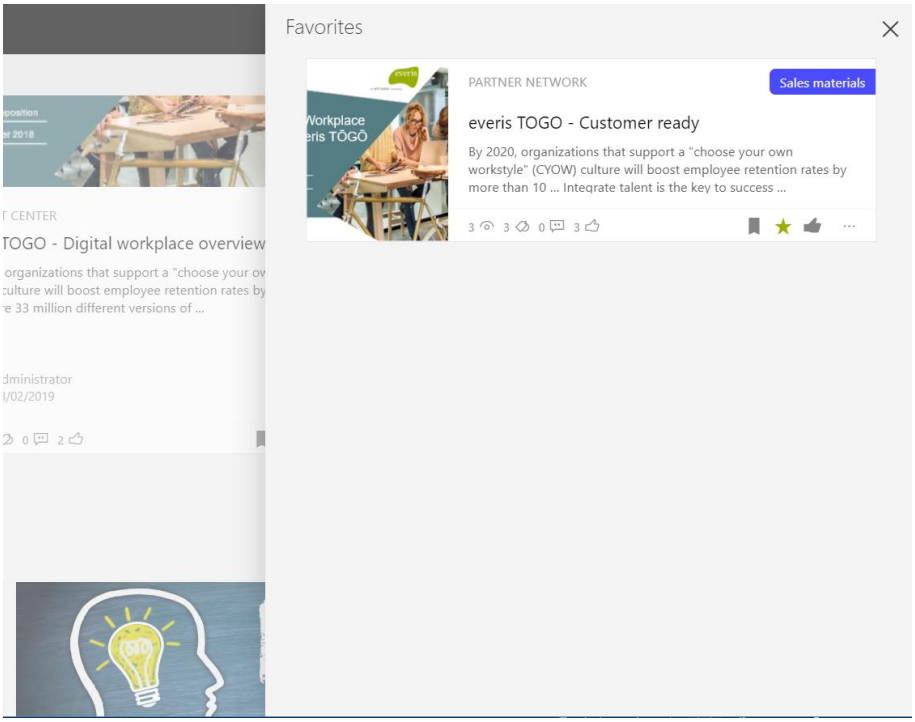
Bookmarks panel allow you access to your bookmarked content and manage it, without the need to navigate to a different page.

From the bookmarks panel, you could quickly remove bookmarked content using the social bar bookmark action.



My Favorites

Favorites panel allows you access to your favorite content, including any content type (remember communities are content types in everis TŌGŌ) and manage it, without the need to navigate to a different page.

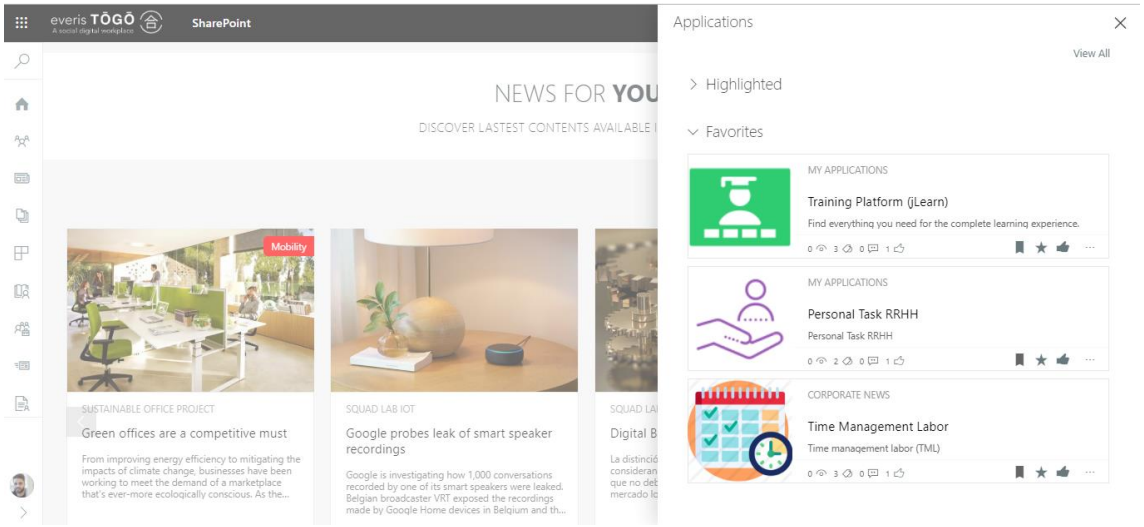


From the favorite's panel, you could quickly remove favorite content using the social bar favorite action.

My Applications

You can quickly access to your applications using the applications panel. You can open the applications panel from your profile options. Applications are organized in two drop down areas. The first one highlighted applications of the organization and in the second one your own favorite applications.

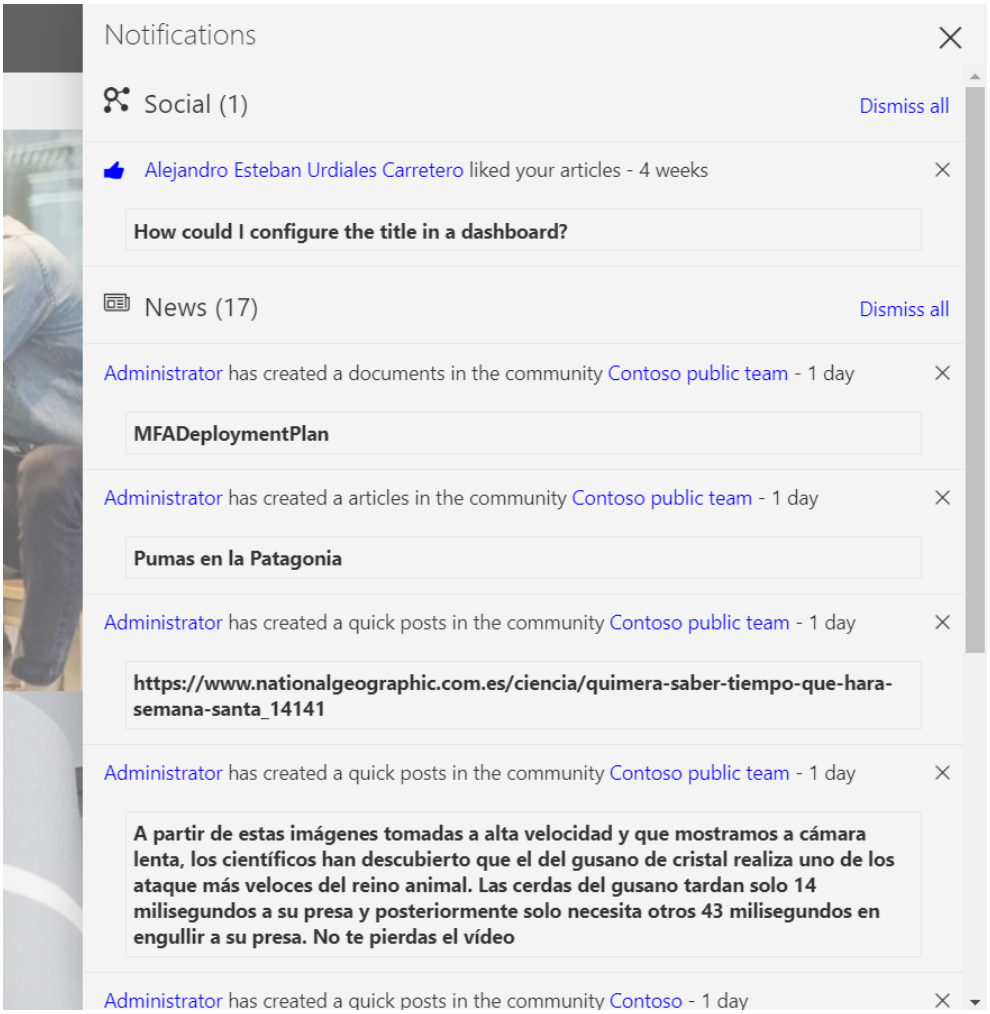
> Note: applications in everis TŌGŌ are handled as specific content type allowing you to socialize the same way you could do with any other content. This social activity will be only supported in case your everis TŌGŌ has been configured to allow it.



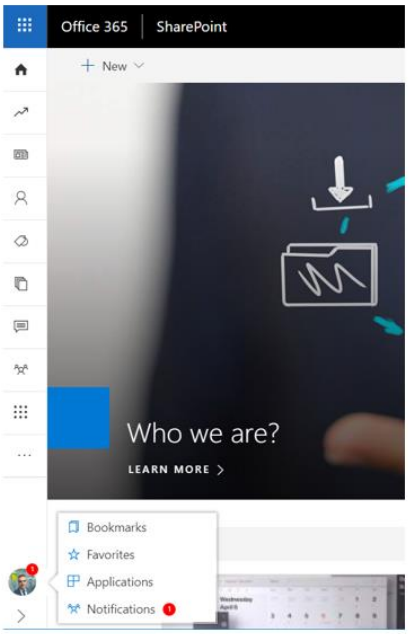
You can explore more applications clicking in the View all link.

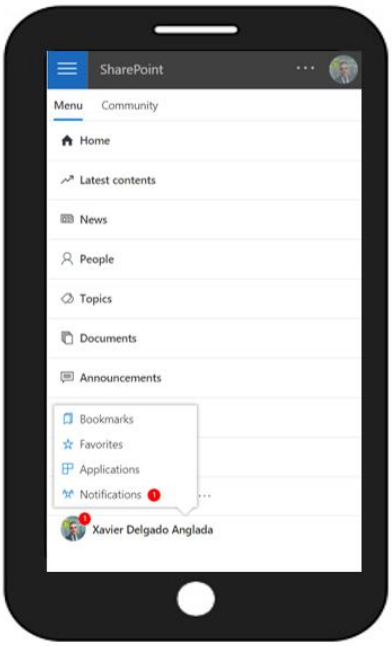
My Notifications

Notifications allows you to keep up to date with your colleges and on what's happening in everis TŌGŌ around you.



Number of pending notifications are displayed on top of your user profile in everis TŌGŌ Sidebar menu.





Clicking in notifications will display all pending notifications grouped to allow you to easily manage it.

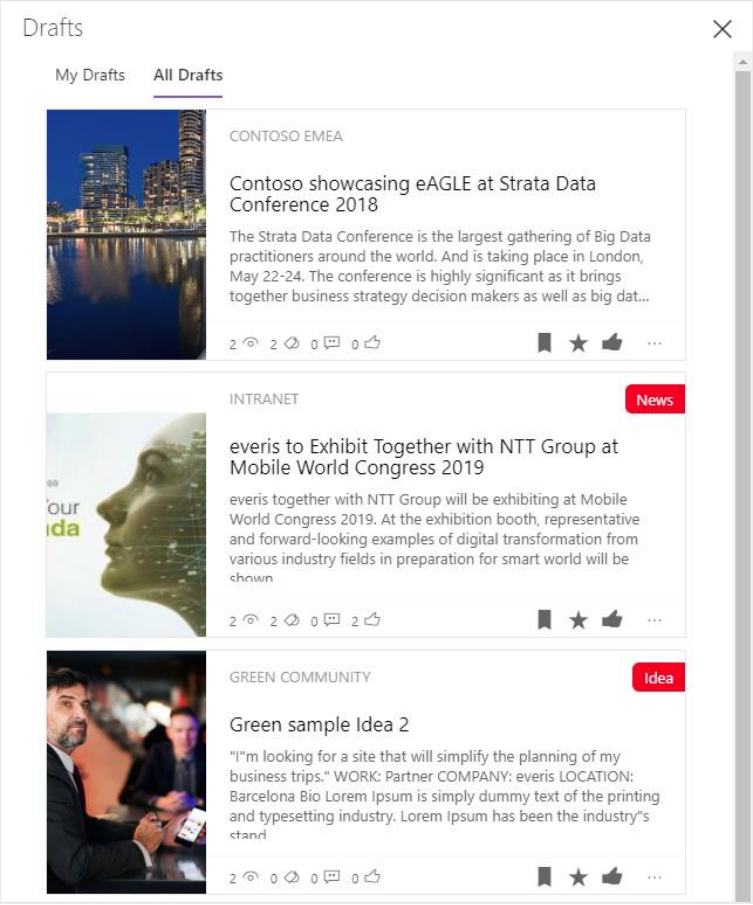
The notification pane shows notifications grouped by category. The available categories are described below:

- **NEWS**, a list of newly created content.
- **UPDATES,** a list of updated content.
- **SOCIAL,** a notification on social actions on content I am following or where I am contributor.
- **SHARED WITH ME,** a "notify to" action executed by a user using the share content menu.
- **FEEDBACK**, designated supervisors or content owners will receive notifications for every feedback submitted in their managed content.
- **APPLICATIONS,** notifications generated by external applications.

My Drafts

My drafts allow you to access to all contents in draft status from a single point. The My Draft panel has two tabs:

- **My Drafts**, displays the drafts where you are the last modified.
- **All Drafts**, drafts in the communities you are a contributor.

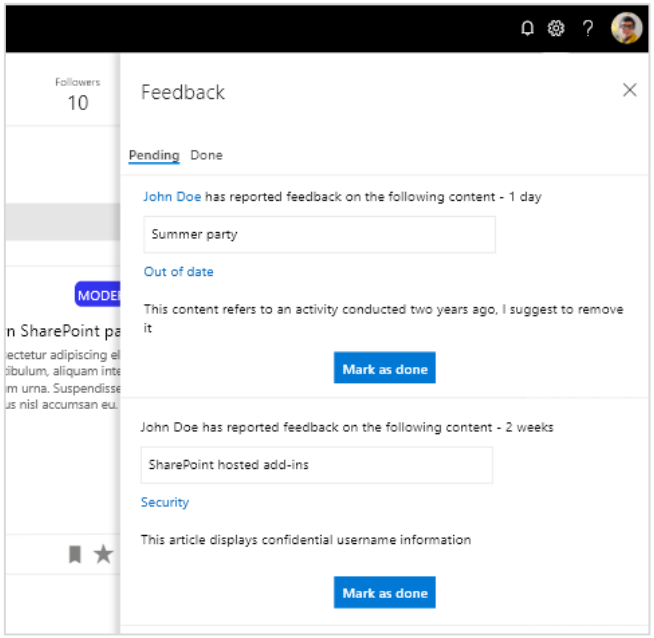


Feedback pane

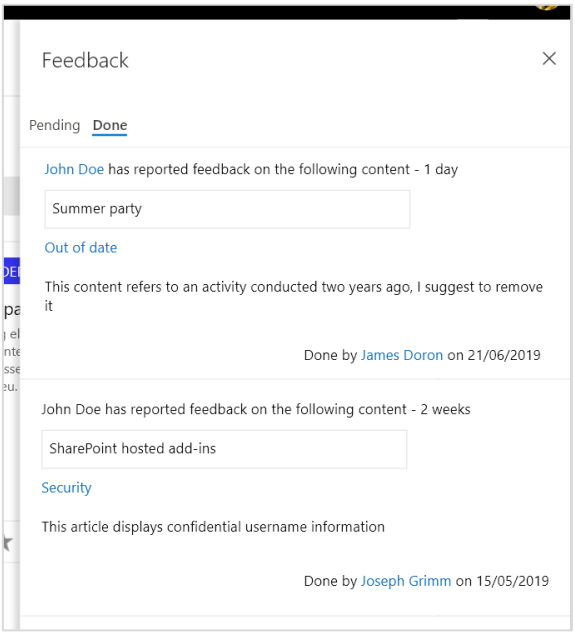
As an owner of any content that has received some kind of feedback or as a designated content supervisor, you could access the feedback pane from your user profile.

Once clicked on the feedback action it will display the feedback received separated in two tabs:

1. **Pending,** contains the feedback received that it has not been processed by any of the supervisors.

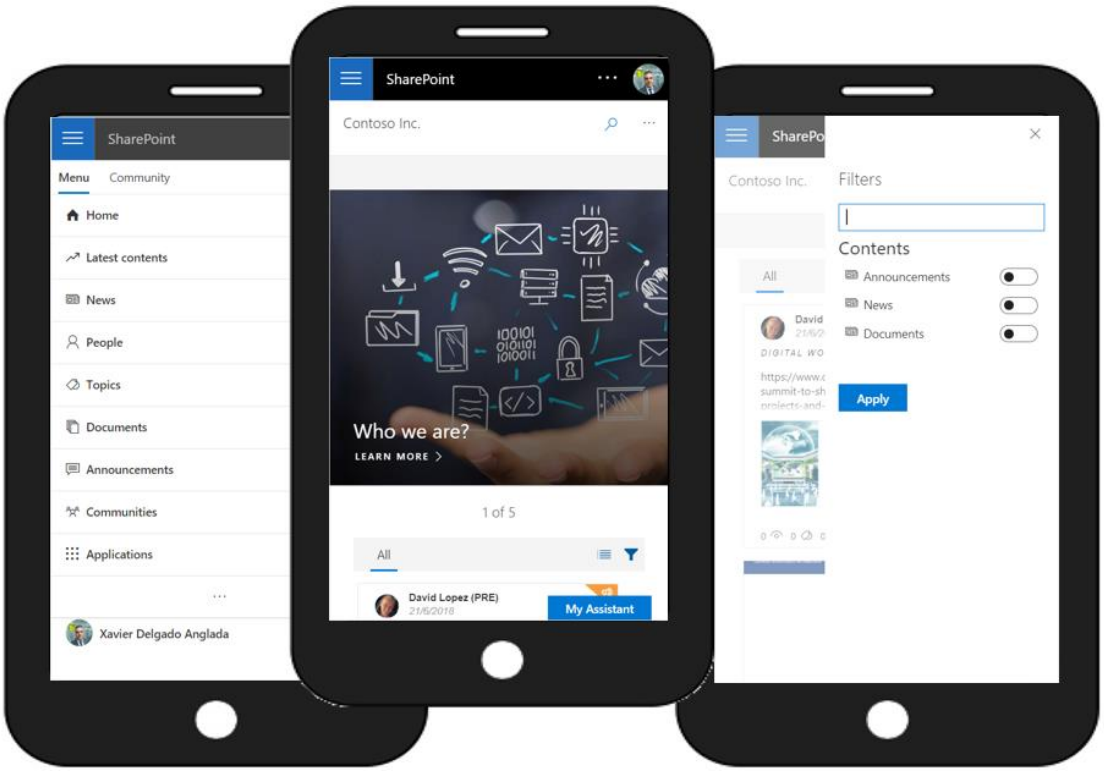


2. **Done**, contains the feedback received that it has been already processed by the supervisors.



When working from the Pending tab it will allow to mark the feedback as done using the "Mark as done" action. Once marked it will move the feedback to the done tab and will register the person who did it and the time when it's done. This information will be displayed on the Done tab.

Access from anywhere

> I am not working from the office could I access it remotely using other devices?
> everis TŌGŌ could be accessed from any device with internet connection

everis TŌGŌ is responsive allowing to access to all everis TŌGŌ functionality from any device connected to the internet.