

WHITE PAPER

omnia

Creating a Successful Small Business Intranet.



Omnia Express is an easy and cost-effective Microsoft 365 integrated intranet.

Creating and maintaining an intranet that improves internal communication, collaboration, knowledge sharing, and employee engagement is challenging for most organizations. This is especially true for SMBs with limited budgets and resources.

You don't have to be a large company to have a world-class intranet. **Introducing Omnia Express**, now SMBs can get an easy and cost-effective intranet in Microsoft 365, customized to your needs in only a few weeks.

Your subscription includes a capable product with all features needed for a successful intranet,

- Services to ensure your solution runs like clockwork
- Ongoing product updates to further enhance your solution
- A support desk ready to help

In this white paper, you can learn how to create a successful SMB intranet with Omnia Express.

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Learn More About SMB Intranets





Essential Intranet Features for SMBs.

Omnia Express is a truly capable product with all the features needed for a great intranet.

To start with, your new intranet will be branded in your colors, displaying your logo and having a name of your choice. The platform will integrate seamlessly with the most popular Microsoft 365 applications.

Below you can find images showing an example start page and how the solution can also be delivered in Microsoft Teams. These are features that you and your colleagues will love!

START PAGE

Learn about Social Marketing

Our new Social Marketing community has been launched today, and you are welcome to join to interact, share knowledge and

2 days ago

InStore concept driving sales

Great news, we can see a rise in sales per customer since launching the InStore concept.

11 days ago

In the Spotlight

Alameda Once

Register for our yearly conference!

Join a community today!

Share knowledge with your colleagues.

Caring for the environment

We are committed to doing our part.

Weekly Poll


What do you think about our new intranet?

- Greatest thing since sliced bread.
- Way better than our previous one.
- OK, but some improvements needed.

Upcoming Events

APR 22	Strategy Event 17:00 - 17:30
MAY 02	Learn about City Bikes (part 1) 09:00 - 16:00, Copenhagen

Upcoming Birthdays



Chanel Rosario

Document Center | Training Center | Sales Community

Community Portal | Project Center

Recent Teamwork

- ALB Product Development
- Gothenburg Office
- Leicester Office

Recent Documents

- Market Test Plan.pptx
- Project Plan (draft).docx
- Team Meeting Notes (April).docx

The start page will help employees stay on top of what is happening within the organization.

Here you will find promoted news articles, upcoming events, navigation to highlighted topics, and personalized navigation to teamwork, documents, and applications.

Many Omnia clients use the start page to post quick polls, highlight people, and encourage employees to strengthen their user profiles.

MICROSOFT TEAMS INTEGRATION

The screenshot displays the Microsoft Teams interface with an intranet integrated into the start page. The interface includes a top navigation bar with a search bar and a user profile icon. On the left, there is a navigation pane with options like 'Alameda One', 'About Alameda', 'Our organization', 'How we work', 'Internal support', 'Products and services', and 'News'. The main content area features several sections: 'Learn about Social Marketing' and 'InStore concept driving sales' (both with like and comment counts), 'In the Spotlight' with three featured articles, a 'Weekly Poll' about the new intranet, 'Upcoming Events' for April and May, and 'Upcoming Birthdays' for Chanel Rosario. On the right, there is a 'Recent Teamwork' section with team names, 'Recent Documents' with file names, and a 'My Profile' section with a progress bar and a 'STRENGTHEN PROFILE' button.

With Omnia Express, it is easy to deliver the intranet as a browser experience and an integrated part of Microsoft Teams.

You can display the full intranet experience with a start page, navigation, search, and access to all content.

The intranet will also be available in the Teams mobile app. This is a great way to help drive the adoption of your new solution.

Improving Internal Communications.

With Omnia Express, you will get great tools for publishing news, events, and organizational information to improve internal communications.

Employees will love that strong governance concepts of Omnia help ensure content is relevant, updated, and used in daily work.



NEWS

The news center makes publishing news articles easy. Just click create, use the intuitive publishing tools, preview, and publish.

News articles are based on a mobile-friendly page layout with the option to add images and videos from internal and external sources.

To spur employee engagement, some social features can be added to news articles letting users like, comment, and share news articles.

Notify end-users when new articles are published and can easily take part in articles in the notification panel. Tag articles as promoted to make these show on the start page.

The screenshot shows a news article editor interface. At the top, there's a navigation bar with a hamburger menu, the title "Learn about Social Marketing", and tabs for "CONTENT" and "PROPERTIES". Below the navigation, there are three article cards in a "Related News" section: "InStore concept driving sales" (10 days ago, 0 likes, 2 comments), "Employee survey starts this week" (17 days ago, 0 likes, 0 comments), and "Realizing the wisdom of the crowd" (23 days ago, 0 likes, 0 comments). The main article is titled "Learn about Social Marketing" by Robert Johnson, dated 2022-04-13, in the "Human Resources" category. The article text reads: "Our new Social Marketing community has been launched today, and you are welcome to join to interact, share knowledge and learn from colleagues." Below the text is a rich text editor with a toolbar containing options for heading, bold, italic, underline, list, link, image, quote, table, and undo/redo. The editor content includes: "You have probably heard about our initiative on structured knowledge sharing within our intranet. During the last three months we have seen the launch of six communities that all have contributed to daily work for a lot of our employees. Today we will see a new community - on Social Marketing - being launch." and "You should [join this community](#) for sharing thoughts and findings on what is going on in social media." At the bottom of the editor, there's a "Write" button and a note: "If you have any questions about this new community, please connect with the moderator Philip Bukowski or one of the core members: Da Karlsson, Robert". On the right side, there's a "Related Links" section with "ADD LINK" and "ADD HEADER" buttons, and a "Social Marketing Community" link with edit and delete icons. Below that is a "SHARE" button. At the bottom of the interface, there's a language dropdown set to "English", and three buttons: "DISCARD CHANGES", "SAVE A DRAFT", and "PUBLISH".

EVENT CALENDAR

Your new Omnia Express intranet will contain one or several calendars for upcoming meetings, campaigns, training, or other events within your organization.

You can display a list of upcoming physical or online events on the start page.

It will be easy for your workforce to keep track of what is around the corner within your business.

There is also a possibility to display events from the logged-on user's Outlook calendar on the start page.

Weekly Poll

Where should we hold the Employee Focus event in 2022

City	Percentage
Berlin	25%
Prague	25%
Amsterdam	50%

Legend: Berlin (blue), Prague (purple), Amsterdam (green)

Upcoming Events

MAY 02	Learn about City Bikes (part 1) 09:00 - 16:00, Copenhagen
MAY 08	Electrical Bikes 12:00 - 13:00, Seville
MAY 10	Strategy Keynote 08:00 - 16:30
MAY 17	Marketing Forum 2022 May 17 09:00 - May 18 17:00
MAY	Marketing Forum 2022

Upcoming Birthdays

Chanel Rosario

- 📅 April 26
- 🏢 Cloud Architect
- 👤 IT Helpdesk
- 📍 Leicester

✉️ 💬 📞

INFORMATION PAGE

Right away, start publishing organizational information about your vision, objectives, products, procedures, locations, and more.

Editors can use the powerful media picker to find images from internal sources or external services like Pexels and preview pages on both broader screens and mobiles.

It is easy to manage navigation structures and build an intuitive mega menu.

Add optional test content to the solution before delivery to make it even easier to get started.

ALAMEDA ONE

ABOUT ALAMEDA ▾ OUR ORGANIZATION ▾ HOW WE WORK ▾ INTERNAL SUPPORT ▾ PRODUCTS AND SERVICES ▾ NEWS ▾

Alameda One > Employee Handbook > The Alameda Way > Core Values

Message from our CEO

The Alameda Way ^

Company Culture

Core Values

Code of Conduct

Mission Statement

Targets and Goals

Employment Relationship ▾

Workplace Professionalism ▾

Expectations and Evaluation ▾

Core Values

From hiring new talent to handling a disappointed customer, everything we do at Alameda should be guided by our core values.

Be an ambassador

We are proud to be problem solvers. We like the people we work with – coworkers, managers, clients – and genuinely enjoy helping one another succeed.

Enjoy the journey

We make sure our team feels appreciated and valued. Launch Lunches and quarterly show-and-tells are some of the ways we celebrate our people. We take the time to stop and acknowledge where we came from so that we don't miss how impressive the climb

Information

Page Contact

John Faulkner

Modified

a few seconds ago

Modified By

Robert Johnson

Applies to

All Employees

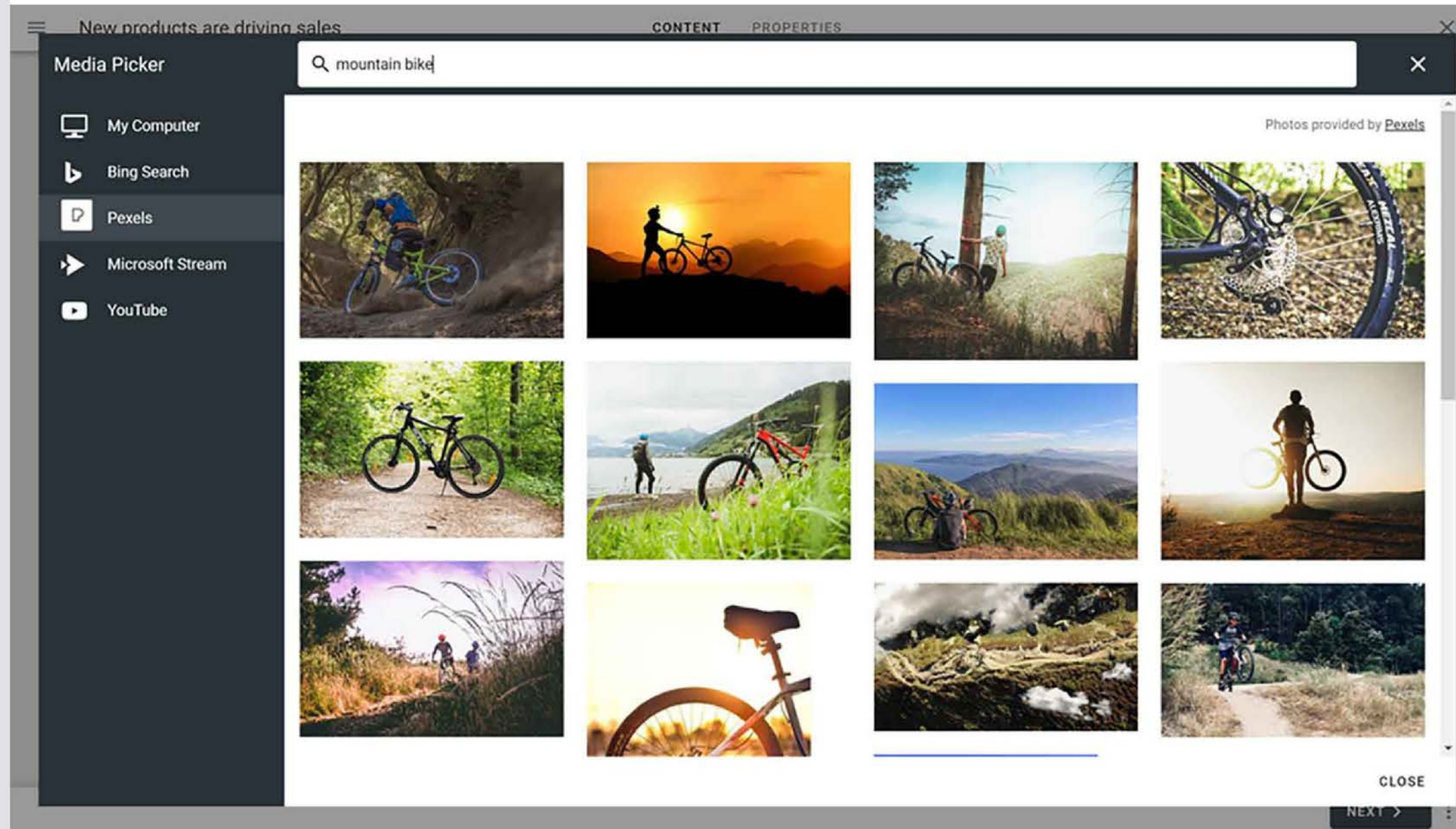
Our Core Values

MEDIA & IMAGES

When publishing content in your new intranet, you can pick images and media from several sources.

Your Omnia Express will have a central image bank where you can store suitable photos. Or you can also use Pexels or Bing Image Search to choose from a wide range of professional options.

It is also possible to publish videos from Microsoft Stream or YouTube on your intranet pages.





Collaboration and Drive Engagement.

Your new Omnia Express intranet will have capabilities that can help colleagues connect, interact and become more engaged in the workplace.

The intranet and Microsoft Teams will join forces to help streamline collaboration, and you can use the solution for polls and surveys to learn more about employee preferences.

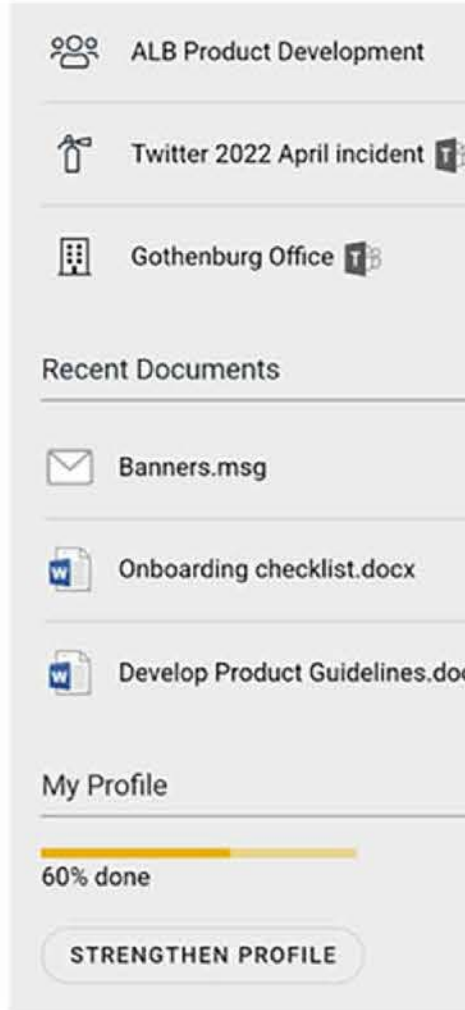
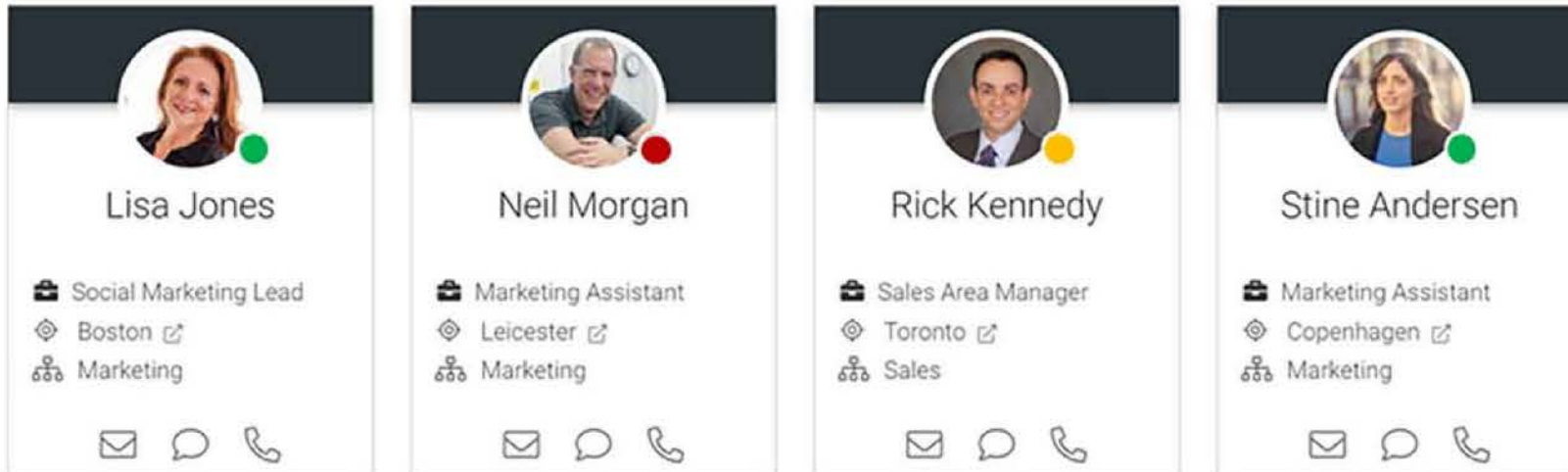
You can also choose to highlight new colleagues, upcoming birthdays, or an employee of the month on the start page.

COLLABORATION

In the Spotlight



New Colleagues



Omnia Express will help your organization be more productive collaboration using resources in Microsoft 365 such as Teams, SharePoint, and Planner.

You can create new collaboration teams based on built-in, customizable templates in a step-by-step wizard.

End-users get personalized navigation to collaboration teams, recent teamwork, and followed teamwork. They will also receive notifications on announcements, tasks, and new or updated documents in the teams they follow.

SOCIAL ENGAGEMENT

We want our workforce to discuss, connect, share knowledge and help improve the knowledge base going forward. As you can see sales in the communities, we try to highlight and acknowledge employees that help their sales colleagues, and provide gamification features for earning community sales badges.

You like this UNLIKE

6 comments

Alan Dodd
a year ago
Good input this. I think we need to have this approach going forward.

Reply

Robert Johnson
8 days ago
Thanks Alan, I appreciate your support.

Reply

Michelle Waters
a year ago
We need a definition for the term 'pricing', what we include and what we don't include. I mean, what about handling exchange rates - is that part of pricing?

Reply

Adele Vance
a year ago
Great ideas on how to strategize regarding prices. I think this can leverage our market share in several markets, especially in Asia.

There are several social engagement style features in Omnia Express to help end-users interact with published content.

Just like social media platforms, you can activate options that allow end-users to like, comment, and share content.

One of the most common uses of social engagement in Omnia Express is threaded commenting on news articles as shown here.

Deliver a World-Class User Experience.

Visual appeal and a personalized start page is a great start, but it takes more to deliver a great user experience.

Upon delivery, you will have a quick search and an advanced search experience with search categories to help users search all available content.

Also, you'll get a range of navigation possibilities like mega menu, current navigation, breadcrumb, and personalized navigation.



NOTIFICATIONS & PERFORMANCE

With Omnia Express, your intranet will have an intuitive and user-friendly interface and features that will help you get things done.

The notification panel will also help end-users keep track of new information and what needs attention promptly.

Your employees will appreciate the outstanding performance on all screens.

In a recent performance test, the average time for loading a web page in an Omnia solution was 0.295 seconds – which is impressively fast.

The screenshot displays the Alameda One intranet interface. At the top, there is a navigation bar with the Alameda One logo and menu items: ABOUT ALAMEDA, OUR ORGANIZATION, HOW WE WORK, INTERNAL SUPPORT, and PRODUCTS AND SERVICES. A Notification Panel is open on the right side, showing several notifications:

- Heading for the top**: Our new product strategy is really paying off and now we are really heading for the top. (a day ago)
- Riding the campaign waves**: Our winter campaigns will launch next week and soon it is time to ride the waves we are planning to create. (2 days ago)
- City Bikes are driving sales**: The European market has embraced our new models Utility and Cruising 2 and we can now... (20 days ago)
- Product test to the limit**: After two days of intense product testing in the Austrian alps, the message was clear: We are... (20 days ago)
- New benefits available in January**: Alameda Bikes is really proud to be able to provide a number of new benefits for employees. (a month ago)
- Record sales during Q3**: We have set a new record in the store. Yes, great work everyone! (a month ago)
- Great adoption of our new intranet**

The main content area features two large hero images: "Heading for the top" and "Riding the campaign waves". Below these are three "In the Spotlight" cards:

- Join a community today!**: Share knowledge with your colleagues.
- See you at Alameda Once**: It's time to register for our yearly conference!
- Learning Center**: Find teacher-led and self-service courses.

At the bottom, there are three widgets:

- Weekly Poll**: Where should we hold the Marketing Forum conference in 2023? (Options: Amsterdam, Brussels)
- Upcoming Events**:

NOV 10	Learn about City Bikes (part 2) 09:00 - 16:00, Online (Microsoft Teams)
NOV 15	Marketing Forum 2022 09:00 - 17:00
- Upcoming Birthdays**: Michelle Waters

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Empower your employees with the #1 Microsoft 365 integrated Intranet Platform.

Omnia is helping SMBs and larger companies everywhere, across industries improve internal collaboration, productivity and employee engagement.

Visit our website to learn more about our **Omnia Express** product and features, and access a range of knowledge resources or schedule a product demo.



omniaintranet.com



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EN



A top-ranked intranet product Omnia is once again top-ranked in the comprehensive 2022 buyers' guide to intranet products for SharePoint and Microsoft 365 from ClearBox Consulting. Omnia got excellent reviews for functionality, concepts, pricing, user community and product support in the most comprehensive report on the market.

Find out more in this blog post: **Omnia is once again top-ranked in comprehensive report**

