



Pre-built for Office 365

**BizPortals 365 -
A Comprehensive
Business Intranet on
Office 365**



BizPortals 365



A Fully Integrated Solution

BizPortals 365 is extremely easy to use and can be set up quickly in your Office 365 environment. It comes with a ton of features - Department sites for collaboration, Document Management capabilities, News, Announcements, Employee Directory, HR and Employee Management, Goal Management, a power-packed Project Management, and a suite of the most used forms and more.



Document & Content Management

- Create and store documents with version history, sharing, categories, and tags for easy retrieval
- Keep information safe by setting permissions on the libraries and individual documents, if needed
- Collaborate on document creation and have them approved and eSigned directly from the portal
- Access multiple libraries easily with the Document Sync feature



Forms Management

- Streamline forms management by replacing common paper forms with pre-built electronic forms
- Automate multi-stage workflows for reviews and approvals with no development experience
- Receive change notifications and easily track the progress of your forms from start to finish
- Customize the route of your forms and modify automated notification messages, as per your needs



Project Management

- Create and manage projects, track their progress through consolidated dashboards
- Define project teams, assign tasks/sub-tasks, conduct discussions, and communicate deadlines
- Create custom tracking lists, organize & visualize tasks with Kanban boards, Gantt charts
- Collaborate with team members across the globe effortlessly



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HR/Employee Management

- Keep your employees informed of HR news and announcements, policy and benefit updates
- Simplify employee on-boarding and off-boarding with paperless forms, eSignatures, and online checklists
- Offer self-help functions to reduce redundancy of employee queries Define quarterly goals using performance management



Collaborative Workspaces & Communication Sites

- Sites Publish company news, alerts, announcements, and updates to keep everyone in the loop
- Create department and team projects, track their progress, and view daily/weekly deliverables
- Collaborate on shared tasks and documents, track meetings and events with calendars
- Use the chat, social, and video conferencing features to communicate instantly



Integration with LoB Applications

- Provide employees with a simple, single interface to manage multiple systems
- Gain insight into business performance using Power BI reports and dashboards
- Improve employee productivity by integrating data from CRM, ERP, Finance, and other LoB applications
- Access critical documents and reports from the intranet without flipping between screens and systems



**BizPortals 365**

Packed with Features



News, Announcements, and Notifications

- Easy publishing features to create and distribute corporate news, department stories, and announcements without requiring coding or IT skills.
- Subscriptions to alerts, announcements, document updates, and task assignments make sure you never miss out on information.
- Automated notifications for form and document approvals. Manage the visibility of notifications based on the locations.



Social

- Engage employees with discussions and chats, people directory, corporate event videos and photographs, spotlight stories, and birthday reminders.
- “Ask an Expert” feature to connect virtually with subject matter experts and get guidance from your colleagues who are more experienced or skilled in specific subject areas.
- Leverage seamless access with Microsoft Teams and Yammer to empower corporate communication and collaboration.
- Give your employees a platform to put up surveys, polls, and contests, share ideas, provide feedback, follow people, react to content, news, and stories.



Business Reporting & Analytics

- Instant access to custom reports, performance reviews, and project summaries; gain insight into business analytics and reports from LOB systems like CRM for Sales, Marketing and Services, and Financials reports.
- Create custom layout designs and color options to show the customer cases, projects, and other counters within the dashboard



Document and Content Management

- Allow users to view, edit, co-author, share and publish documents to collaborate seamlessly.
- Manage document versioning and provide role-based permissions to users.
- Set up a customized approval workflow to approve documents with a quick, efficient, error-free, and standardized automated system.
- Access multiple libraries for every department and project site, filter your libraries with Document Sync features.



Packed with Features

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Dedicated Project Workspace

- Get consolidated dashboard views and project portfolios with a unified digital workplace.
- Track task issues and create custom tracking lists to complete all the listed tasks effectively. Organize & visualize tasks with Kanban boards, Gantt chart.
- Get a fast, simple, and seamless way of sharing with quick links and Dropbox to store your important documents immediately.



Powerful and Easy Search

- Advanced search to target any content such as documents, announcements, forms, events, and tasks.
- Search for colleagues and skillsets, filter & save search criteria which can be run later.
- Categorize and tag content including keywords, author names, categories, and dates for easy discovery & navigation of documents.



Employee Directory

- A clean layout of all employees with complete profiles to make it easy to find the right people with the required skills for a job.
- Get multiple modes of communication like email, phone, or instant messaging.
- Integrate third-party messaging apps with the employee directory.



Mobility

- Take the intranet wherever you go. BizPortals 365 is available on mobile devices to provide information access to employees anywhere, at any time.
- Receive push notifications about important tasks and events on mobile devices to stay updated in real-time.



Self Service Tools

- Access self-help features like automated forms, FAQs, training videos, and subscriptions to alerts & notifications to take the burden off HR, IT, and Admin staff.
- Capture knowledge base and ideas at a single platform to stay up to date about varied business functions and processes.



Easy Configuration

- Customize the site layout with easy drag and drop functionality, choose parts, set your styling with hundreds of parameters to adjust the behavior as per your needs.
- Customize the look and feel of parts with multiple layout styles available.



Packed with Features



Dynamic Integrations

- Reap all the benefits of Microsoft 365 with the productivity tools such as Outlook, OneDrive, Microsoft Teams, Delve, Yammer, Power BI, Skype for Business, Power Apps, and OneNote.
- Get the security, mobility, reliability, and ease-of-use you need and transform your business with the DocuSign eSignature solution.
- Get a connected view of data intelligence on customer records, transactions, behaviors, and predictive insight tools with Microsoft Dynamics 365 CRM integration.



Easy Access

- Access lists, libraries, tasks, and action items in one place. View status using different visualization tools like Pie chart, Bar chart, and Gantt chart.
- Create rollup lists of tasks and projects and access items just with a single click.
- Integrate charts and Power BI reports in the same place with other lists and libraries.





Industry Solutions

BizPortals 365 is a business-centric, cloud-based, modern intranet that turns your organization into a cohesive, collaborative environment, which improves the way people work together. It is more than just an intranet and offers a comprehensive and easily customizable solution to meet the specific needs of companies across all industries and sizes.



Manufacturing

In today's competitive environment, manufacturing industries need to quickly respond to any shifts in their markets. BizPortals 365 is well equipped to provide employees fast, efficient access to information, digital forms to request materials or place orders, and tools for real-time communication between employees as well as with partners and suppliers - keeping everybody on the same page.



Healthcare

The healthcare industry is fast-paced and constantly evolves. It is crucial to update staff with news, policies & procedures, patient information, weekly staff schedules, and provide tools for communication, enhance training efforts, automate processes to improve patient care. BizPortals 365 supports all these needs while also providing mobility to frontline staff who are always on the go.



Law Firms

Law firms deal with a large volume of documents that can be scattered when a case requires the collaborative efforts of specialized team members. BizPortals 365 provides productivity and efficiency to a law firm's staff by providing robust search features, updated information, and team & case management sites for improved communication and collaboration across a firm.





Oil and Gas

The energy sector deals with different geographical locations and highly fluctuating connectivity, and employees require remote access to the right information in real-time. Take advantage of digital workplace solutions to overcome the pressing engagement and productivity challenges of the energy industry. BizPortals 365 ensures seamless employee collaboration for remote offshore operations, oil field exploration, extraction, refining, and recovery. Focusing on hitch-free internal communications and collaboration ensures superior productivity and better customer services to take your company performance to the next level.



Retail

The retail industry has undergone a major shift; from physical to digital. This means more information, diverse employees, and a need for better connectivity and control. BizPortals 365 can help with information dispersal, simplifying inter-store communications regarding stock levels, services & deliveries, and provide quick online training through videos and presentations.



Financial Institutions

Compliance plays a pivotal role in bank operations making training, security, and governance procedures very important. They also need quick retrieval of information and automated retention and archival procedures. BizPortals 365 provides Microsoft security and backup features and multi-level, granular permissions systems, which ensures the safety of all information.





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Industry Solutions



Information Technology

The role of IT has changed over the past several years from responding to technology requests to a more central role in bringing value to businesses - managing large amounts of data, cybersecurity, etc. BizPortals 365 is a comprehensive cloud-based solution with plenty of self-help features. It requires minimum IT involvement, allowing them to spend more time on strategic activities.



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