



CORE WORKPLACE

A HUB FOR YOUR DIGITAL WORKLIFE

AN EASIER WORKDAY

Core Workplace is something unique. It's not a place just to handle content, it's a place to get your work done. We have developed Core Workplace for companies looking to connect all the dots of the digital workplace in one portal and provide an overview of digital tools, personal schedule, latest news and company information.

In Core Workplace, each employee can easily find their personal schedule, assigned tasks, collaboration sites and information about their organisation. It's also easy to add different digital apps and tools. This can be done both centrally and individually. Users can easily see when a new application pops up and can get a brief introduction to the tool when launching it for the first time. This is vital to increase adoption and awareness.

A HUB IN THE DIGITAL WORKLIFE

Core Workplace is centred around four dashboards representing four different contexts; the organisation, the individual, the team and the information. In this way each dashboard can be cleaner, each feature gets more space and is more relevant for the user in their current context.

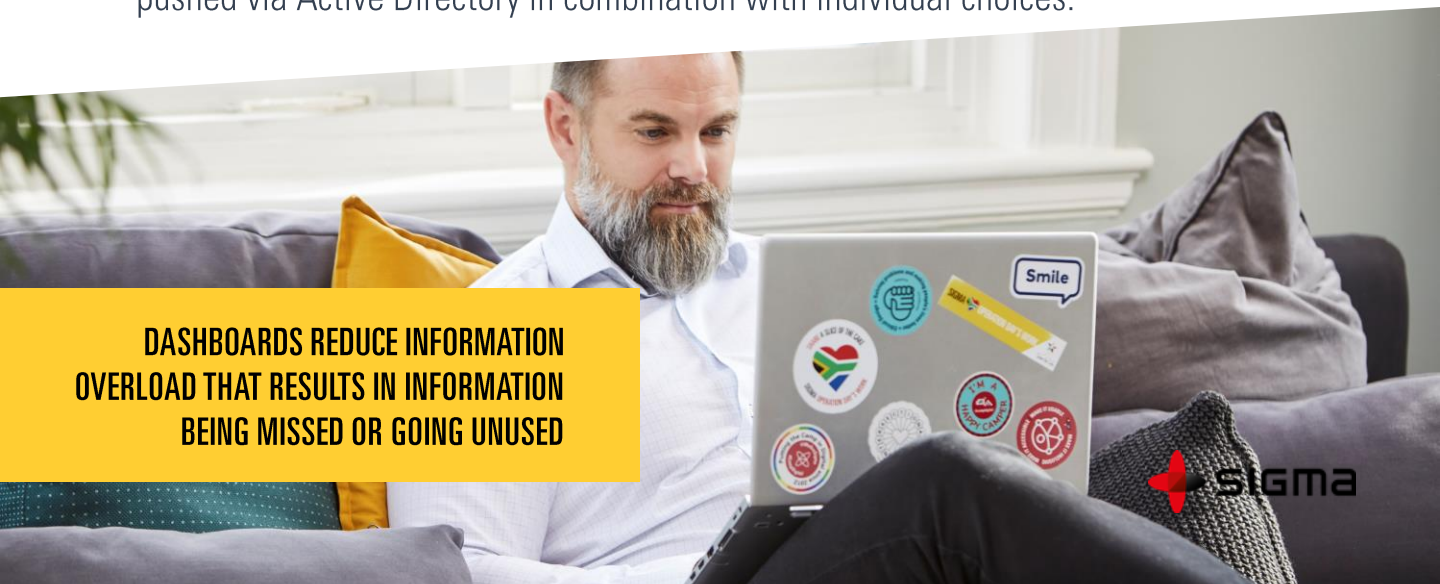
On the *Today* dashboard it's easy to keep up to date with what's going on in the organisation with access to news, common events, RSS-feeds and promotional banners.

Your board is where you get your actual work done. Here you'll keep your personal apps and tools, daily schedule, assigned tasks and relevant documents. This is your board and if you like, you can rearrange it to better suit your work.

On the *Collaboration dashboard* it's easy keep up to date with your different teams. Here you can also get in touch with your colleagues or browse and search the people directory.

A good digital workplace also holds a structured set of company information. All this is easy to access on the *Find information dashboard*. From here you can browse the information to find what you're looking for, you can see any information you're required to read, links to content you've saved for later and also see what content is trending right now.

Last but not least, the *Core channels* allow you to personalise your workplace so each employee gets relevant information in the different dashboards related to their place of work or role in the organisation. The channels can be centrally pushed via Active Directory in combination with individual choices.

A man with a beard is sitting on a couch, looking at a laptop. The laptop has several stickers on it, including a 'Smile' sticker, a 'TEAM' sticker, and a 'Sigma' sticker. The background is a blurred indoor setting.

**DASHBOARDS REDUCE INFORMATION
OVERLOAD THAT RESULTS IN INFORMATION
BEING MISSED OR GOING UNUSED**

FEATURES

Core Workplace is based on a web app with four dashboards and a number of web parts arranged according to our standard setup, which is based on our experience of what works best for users. But with the web part setup the layout and order can easily be customised to match your needs.



TODAY BOARD

FEATURED NEWS

Articles with major updater from within the organisation

PERSONAL NEWS

Articles based on your personal channels and subscriptions

INFORMATION ALERTS

Information alerts that can be scheduled and targeted to the relevant channels

UPCOMING EVENTS

Common events in the organisation that people can sign up to

LUNCH MENU

Did you know that the lunch menu is often voted as the most important feature by organisations who have a company restaurant?

RSS FEED

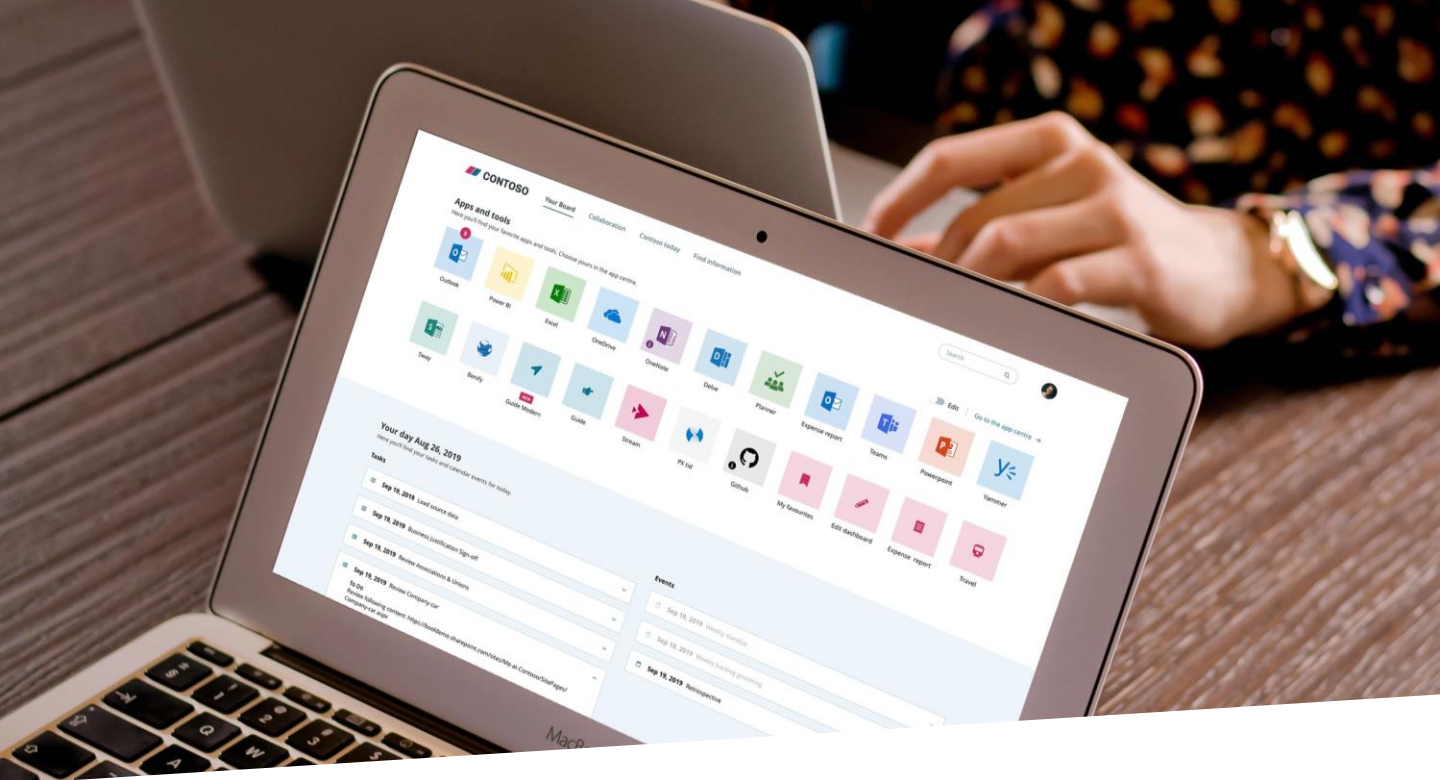
Connect RSS feeds to help employees keep up to date with external news on related topics

BANNERS

For promoting campaigns using text, images or video. Banners can be scheduled and targeted to one or many channels

KPI Charts

Visualize corporate KPIs to promote transparency and engagement in common goals



➔ YOUR BOARD

YOUR APPS AND TOOLS

Personal app launcher with centrally pushed apps based on channels and an option to add personal apps via web link or from the app centre. With the app introduction it's easy to explain what an app is for and why it should be used. Apps can be added from Microsoft 365 or any other web-based app.

SMART LINKS

Not all apps are relevant all of the time. With smart links, apps can be scheduled to appear at given times, once or recurring. Smart links can be targeted to one or many channels.

APP ALERTS

Alerts related to a specific app directly attached to the app, these alerts can be scheduled and targeted to one or many channels.

YOUR DAY

Overview of upcoming tasks from Microsoft Todo, Outlook and Planner together with personal schedule from Outlook.

YOUR DOCUMENTS

Easy access to documents worked on recently.



COLLABORATION BOARD

RECENT ACTIVITY

Get up to date on what has happened recently in collaboration spaces

RECENTLY VISITED

Quick access to collaboration spaces you've visited recently

YOUR COLLEAGUES

Contact details for colleagues you often collaborate with and the option to browse the people directory based on organisation structure

COLLABORATION SITE INDEX

All Teams, Groups and Team Sites you are a member of or have access to in one place. Filtered according to name, type and membership. From here you can also create/order new sites



FIND INFORMATION

YOUR REQUIRED READING

Personal list of pages and documents that you are required to confirm you've read

INFORMATION MENU

Overview of the structured information menu.

SAVED FOR LATER

Personal list of pages and documents that you have saved for later

TRENDING

List of content that are trending in your organisation



GENERAL

ACCESSIBILITY: WCAG 2.0 AA COMPLIANT

To provide an inclusive digital workplace made for everyone is a given and we conduct regular audits to ensure we remain compliant.

WORKPLACE IN TEAMS

Microsoft Teams has become an important part of the digital workplace and for those who like it, they can install Workplace as an app in Teams to create a seamless user experience.

WORKPLACE SEARCH

Finding what you're looking for is easy with our quick search that provides suggestions and provides a simple overview of categorised results. Search all of Microsoft 365 or restrict scope to only intranet content.

RESPONSIVE DESIGN AND MOBIL APP

Workplace is designed to work well on desktop, tablet and smartphones and is also available as a PWA app for optimal mobile experience.

PERSONALISATION WITH CORE CHANNELS

Channels are used to direct relevant content to each user and are based on user profile in Active Directory with an option for everyone to actively choose to subscribe to more channels.

GLOBAL NAVIGATION

The global navigation is available across Workplace and SharePoint to let the user navigate content easily.

FULLY COMPATIBLE

With SharePoint Modern with Communication and Hub Sites as well as the rest of Microsoft 365.

BIG FOOTER

With room for both navigation and content.

BRAND IDENTITY

All beautifully designed according to your brand identity.



➔ EDITOR DASHBOARD

QUICK LINKS

Quick links to editorial tasks such as creation and management of content in the digital workplace

SITES IN THE HUB

Display of sites connected to the workplace hub site in SharePoint

POPULAR PAGES

Overview of popular pages and news on the intranet

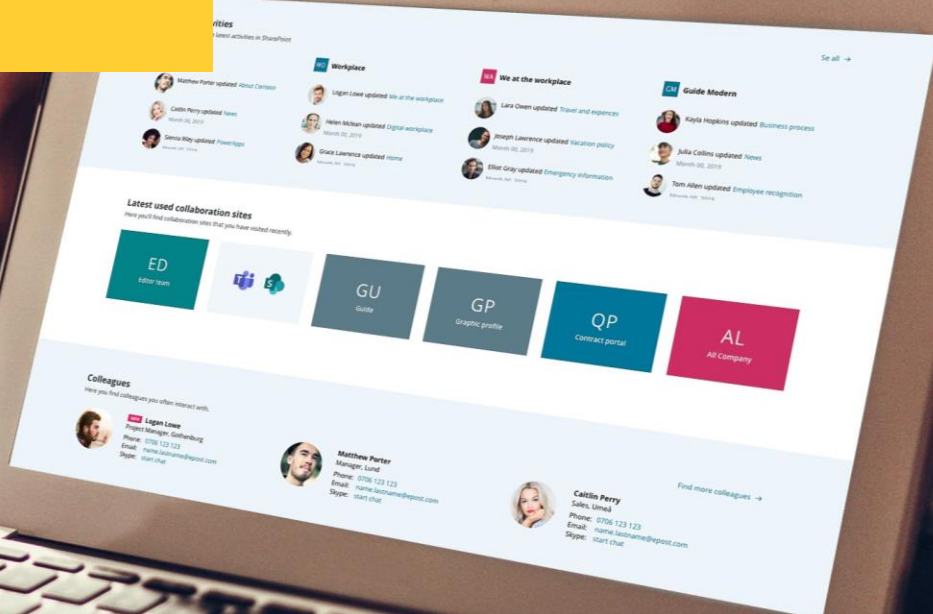
SITE ANALYTICS

Rich analytics with graphs providing insights on popular search queries, geographical and time variations of usage, channels activity and popular platforms. Core can also be integrated with HotJar analytics for more tools.

PAGE VIEWS

Table presenting all pages in the intranet with number of views in given time frame, last visit and last update

"WE ARE CONSTANTLY DEVELOPING
CORE AND UPDATES ARE AVAILABLE
TO ALL OUR CLIENTS"



CONTINUOUS DEVELOPMENT

Core Workplace is constantly being developed by Sigma's product team and new updates are released each month. As a Core customer, however, you can always choose when you want to perform an update. In this way, the rate of updating can be aligned with other processes and communication work in your organisation.

All of our development follows Microsoft's guidelines for how new functionality interacts with SharePoint and Microsoft 365. This means that we can guarantee that the features we develop will not affect the underlying platform and that everything will continue to work as usual after an upgrade.

BUILT WITH SHAREPOINT MODERN AND MICROSOFT 365

Core Workplace is built as an Azure web app with rich integration with SharePoint Modern and Microsoft 365. With everything in Azure authentication and security are managed the same way as the rest of Microsoft 365 and between Workplace and Microsoft 365 you have a natural single-sign on

SharePoint Modern itself comes with a very good user experience and many basic features are available in the standard setup, this is what we call a good foundation to build on. With Core Workplace we make use of all this and add our highly appreciated Core features that through many generations of Core have created great value for many customers in several different industries.

CORE FAMILY

Every year, we arrange Core Day, as we invite all customers who use Core for a full day of digital workplace and intranet.

The purpose of meeting everyone is that together we will benefit from the fact that we are several who share the same challenges, opportunities and platform.

WANT TO KNOW MORE ABOUT CORE WORKPLACE?

Contact us: www.sigmait.se/en/worklife/lets_talk



Sigma Worklife is part of the Sigma family. We are experts in digital workplaces based on Office 365. Through digital revolution, we create a better digital working life based on modern technology - always with the user in focus.

