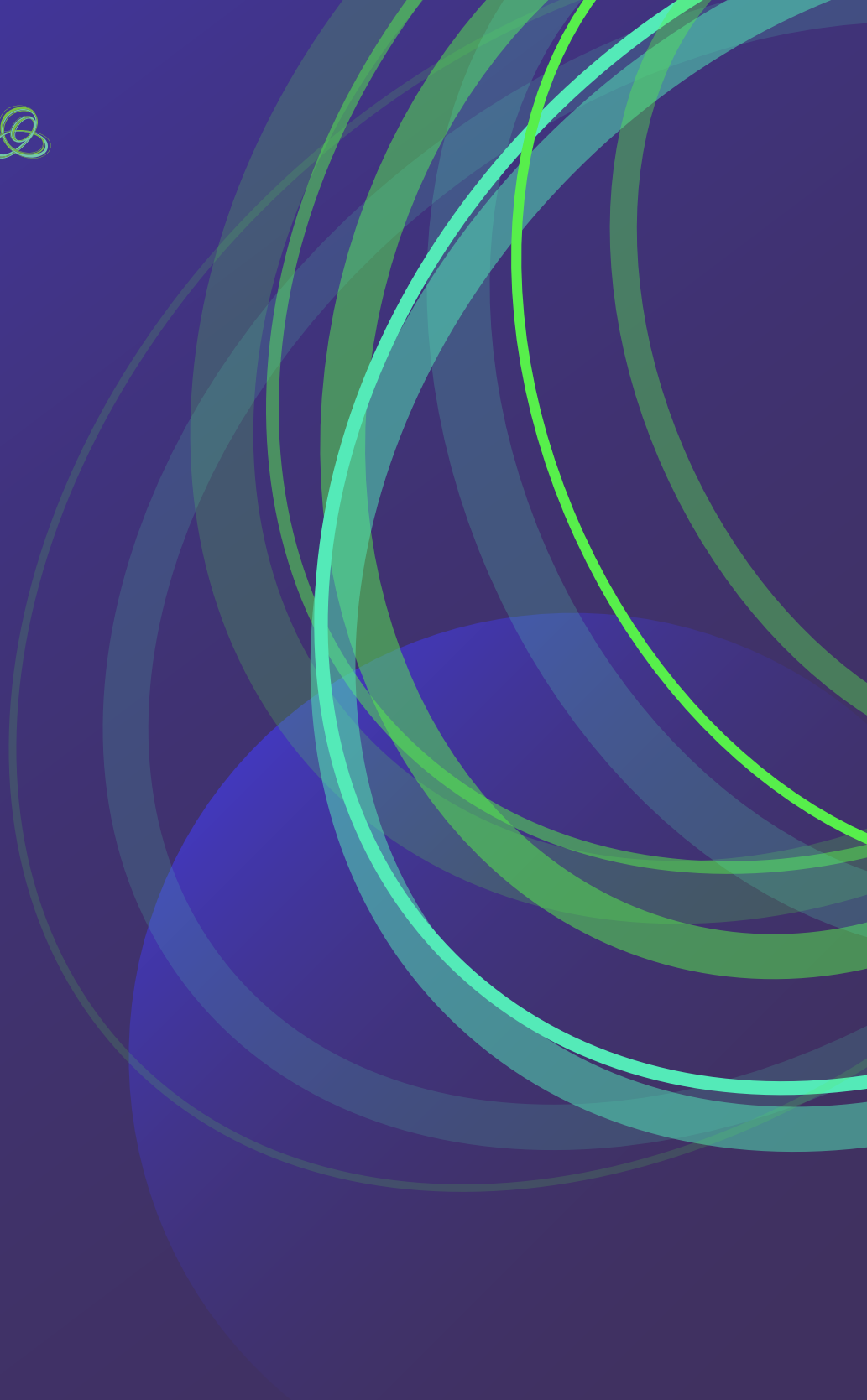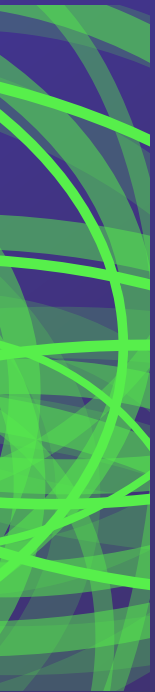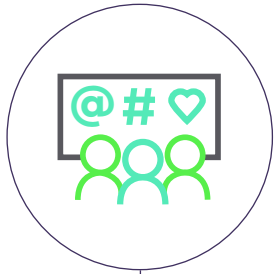# GreenOrbit

# Feature Checklist

# Don't settle.

Don't settle for an intranet that weighs you down with missing functionality and expensive integrations.

GreenOrbit has everything you need built-in, so you can equip employees, empower content creators, and get your organization where it needs to go.

Use this checklist to see how GreenOrbit can support your engagement and productivity goals.

# A living, breathing intranet should...

## **ENGAGE** your workforce

### News

Breathe life into your intranet with business updates and engaging news articles.

### Decentralized Publishing

Get information flowing. Let your people create and publish content with an easy-to-use and feature-rich content management system.

### Onboarding

Get new starters going and stay on top of compliance requirements. Use your intranet as a platform for effective onboarding.

### Quick Polls

Foster engagement by finding out what matters most to your people. Encourage feedback using single or multi-question polls.

# ORGANIZE your days, files and workflows

### Content Management

Keep control of documents, images, videos, and presentations. Use folders and assign tags so staff can easily find what they need.

### Facilities and Resource Booking

Get your meetings, facilities and catering under control. Make or view bookings in an easy-to-use calendar across all locations.
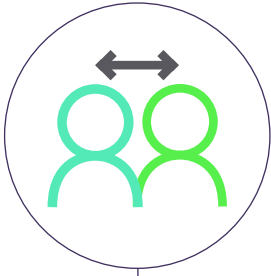
### Calendar

Keep track of holidays, leave requests and important company events. Empower departments to collaborate across multiple calendars.

### Forms and Workflow

Automate the boring stuff. Replace paper-based manual processes with online forms and attach a workflow to the approval process.

# CONNECT your people

## Enterprise Social Network

Get the conversation flowing with social features you know and love. Bring people and content together with @mentions and #hashtags.

## Private Groups

Get collaboration going with private groups. A secure space for real-time discussions – great for departments and project teams.

## Staff Directory

Put a face to a name and track down skills. Search employee profiles to find experts and make collaborative connections.

## Staff Profile

Get your people noticed with self-managed user profiles. Encourage the sharing of interests, experience and areas of expertise.

## GreenOrbit App

Keep up to date with latest news, upload files and collaborate via social with the GreenOrbit App — your intranet on the go.

# **LOOK** the way you want it to

### Layout Manager

Design pages like a pro. Drag and drop to build site templates that give your intranet a consistently professional look and layout.

### Navigation

Get your people going in the right direction. Add intuitive navigation to your intranet so that users can easily find what they need.

# **INTEGRATE** with other systems

### Active Directory

Work natively with Active Directory to keep information up to date. User Profiles are self-managed, so no need to manually sync data.

### SAML Authentication

Embrace single-sign on and make life easier. GreenOrbit supports enterprise grade authentication processes based on SAML.

### Multi Languages

Speak their language. Localize your GreenOrbit intranet to cater for different languages or company-specific terminology.

### API

Build on GreenOrbit by using our web API to complement and extend your intranet.

## About GreenOrbit

Dare to seek a better intranet. You're not distracted by the flashy integrators with their shallow functionality. No, you want to equip employees and empower content creators with the right tools. Discover the intranet that provides everything you need, built in. GreenOrbit enables you to drive efficiency, foster collaboration, and create an intranet experience that works for your culture and brand.

**Learn more at GreenOrbit.com**

## Get Going

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