

# SharePoint Intranet Templates on BizPortals 365



## Easy to Use

Easy-to-setup and use. All templates are code-free and require no scripting knowledge.



## Templates that Deliver

Suite of commonly used business templates that boost information organization and produce consistent results.



## Unified Experience

Many templates in one solution. Uniform look and feel for maximum ease and user adoption.

## Templates and Pre-Built Modules For:

### Employee Center Template

The screenshot displays a dashboard with several modules:
 

- Videos:** Corporate Culture: An inter...
- News & Announcements:** Circular Corporate Circular (04/21/2017, Ben Walters), Training Team Training and induction (05/01/2017, Alex).
- Site Owner(s):** Irvin Sayers, IrvinS@MOD944687.onmicrosoft.com
- Quick Launch:** Carpool, Issues, Racking Items.
- Carpool:** Primary Driver/Coordinator: Each vanpool must have a primary driver/coordinator who will be responsible for scheduling the route, driving and maintenance of the vehicle, recruiting passengers, collecting and...
- Contacts:** Medical, BTBS, PO Box 186, Boston, MA 05601-0186.

- ✓ Keep employees informed through news and announcements
- ✓ Post policies, procedures, and guidelines
- ✓ Easily create content such as benefits and payroll information
- ✓ Provide links to important sites and information
- ✓ Share corporate videos and photographs
- ✓ Create a list of useful contacts

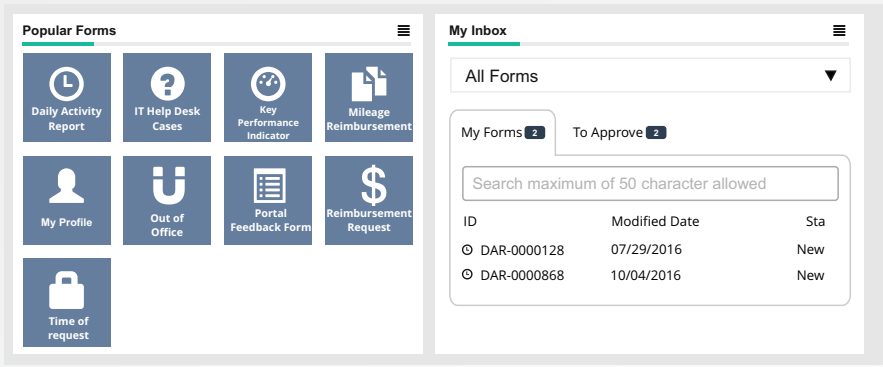
### Document Management Template

- ✓ Drag and drop documents into your document library
- ✓ Tag documents and content so that they can easily be found and targeted to different audiences
- ✓ Quickly search documents by keywords, categories, and more
- ✓ Create versions and maintain a full revision history of each document
- ✓ Mark your favorite documents and customize views for quick and easy access
- ✓ Integrate with OneDrive for a unified view of personal and work docs

The screenshot shows a document library interface with a search bar and a table of documents. The table has columns for Name, Title, Category, Subcategory, Created By, Modified By, Date, Keywords, and Action.

▼	▼ NAME	▼ TITLE	CATEGORY	SUBCATEGORY	▼ CREATED BY	▼ MODIFIED BY	▼ DATE	▼ KEYWORDS	ACTION
📄	Employee ...	Employee ...	Other		MOD Administrator	MOD Administrator	7/03/2017		
📄	EPF.doc	EPF.doc	Other		MOD Administrator	MOD Administrator	7/03/2017		
📄	SOPs.doc	SOPs.doc	Other		MOD Administrator	MOD Administrator	5/03/2017		
📄	Invoice.doc	Invoice.doc	Other		MOD Administrator	MOD Administrator	2/03/2017		
📄	Marketing...	Marketing...	Other		MOD Administrator	MOD Administrator	1/03/2017		
📄	Report.doc	Report.doc	Other		MOD Administrator	MOD Administrator	1/03/2017		

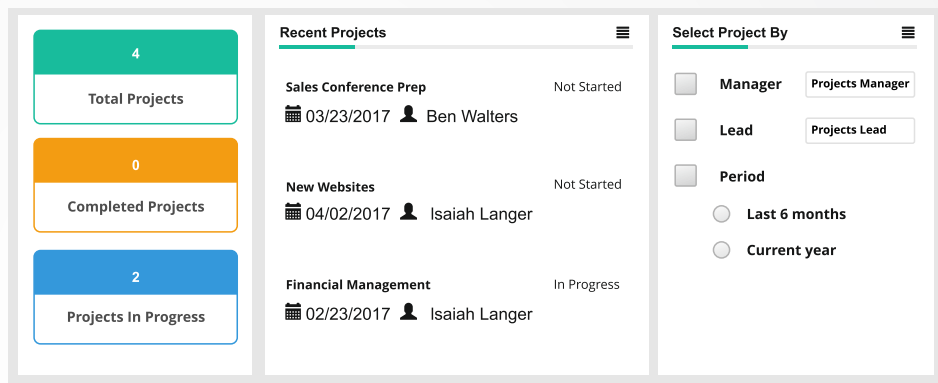
# Form Center Template



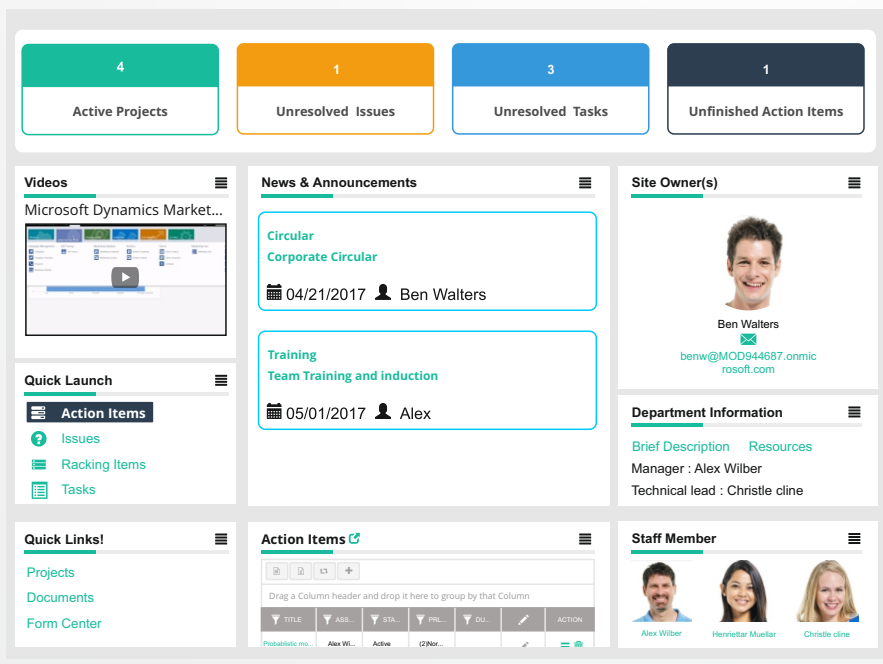
- ✓ Variety of pre-built, commonly used forms to choose from
- ✓ Automate approvals
- ✓ Replace paper forms with electronic forms
- ✓ Initiate forms to request time off, get authorization for purchases, and approvals for reimbursements
- ✓ Report IT issues and provide feedback
- ✓ Customize forms based on your needs
- ✓ My Inbox provides a consolidated view of all forms

# Project Management Template

- ✓ Have a consolidated view of projects in the Project dashboard
- ✓ Create and manage multiple projects from one location
- ✓ Create, assign, and update tasks
- ✓ Manage project risks and issues
- ✓ Create custom lists for your project management needs
- ✓ Set and customize security for each project



# Team Site Template



- ✓ Create sites for your teams and departments to promote focused teamwork and cross-team collaboration
- ✓ Collaborate on team projects and documents in one place
- ✓ Get a quick summary of active projects
- ✓ Easily create, assign, and track team tasks
- ✓ Update status of tasks and issues



- ✓ Easy-to-use system
- ✓ Define quarterly goals
- ✓ Go through review and assessment cycles; includes employee self-evaluation
- ✓ Give constructive and timely performance feedback
- ✓ Increase employee accountability and boost employee performance

## More Templates on BizPortals 365



### Communication Sites

Offers a consolidated snapshot view of company news, announcements, events, and alerts, along with links to department and project sites, forms, calendars and employee tasks and reminders.



### FAQ

Easy to populate and maintain, by categorizing each question in custom groups. Makes it easy to find information quickly.



### Employee Directory

A clean layout of all employees with the capability to filter and refine the list to easily find people belonging to specific departments or with specific job titles and skills.

Learn more about BizPortals 365 templates and how you can leverage them to boost productivity through their simple, easy-to-use, and comprehensive layouts by visiting [www.bizportals365.com](http://www.bizportals365.com).