

# MODA

by  mozzaik

**Product user guide**

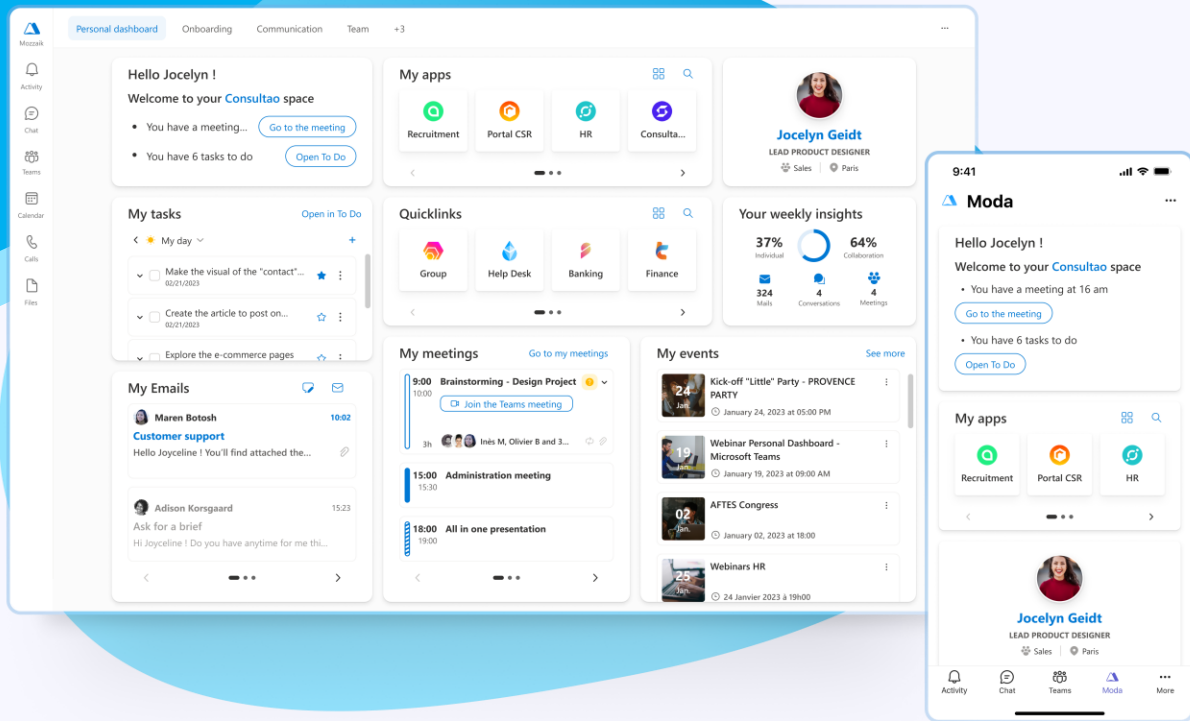
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Imagine  
Create  
Personalize

Your Dashboards  
In Microsoft Teams

# News

## Widget presentation

The widget “News” displays the latest news of the company and enables you to target the distribution of each news item according to the user's profile. This widget allows your employees to stay in the loop with the latest updates straight from the source.



## Use cases

- Broadcast your company’s information to your employees
- Target the audience so that the right information is displayed to the right people.

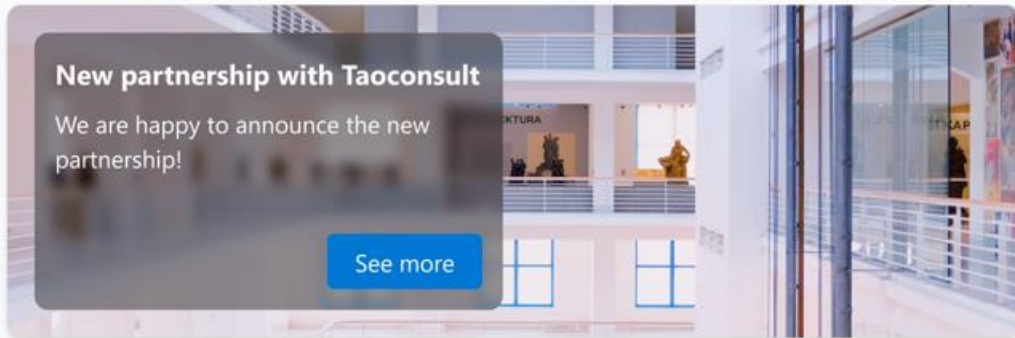
## Settings

- Filter news items:
  - Choose a news source.
  - Add a KQL request.
  - Enable audience targeting.
- Display settings:
  - Enable “Like” button.
  - Enable “Share” news.
  - Enable Terms.
  - Enable number of views.
- Configure widget size and position.

# Focus

## Widget presentation

“Focus” takes the form of a stylish frame highlighting a must-see item, as well as an action button. This widget helps you to draw attention to important information and drive action with just one click.



## Use cases

- Broadcast important information to users.
- Enhance workspace design by adding a background image and a content image.
- Display event invitations to employees.
- Direct the user to the right source of information with an action button.

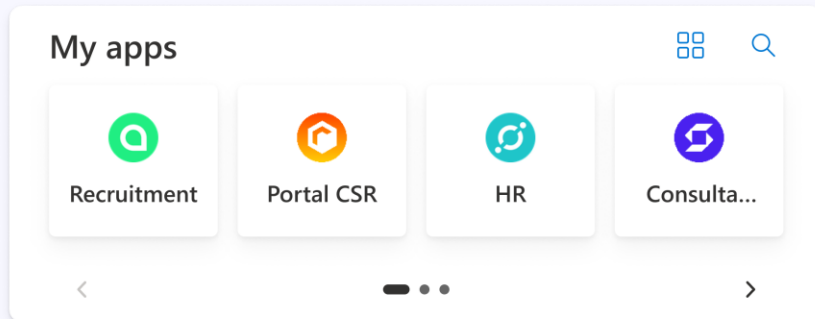
## Settings

- Define the background:
  - Choose and image.
- Define the shape outline of the frame.
- Configure the contents:
  - Title
  - Font
  - Color
  - Paragraph
  - Action button
  - Link
  - Alignment
- Configure widget size and position

# My Apps

## Widget presentation

With “My Apps”, your collaborators have quick access to their business applications through clickable thumbnails. The applications displayed can be defined by the creator of the dashboard. This widget helps your collaborators to boost productivity by providing instant and convenient access to favorite business applications.



## Use cases

- Centralize important applications in one place.
- Display the right applications to the right people.

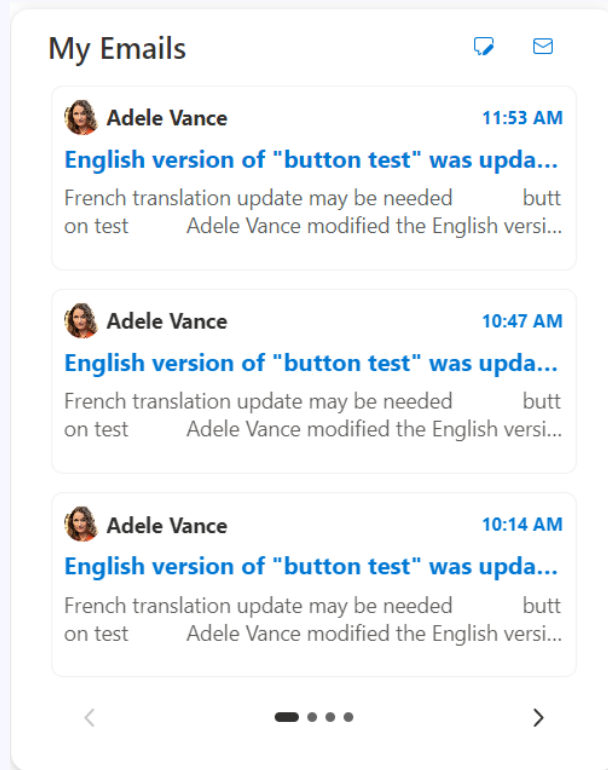
## Settings

- Configure the applications available for each audience in the Mozzaik365 Configurator.
- Choose the applications displayed in MODA.
- Configure the size and position of the widget.

# My Emails

## Widget presentation

The widget “My emails” displays real-time updates of your latest emails directly from their Microsoft Outlook inbox. It also allows you to compose a new email or jump straight to their inbox with one click. This widget helps your collaborators to stay efficient and ensure they’ll always be in the loop.



## Use cases

- A quick view of the latest emails without leaving Teams.

## Settings

- Configure the size and position of the widget.

# My Profile

## Widget presentation

The “My profile” widget displays your profile with information such as profile picture, occupation, company department and location. It also includes an "Update" button where the you can quickly update the information if needed. This widget is a great networking tool and gives you the power to update your information at any moment.



## Cas d'usages

- Have control over the information distributed in the company.
- Update the profile directly from Teams.

## Settings

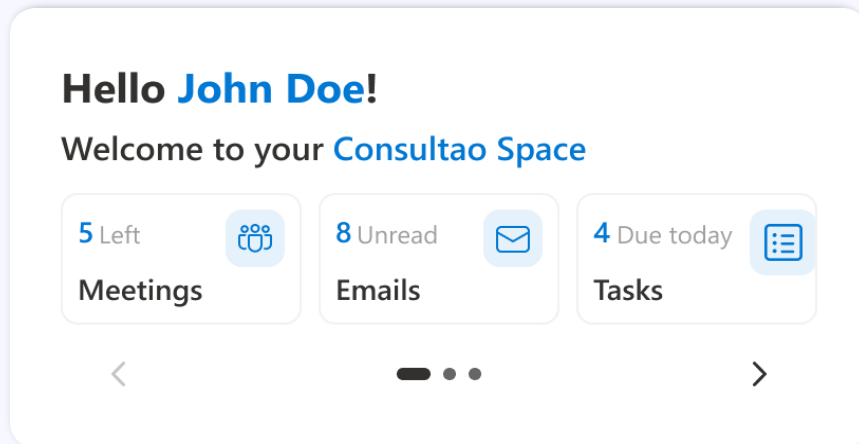
- Configure the size and position of the widget.



# My Summary

## Widget presentation

The “My summary” widget displays a summary of your day's activities such as overdue tasks, meetings remaining in the day and unread emails. This widget is a great productivity companion that provides a concise and real-time summary of your daily activities.



## Use cases

- Keep an eye on your workload to avoid missing important activities.

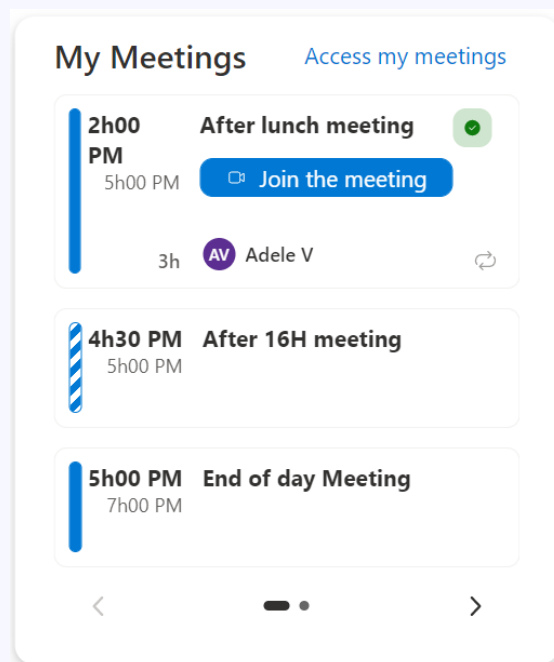
## Settings

- Configure the size and position of the widget.

# My Meetings

## Présentation du widget

The “My Meetings” widget displays your upcoming meetings and allows the you to directly access the meeting with Teams. It’s also possible to accept or decline a meeting right from the widget. This widget helps you to stay in control of your schedule and access meetings easily.



## Use cases

- A quick view of upcoming meetings without leaving Teams.

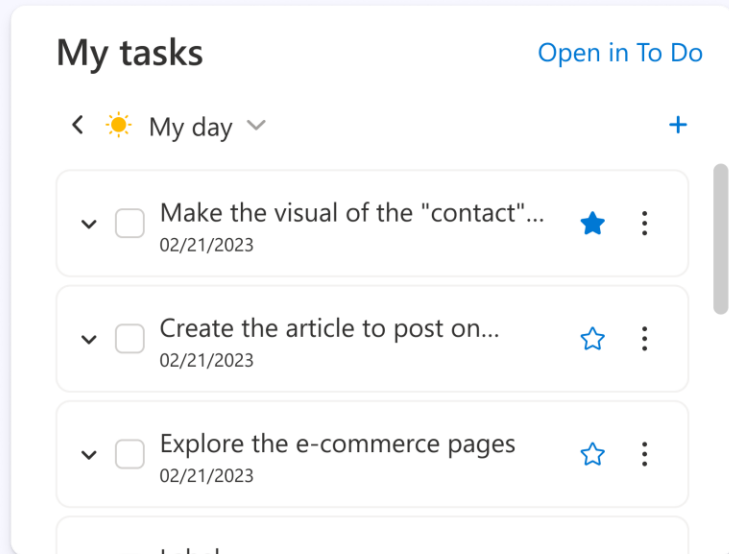
## Settings

- Configure the size and position of the widget.

# My Tasks

## Widget presentation

“My Tasks” displays tasks that are assigned to you in Microsoft Planner, Microsoft To Do or Microsoft Outlook. It allows you to check off completed tasks and directly access the Teams To Do application if needed. This widget helps you to streamline your workflow and allows you to stay on top of your to-do list.



## Use cases

- Consult your workflow from a centralized location.

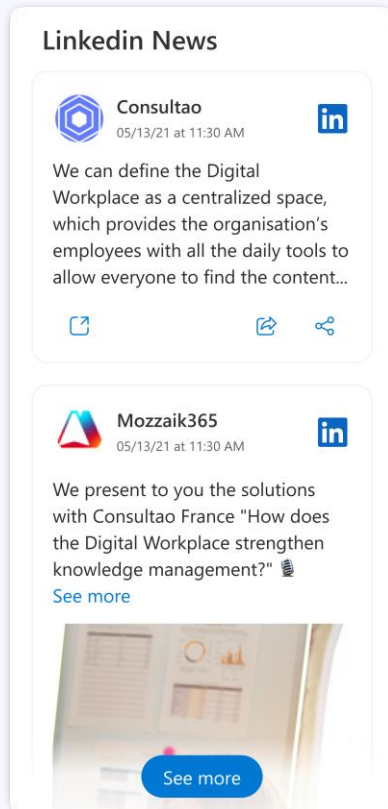
## Settings

- Setting up task lists in Microsoft To Do.
- Choose a to-do list in the widget.
- Configure the size and position of the widget.

# News Hub

## Widget presentation

The “News hub” widget allows you to integrate external communications such as: LinkedIn, Twitter, YouTube, Facebook, Instagram and your RSS feeds into the internal communication portal. This widget centralizes the communication flows and keeps you informed on the latest updates.



## Use cases

- Share social communications in one click, directly from the Digital Workplace.

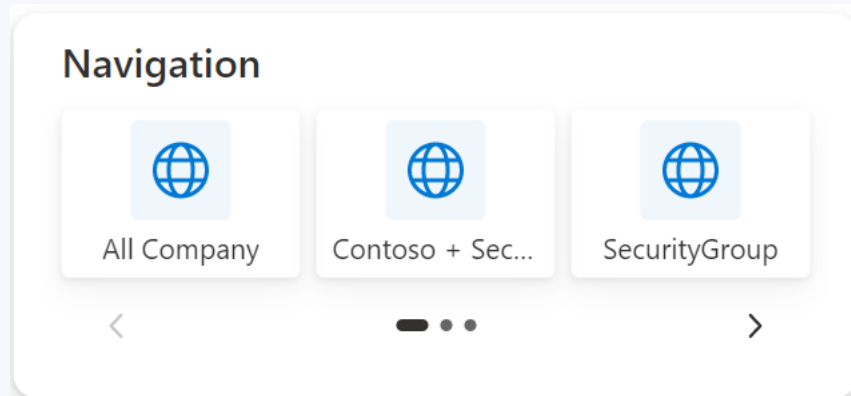
## Settings

- Configure the available feeds in the Mozzaik365 Configurator.
- Choose the social network channels in MODA: Facebook, Instagram, LinkedIn, RSS, Twitter and YouTube.
- Configure widget size and position.

# Navigation

## Widget presentation

The “Navigation” widget contains important links provided by the company, to help collaborators navigate to the right pages. This widget acts as a compass for navigating company resources and helps employees find the right resource in the right place.



## Use cases

- Create a unified navigation for corporate sites.
- Facilitate onboarding for new employees.

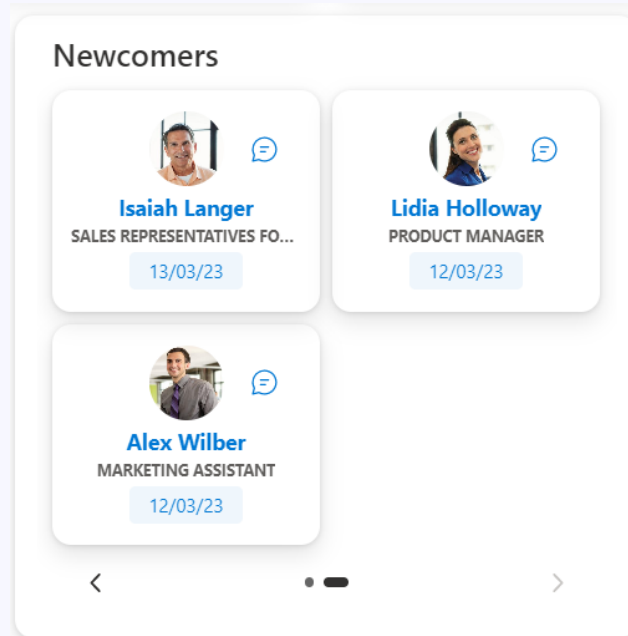
## Settings

- Configure the links available for each audience in the Mozzaik365 Configurator.
- Configure the size and position of the widget.

# Newcomers

## Widget presentation

The “Newcomers” widget presents people who have recently joined the company based on data from Microsoft Azure. This widget allows your collaborators to create meaningful connections with new team members and stay informed on new arrivals.



## Use cases

- Facilitate the integration of newcomers by displaying people directly in the dashboard.

## Settings

- Configure the size and position of the widget.



# User guide

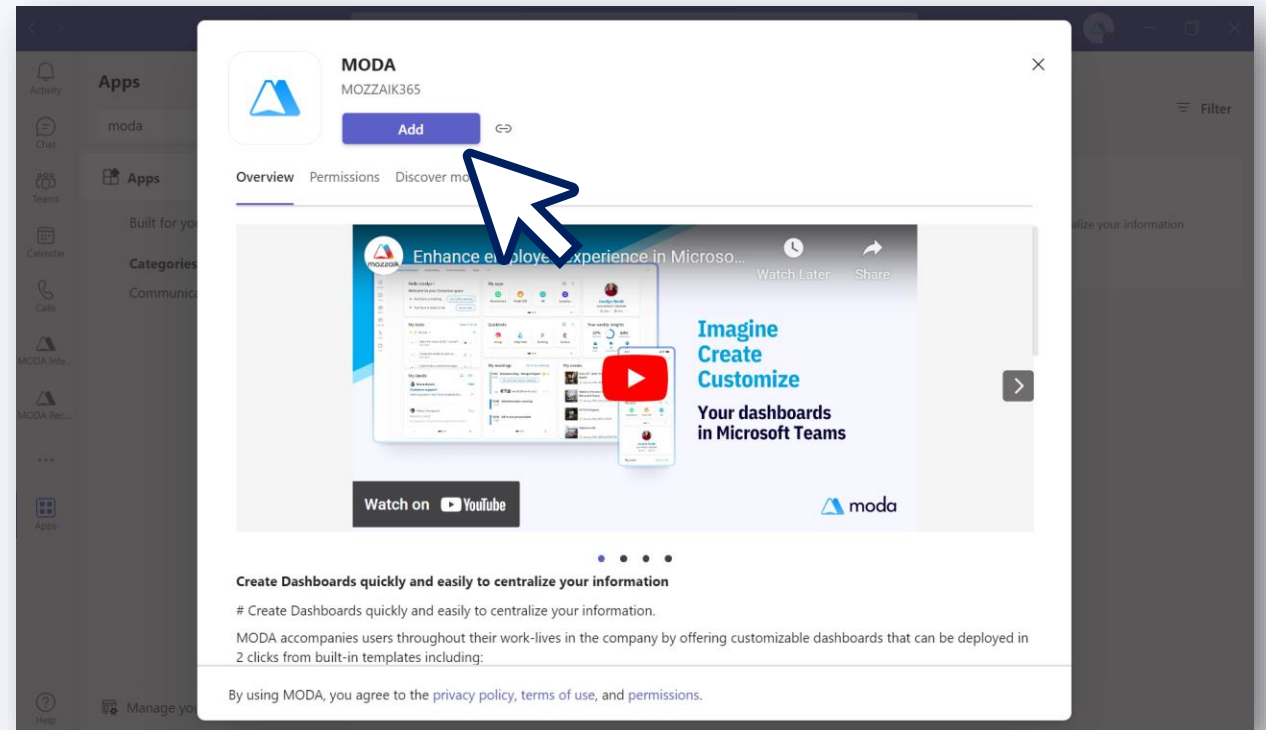
**How to make the most out of MODA?**

# Get started on your MODA adventure today!

To use MODA, you must install it from the app store within Microsoft Teams on your computer or mobile device.

- [Download MODA here](#)

Once installed, if you're already a client, you can start using it immediately! Get ready to optimize your workflow and boost your productivity with MODA.





# How to grant user permissions

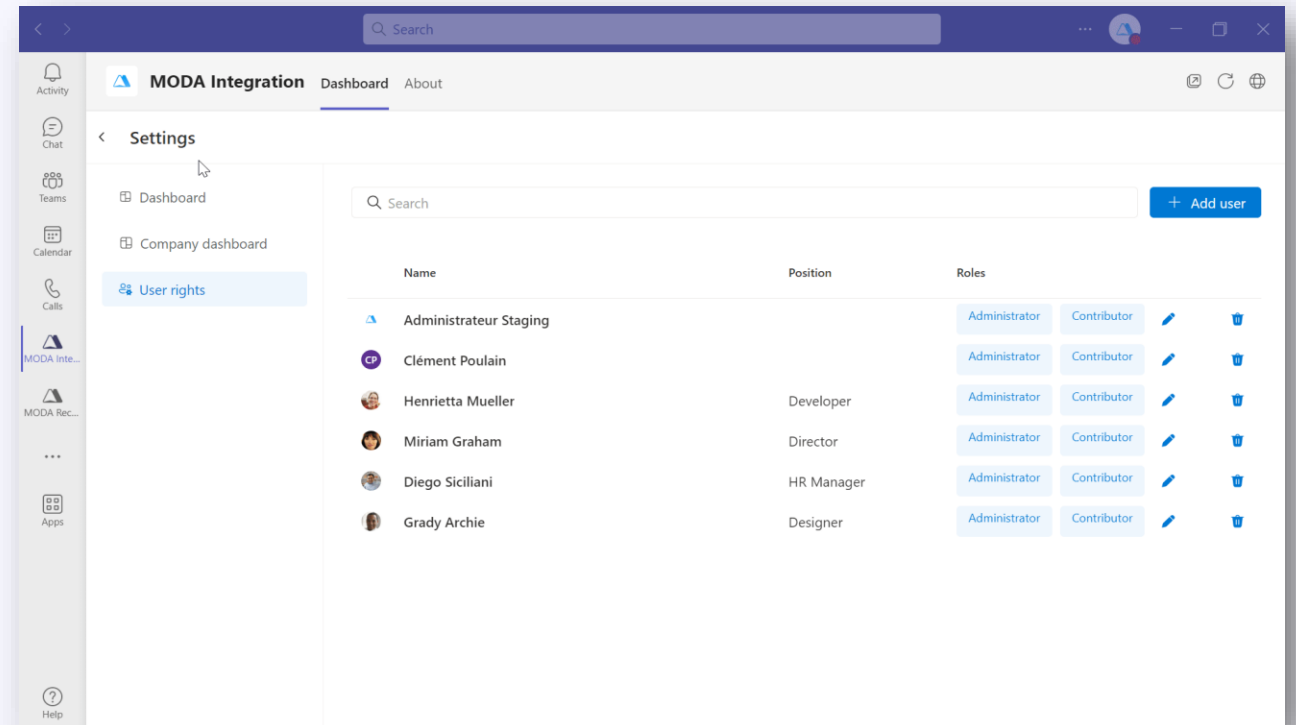
With MODA, you can ensure that the right people receive the right information in the right place.

## 1. Go to the control panel:

- Under Settings, click on **"User Rights"**.
- Click on **"Add user"**.
- Search for the tenant member you want to add.
- Select a user role for this user.

2. To update the roles, click on the pencil icon in the Roles column.

3. To remove a user, click on the trash icon.



The screenshot shows the MODA Integration user rights management interface. The left sidebar contains navigation options: Activity, Chat, Teams, Calendar, Calls, MODA Integration, MODA Recording, Apps, and Help. The main content area is titled 'Settings' and includes a search bar and an 'Add user' button. Below this is a table of users with columns for Name, Position, and Roles. The Roles column contains buttons for 'Administrator' and 'Contributor', along with edit (pencil) and delete (trash) icons for each user.

Name	Position	Roles
Administrateur Staging		Administrator Contributor
Clément Poulain		Administrator Contributor
Henrietta Mueller	Developer	Administrator Contributor
Miriam Graham	Director	Administrator Contributor
Diego Siciliani	HR Manager	Administrator Contributor
Grady Archie	Designer	Administrator Contributor

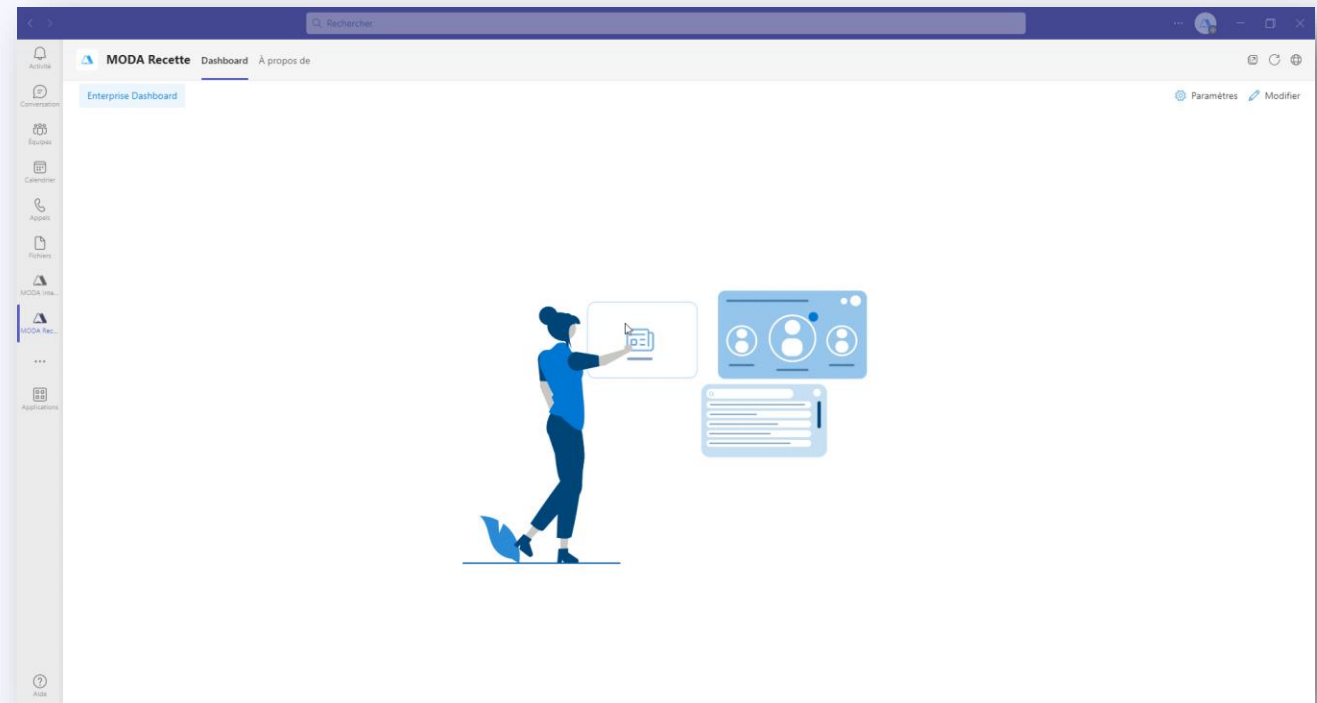


Be careful to not delete the administrator rights of the last user, you will have to ask the support team to give you back the rights.

# How to add and update widgets in a dashboard

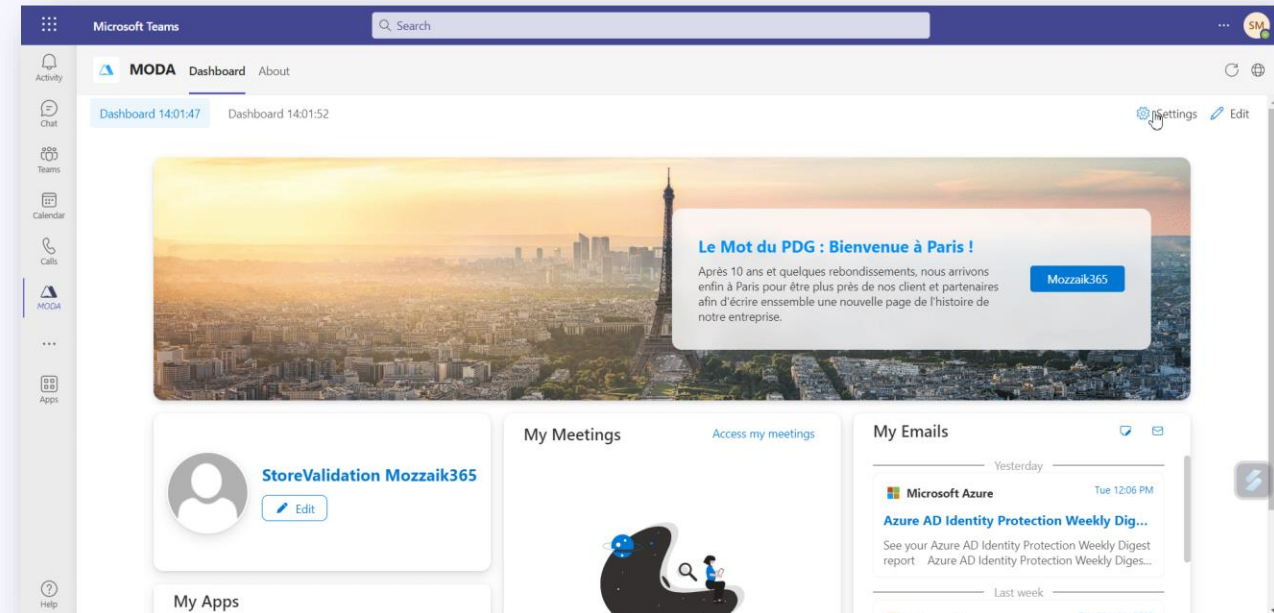
The MODA dashboard is where you can view and manage your tasks, projects, and teams.

- 1. Add widgets from the catalog** using a simple drag and drop.
  - Click on **“Edit”**.
  - Click on the **“+”** sign to open the widget catalog.
  - Select a widget, drag and drop it onto the dashboard.
- 2. Position and resize widgets** on the grid by clicking on the blue dots in the corner of the widget.
- 3. Configure widgets** according to your needs by clicking on the pencil icon.



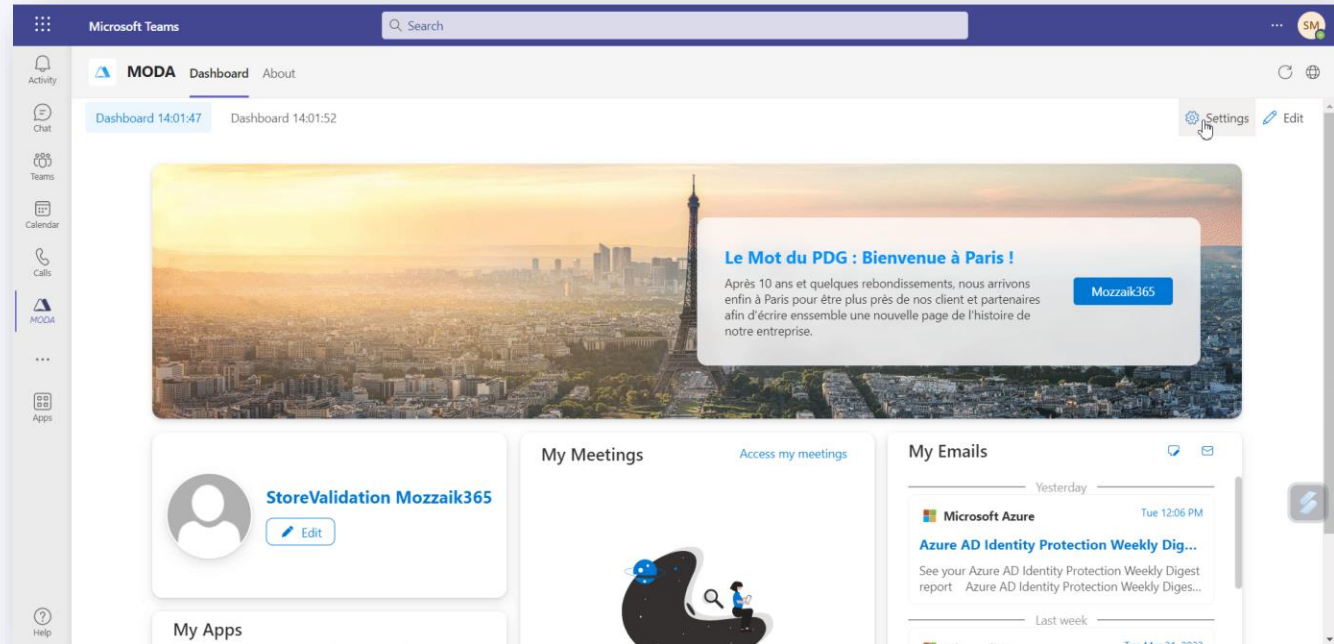
# Create a Company dashboard

1. **Go to Settings** and click on **“Company dashboard”** in the left-hand side panel.
2. **Click on “New dashboard”** and choose a template (blank or enterprise template).
3. **Rename the dashboard** by clicking on the three dots in the column furthest to the right.
4. **Define your target population** by clicking on the pencil icon and search for the right people to add.
  - If you wish to add or remove a user, click on the pencil icon and choose the person to add/remove.
5. **Deploy the Company dashboard** by enabling the button in the “Deployment” column.
6. **Exit Settings and access your MODA dashboard.** Notice that the dashboard you created has appeared in the top bar with dashboards.
  - If you chose the blank template, the dashboard is empty, and you can add the widgets you want from the catalog.
  - If you chose the enterprise template, a Company dashboard is already built with widgets, and you can customize it according to your needs.



# Create a Personal dashboard

1. Go to **Settings** and click on **“Dashboard”** in the left-hand panel.
2. Click on **“New dashboard”** and choose the **blank** template.
3. **Rename the dashboard** by clicking on the three dots in the far-right column and then click on **“Validate”**. (*Note in the Category column that your dashboard type is Personal*).
4. **Exit the Settings** and click on your new Personal dashboard in the top Dashboard bar.
5. **Add the widgets** you want from the widget catalog.



Note: A Personal dashboard is only visible to the person who created it.

# Thank you!

Please contact our support team for all your questions  
[contact@mozzaik365.com](mailto:contact@mozzaik365.com)