

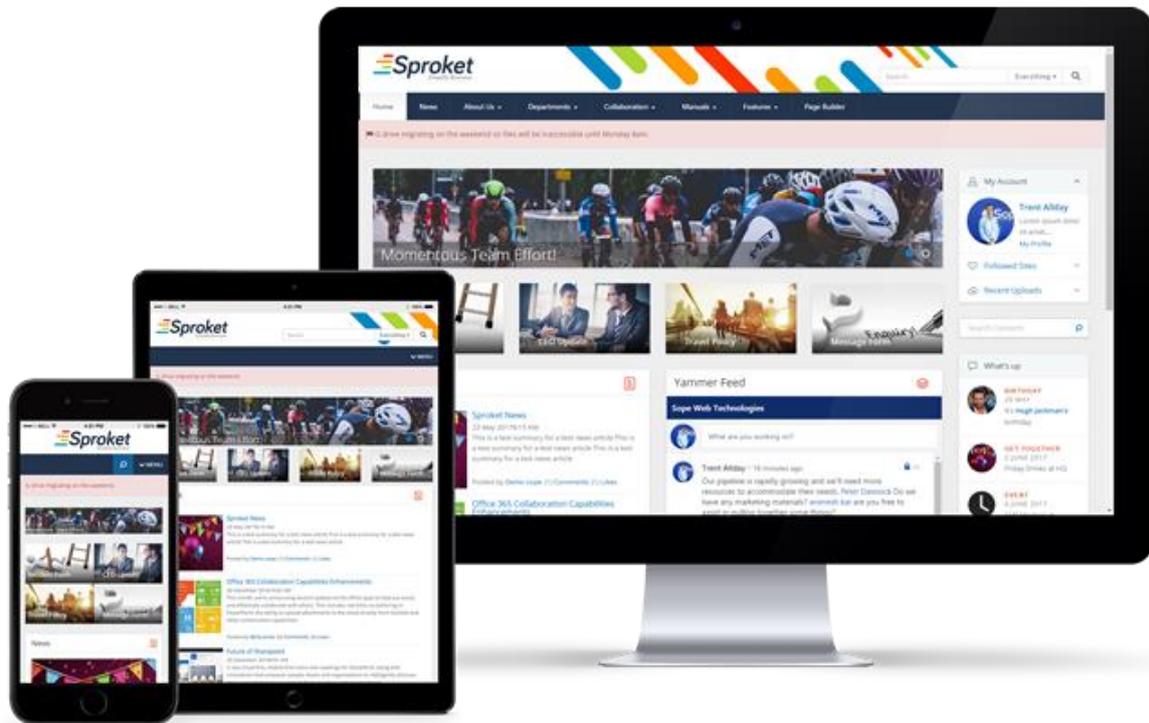
Sproket – Functionality Overview

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Sproket – Intranet in a Box

Built for SharePoint and Office 365 with the functionality you need without custom development. Branded, installed and ready to use within a day. Share and collaborate from anywhere on any device.



Sproket Makes Intranets Easy

Sproket comes loaded with functionality that can be easily tailored to your business needs.

Sproket is easy to install, responsive and intuitive, allowing you to roll out your intranet in a short period of time at a fraction of the cost of a custom solution.

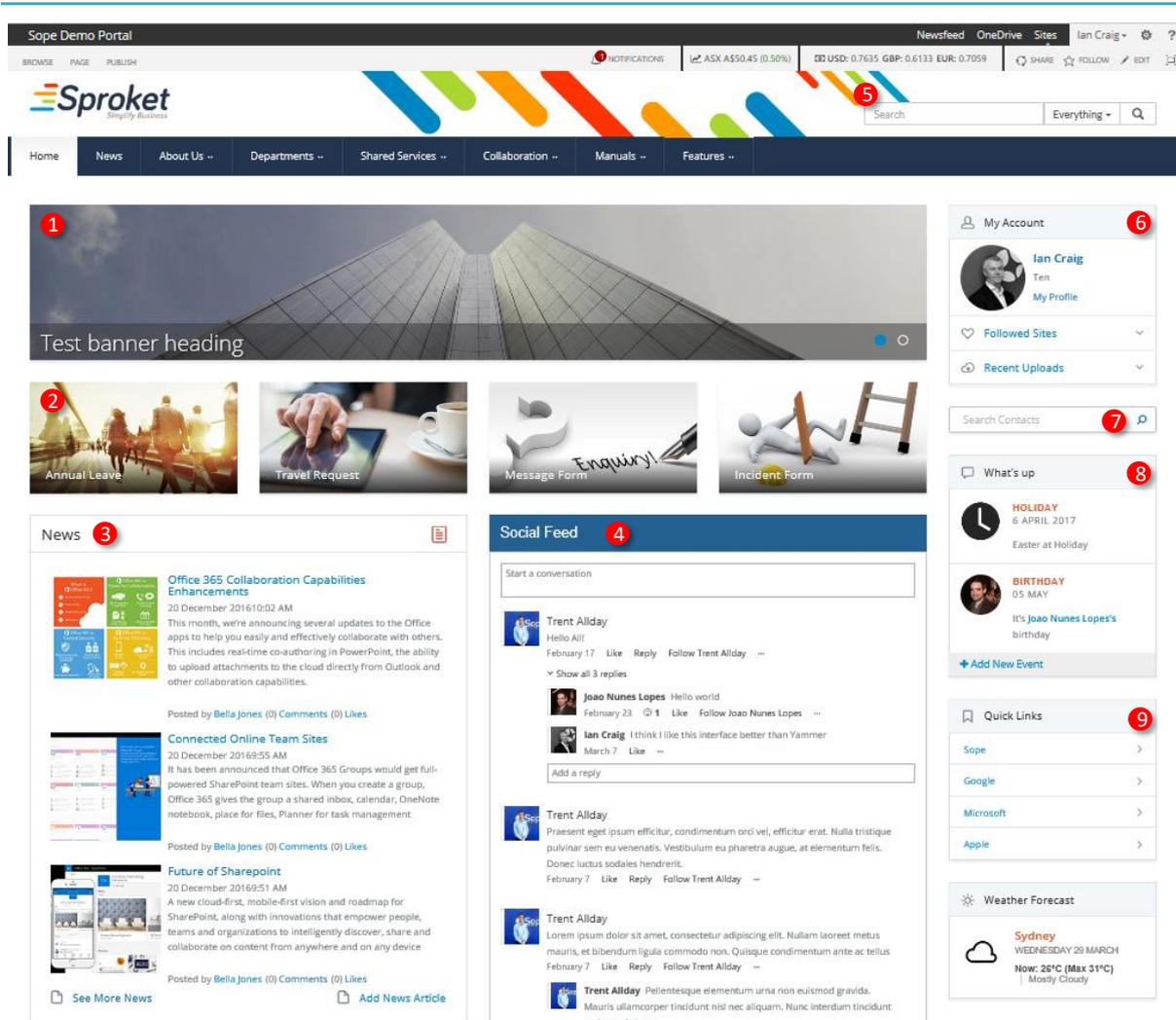
Sproket is easy to configure and requires no technical expertise.

Built on the Microsoft SharePoint platform, Sproket is a ready-made intranet solution for Microsoft SharePoint 2013, 2016 and Office 365. As Microsoft continues to release new features you can rest assure that Sproket will leverage these new capabilities.

With a growing feature set you can ensure your intranet stays modern and ahead of your competitors. With Sproket, organisations can implement a feature-rich, mobile-ready, custom-branded intranet in a matter of days. Sproket leverages our experience in developing hundreds of SharePoint intranets.

Sproket is backed by our Australian based support team that ensures your intranet stays running optimally. It gives you access to all the latest features we release. Find out more about our updates.

Sproket Functionality



The example shows a front page with:

1. Rotating banner image with hyperlinks to a detail page
2. Promotional links – generated from a register behind the scenes
3. News and Announcements with a blog functionality for likes and comments
4. My Feed will provide a social media feed from Twitter, Facebook or Yammer
5. Standard SharePoint search will be configured to crawl all intranet content.
6. My Account provides links to:
 - User profile for updating as required
 - Followed Sites for saving and accessing regular pages in the intranet
 - Recently uploaded documents and files
 - My Tasks
7. Search Contacts which searches the staff directory in SharePoint profiles
8. What's Up links to staff profiles and displays upcoming birthdays, anniversaries and calendar events
9. Quick links to internal or external web pages
10. Weather forecast

News

News

Office 365 Collaboration Capabilities Enhancements

20 December 2016 10:02 AM

This month, we're announcing several updates to the Office apps to help you easily and effectively collaborate with others. This includes real-time co-authoring in PowerPoint, the ability to upload attachments to the cloud directly from Outlook and other collaboration capabilities.

Posted by [Bella Jones](#) (0) [Comments](#) (0) [Likes](#)

Future of Sharepoint

20 December 2016 9:51 AM

A new cloud-first, mobile-first vision and roadmap for SharePoint, along with innovations that empower people, teams and organizations to intelligently discover, share and collaborate on content from anywhere and on any device

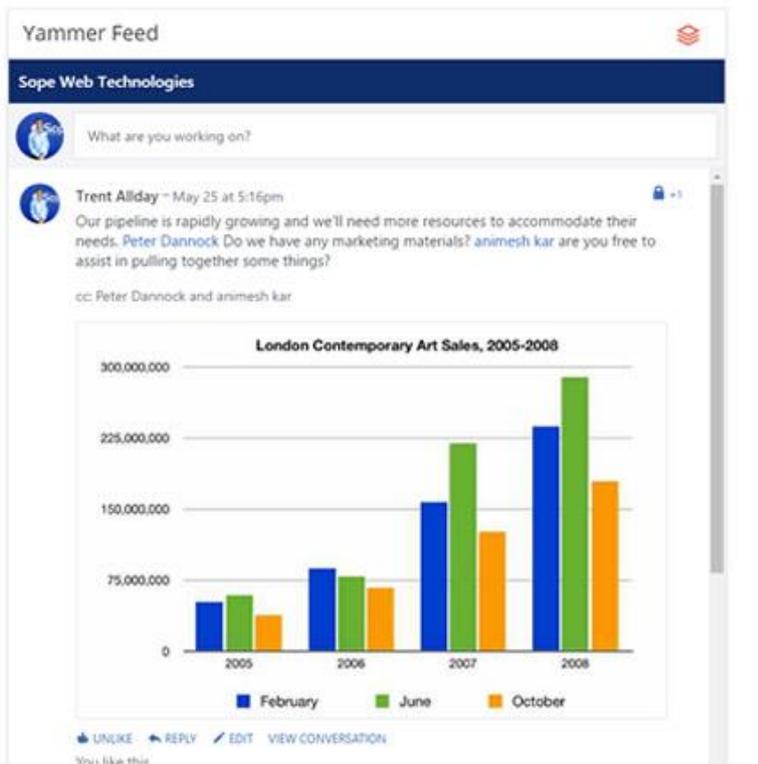
Posted by [Bella Jones](#) (0) [Comments](#) (0) [Likes](#)

[See More News](#)
[+ Add News Article](#)

The news will be built on top of SharePoint's blog engine as it includes some great functionality as standard including categories, RSS, comments, archiving and more. While leveraging this functionality we will restyle it to be more user friendly and ensure it aligns with overall site visuals.

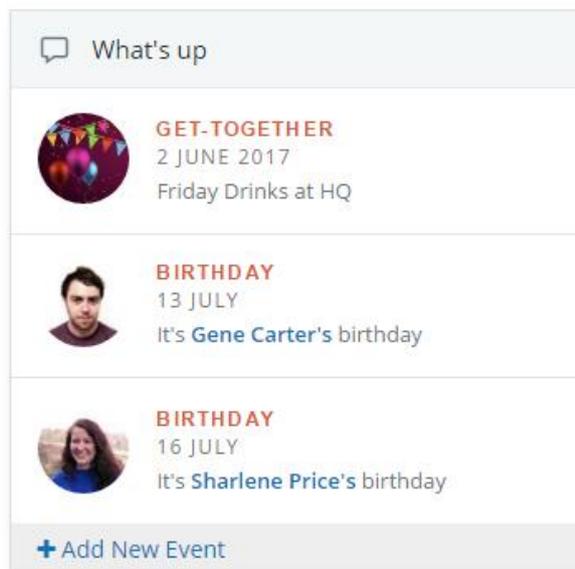
The visual representation of these new articles can come in all different formats and will be determined during the design process. See example above.

Social Media Feed



The social media feed can be configured for SharePoint Social Feed (pictured), Yammer, Twitter or Facebook. Groups can be embedded within any page of the intranet. Sope will configure the agreed feed to be displayed on the home page. Single sign on will be achieved by integrating with Active Directories.

What's Up (Events/Birthdays/Anniversaries)



This web part will display a list of upcoming Birthdays, Events, Leave & Staff anniversaries. The data for events & leave will be pulled from a SharePoint calendar while birthdays and anniversaries will be pulled from the SharePoint User Profile Database (SUPD) and displayed in a similar style as shown in this image. The web part will list the next 5 upcoming items.

Rotating Banner

The rotating banner will display up to 5 images that will rotate like a carousel, rotating every 5 seconds. When a user clicks on the banner they will be navigated to a defined URL.

- All images will be stored in a SharePoint list that can be maintained by a content admin.
- Items can have any expiry date to ensure images do not become “stale”.
- If there are no images to display, then this rotating banner will be collapsed.
- You can specify text within the list that will be overlayed on the image. This field can also be left blank if the image contains all required content.



Promo Panels

Promo Panels allow content admins to promote relevant areas of the intranet by use of hyperlinks with images. These promo panels stand out when visiting a page and might be used link off to common used forms, important pages or relevant news articles.



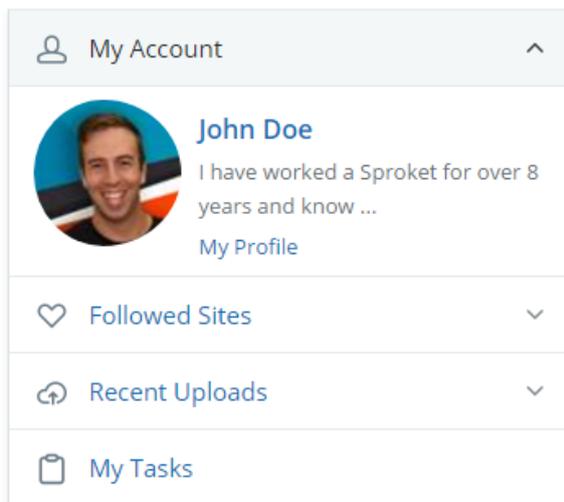
- All data is stored in a SharePoint list that can be maintained by content author.
- Web part can be added to any page of intranet and configure to look at any promo panel library.
- Clicking on the image will take the user to the defined URL
- Admin can define the order in which these images show
- Admin can define the destination URL
- Text will be overlay on the image that can be defined from SharePoint list.

Sproket

My Account

The My Account web part displays content related to the current logged in user including:

- Profile picture with brief bio and link off to full bio.
- Followed Sites – displays a list of sites that you have selected to ‘follow’.
- Recent Uploads – shows a list of the recent uploads for that user.
- My Tasks – links off to a summary of all tasks for that user



Weather

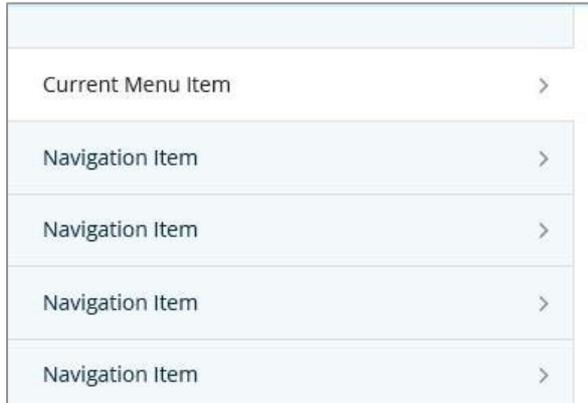
Teams love to know what the weather is. Sproket delivers weather in an elegant way. A simple yet handy tool that displays on your Intranet site for one or more locations.



Left Navigation Bar

The Left Navigation Bar will provide navigation to different sub-pages in context to the section you are in.

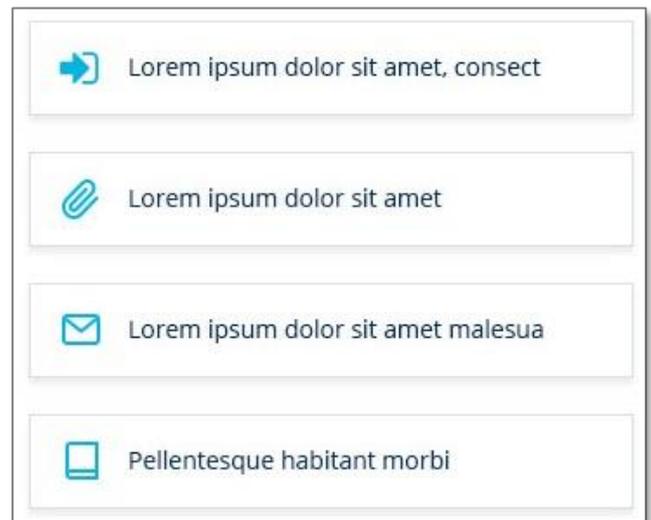
The current menu item selected is accented as a different colour.



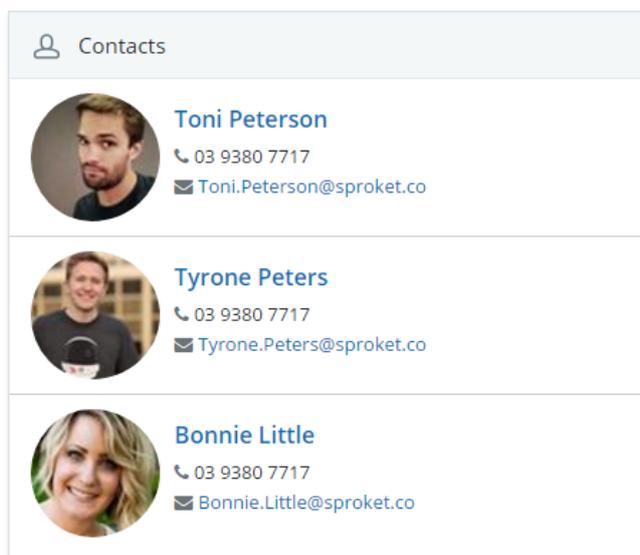
Quick Links

This web part allows content authors to pre define a list of links that are commonly accessed by the large audience. Click on the link will redirect the user to the defined URL. The visual representation of these links can come in all different formats and will be determined during the design process. See example here.

This web part can be placed on any page and be uniquely configured to list relevant links at the relevant page context.



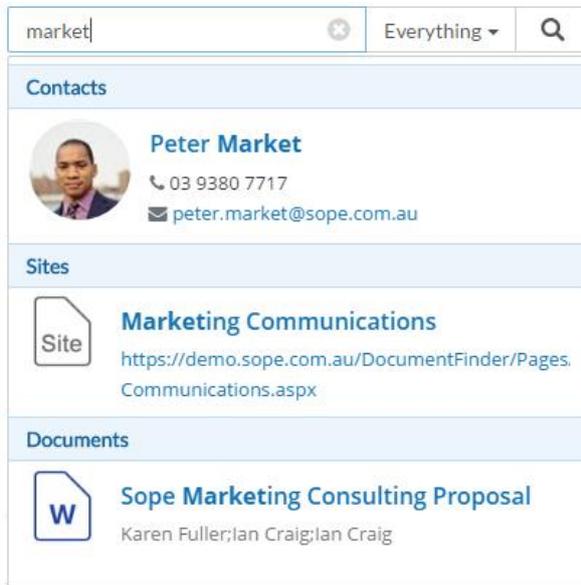
Contacts



Display relevant contact details, including profile pictures, phone and email, from your central profile directory.

Type Ahead Search

Standard SharePoint search will be configured to crawl all intranet content. We have also allowed to configure up to three 'result sources' if deemed required.



Contact Search Configuration

Sope will configure user profile synchronisation with Active Directory to bring through user's name, contact details, photo, position and other determined fields.

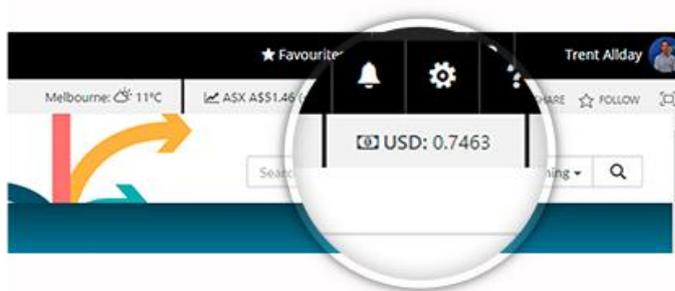
The SharePoint search crawler will crawl all user profiles and make them available for searching.



Sproket

Currency Converter

Currency converter at the touch of your fingertips. Enable this add-in to view and compare multiple currencies relevant to your organisation.



Stock Ticker

Monitor your business's public listing with a stock ticker shown at the top of every page.



Weather

Teams love to know what the weather is. Sproket delivers weather in a simple way on every page.



My Favourities

My Favourities – displays a list of pages that you have saved as favourite.

- User can remove a favourite by clicking on the bin icon.
- User can add a page by click on ‘add as favourite’ where they will be prompted to define the title.



Information Bar

An information bar allows a content author to define a message that will show at the top of all pages under to convey an important message.



- Content author will be able to specify a date range for when this message will show.
- If multiple items are within range, then an alert box will be shown for each item.
- Admin can define colour of information panel of either Light Blue or Yellow.

List

Fields

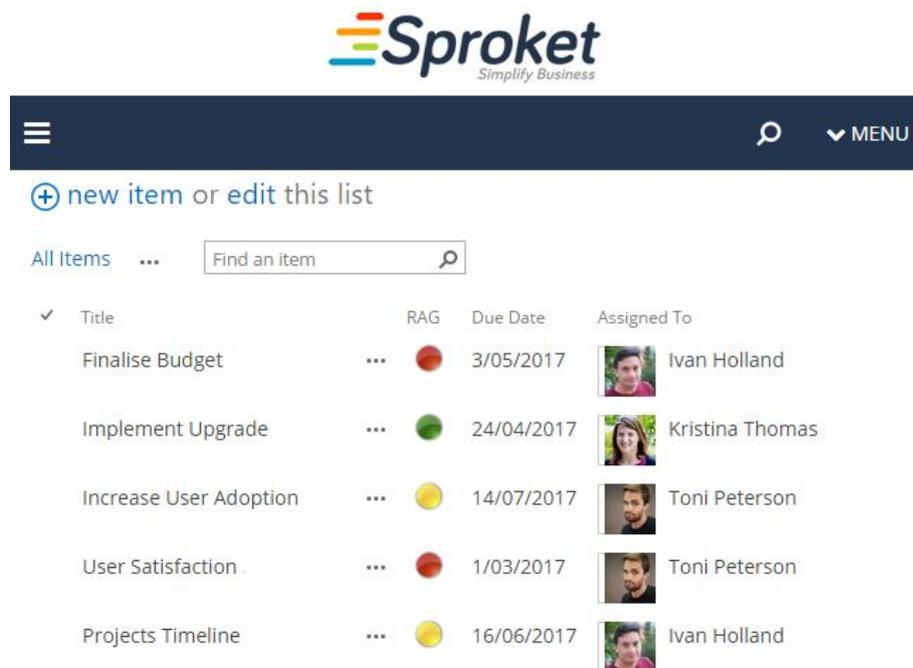
Field Name	Type	Comment
Title	Text	Only used for admin purposes
Content	Multiline	Allows hyperlinks
Colour	Dropdown <i>Options: Light Blue or Yellow</i>	
Publish Date	Date	
Expiry Date	Date	

Columns

Sproket columns increase adoption by enhancing the users experience.

The KPI column type is useful for providing a quick visual update in a traffic light format as a status indicator.

Our Smart Image column introduces the ability for users to drag and drop images into forms, resize and manipulate before submitting.



FAQs (Frequently Asked Questions)

On selecting an FAQ, the screen will expand to show the relevant detail for the selected FAQ. The other FAQs will fold to only show the question details

I'm not sure whether my workplace issue is covered by the VRQA or not. Who should I call?

[What are apprenticeship and traineeship regulatory field services?](#)

Apprenticeship and traineeships regulatory field services monitor the compliance of employers, apprentices and trainees with the requirements of the training contract in accordance with section 5.5 of the *Education and Training Reform Act 2006*.

Authorised officers are employed by BUSY At Work and appointed by the VRQA to visit workplaces and talk to apprentices, trainees and their employees to determine whether both parties are meeting their training contract obligations. They have a right of entry into premises where an apprentice or trainee is employed, to make enquiries, and to inspect and copy documents.

In most workplaces where apprentices/trainees are employed training contract obligations are being met.

Where a training contract is not being complied with, the authorised officers advise a delegated officer in the VRQA who has the authority to enquire into the matter and make determinations to resolve the issue

Additional Comments
Last Update: 21 July 2015 | © State of Victoria (Department of Education and Training) |

What aspects of apprenticeships and traineeships are not regulated?

Policy Hub

Publishing of policies, procedures, work instructions and guidelines in a robust governance model where the source documents are all held in one location and can only be accessed by those people authorised to do so. The published content is only available to end users in HTML and PDF formats.

Key features are:

- Source documents are maintained in a version controlled document library and do not need to move from this library.
- Document approval is driven by an automated workflow that expedites the process
- Once the documents are approved they can be converted from word to HTML and PDF as published content – the conversion to HTML brings across word formatting for
- Table of contents with jump links to page headings
- Heading and paragraph styling as per the word document
- Displays meta data content
- The published pages are presented in an intuitive mobile responsive site that incorporates a collapsible navigation panel
- Landing pages within the manual allow standard SharePoint web parts to display dynamic content

