

The logo for 'Sproket' features a stylized sprocket icon on the left, composed of four horizontal bars in orange, yellow, green, and blue. To the right of the icon, the word 'Sproket' is written in a white, italicized sans-serif font.

*Sproket*

The screenshot displays the Sproket intranet interface. At the top, there's a navigation bar with 'Office 365' and 'SharePoint' links, and a user profile for 'Trent Allday'. Below this is the Sproket logo and a menu with 'About Us', 'News', 'People Hub', 'Departments', 'Policy Hub', and 'Projects'. The main content area is titled 'News @ Sproket' and features a grid of news articles. Each article has a heading, a placeholder image, a short text snippet, and a byline with a profile picture and engagement metrics (comments, likes, views). To the right, there's a 'My Apps' section with icons for Outlook, Xero, Jira, and Excel, and an 'Add Apps' button. Below that is an 'Upcoming Events' section with a calendar view showing events for Dec 17, 18, and 18. At the bottom, there's a row of four tiles for 'Request Leave', 'Staff Directory', 'Human Resources', and 'Incident Form'.

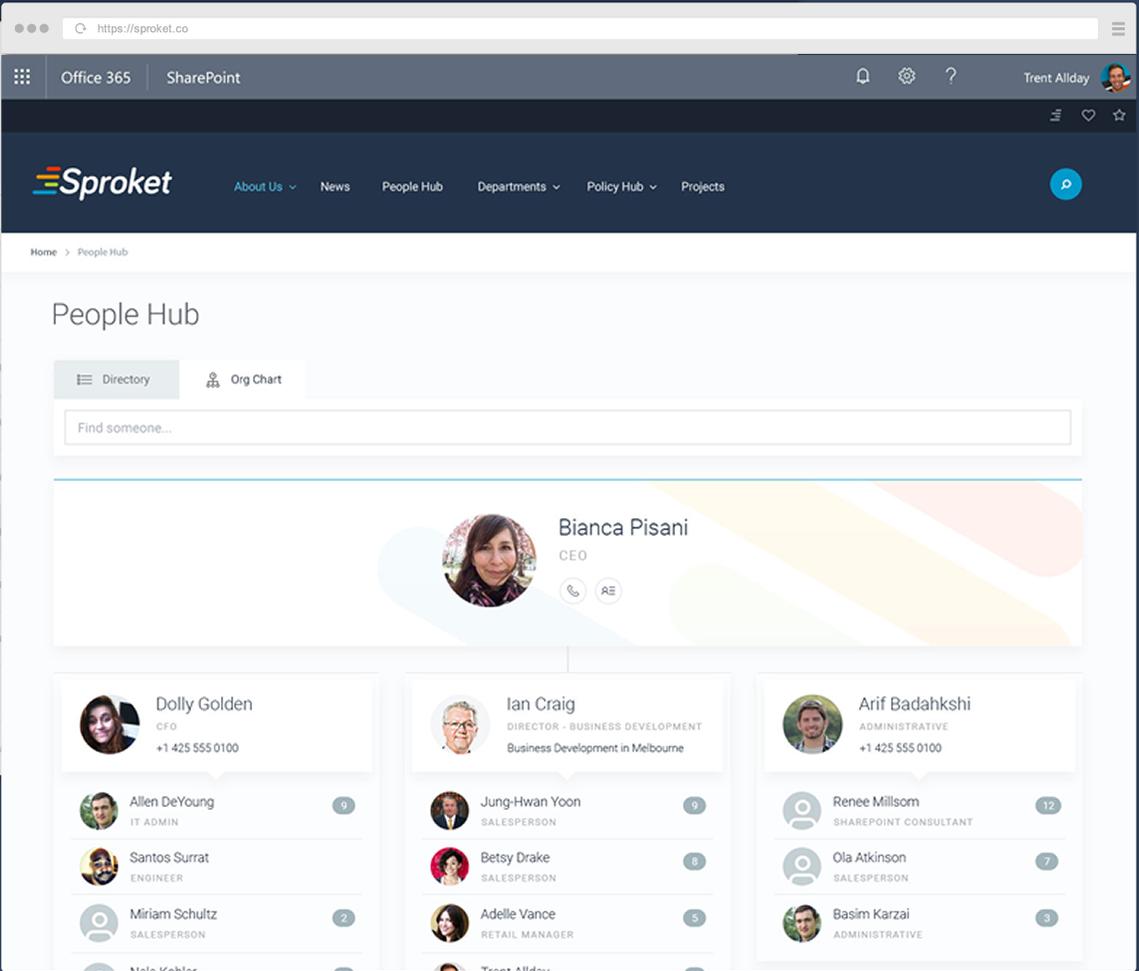
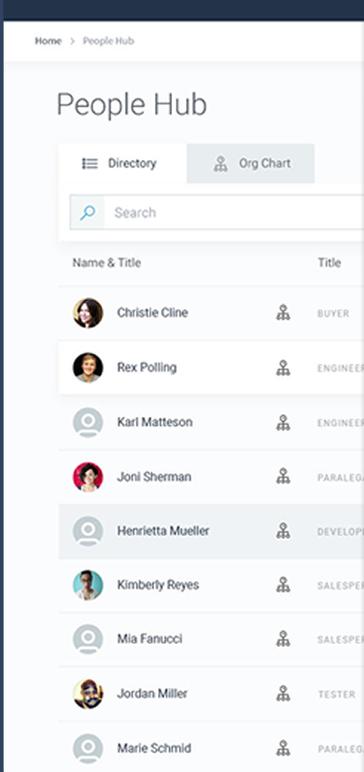
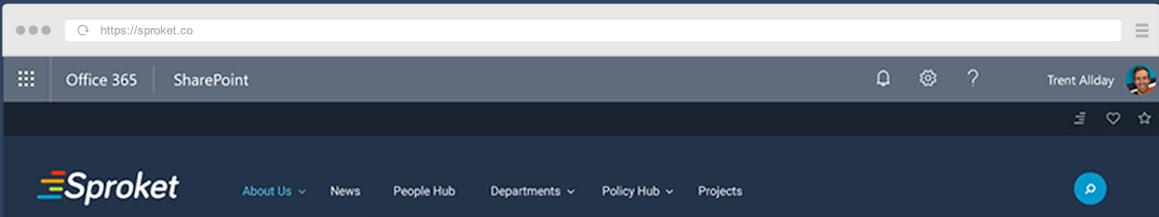
# EASY-TO-USE, MOBILE READY, INTRANET IN-A-BOX

- Quick to install
- Easy to use
- Mobile ready - works across all devices
- Fully branded for your client
- Sproket is 100% SharePoint
- Regularly updated
- Office 365 & SharePoint

The screenshot shows a web browser at https://sproket.co with a navigation bar for Office 365 and SharePoint. The Sproket logo is in the top left, and the user 'Trent Allday' is logged in. The main navigation includes 'About Us', 'News', 'People Hub', 'Departments', 'Policy Hub', and 'Projects'. The breadcrumb trail is 'Home > Policy Hub > Section 4 - Leave and Public Holidays'. The page title is 'Section 4 - Leave and Public Holidays' with a 'DOWNLOAD PDF' button. The content is organized into sections: '1. Annual Leave - taking holidays' and '1.1. Your leave entitlement'. The text explains that full-time and part-time staff are entitled to annual leave as set out in the National Employment Standards, while casual staff are not. It provides a summary of the standards (4 weeks of paid annual leave for full-time employees) and a link to find the standards. A list of factors that might affect entitlement is provided: an individual employment agreement, an enterprise agreement, a Modern Award, or a transition instrument. A note states that if covered by an individual instrument, employees should speak to their director or manager. A second sub-section '1.2. You should take all your annual leave' is also visible, with the text 'It is in your own, and our, interests for you to take your full annual leave entitlement.'

# POLICY HUB

- Convert policy documents from Word to web pages making it easily accessible all in one place across all devices
- Eliminate duplication and ensure a single source of truth



# CONTACT DIRECTORY & ORGANISATION CHART

Easily find, filter and search People in the staff directory and org chart

Office 365 | SharePoint | Trent Allday

**Sproket** | About Us | News | People Hub | Departments | Policy Hub | Projects

Home > Projects

## Projects

Search events

Title	Owner	Start Date	End Date	Status	Documents	Project URL
SharePoint Intranet Upgrade	Renee Millsom	3/02/2019	10/04/2019	In Progress	View Documents	View Site
Dynamics Transition	Dimos Kalogiannis	8/04/2019	23/05/2019	Not Started	View Documents	View Site
Website Revamp	Renee Millsom	15/08/2019	21/08/2019	In Progress	View Documents	View Site
Sproket Launch	Renee Millsom	16/08/2019	30/08/2019	In Progress	View Documents	View Site
Project Collaboration Project	Renee Millsom	16/08/2019	27/08/2019	On Hold	View Documents	View Site
Renees project	Renee Millsom	20/08/2019	22/08/2019	Not Started	View Documents	View Site

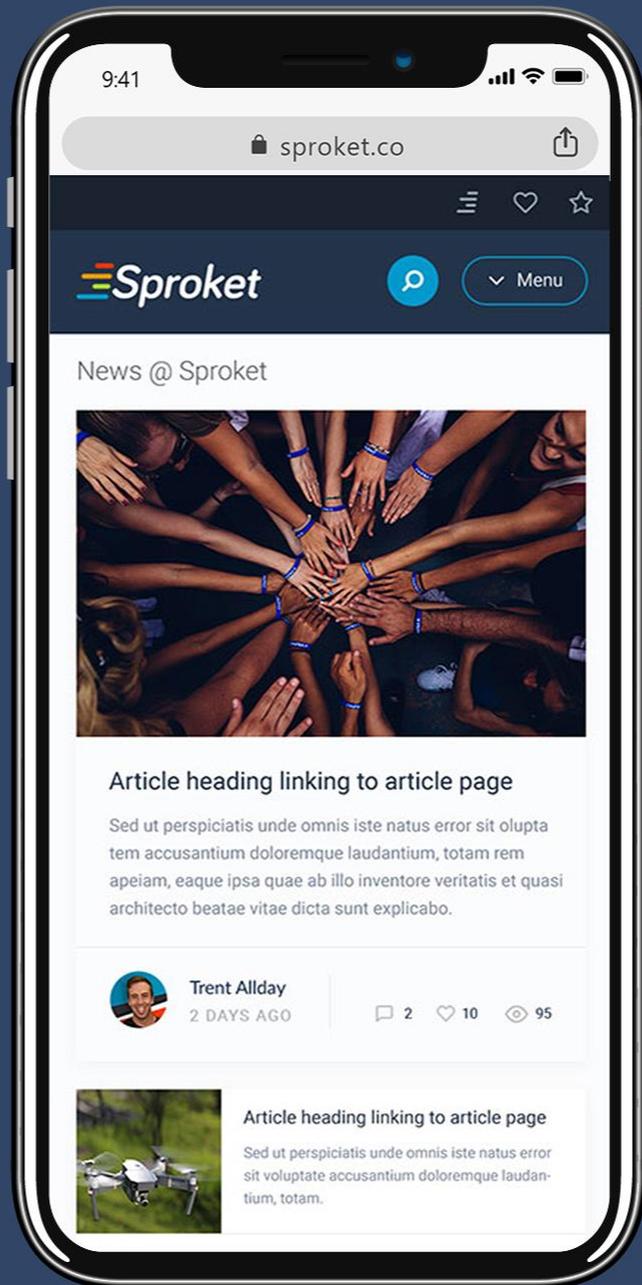
**PMO Contacts**

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[+ Create New Project](#)  
[☰ View All Projects](#)  
[📄 View All Documents](#)

# PROJECT HUB

Manage Projects and associated documents in a clean and simple design



## MOBILE READY

Improve communication, collaboration and productivity in your organisation with a Sproket intranet, branded your way.