



E-Book

# Ideas That Will Transform Your Digital Employee Experience

With Microsoft 365 &  
The Microsoft Power Platform

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You will love the way we work. **Together.**

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# Introduction

## How Our eBook Can Help

Today, the digital employee experience matters more than ever.

Organizations are addressing it by **investing in the right technologies** and leveraging them in effective ways.

Microsoft 365 is at the center of many digital workplaces and employee experiences.

Once your organization has effectively rolled out Microsoft 365, **the next step is to build or buy solutions to address your specialized needs.**

You will love the way we work. **Together.**





## Navigating The Future

Today, navigating the marketplace for solutions can be challenging with so many vendors and options available. **There are over 400,000 partners and tens of millions of developers.**

Learning when and where to navigate the marketplace for solutions can be challenging with so many vendors and options available.

As a vendor that has built hundreds of solutions on Microsoft 365, **we are sharing some of the best ideas, ready-to-use solutions,** and inspiration that can **save your organization's time** and provide an even better employee experience.

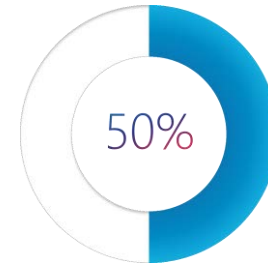
# Why Act Now?

## Momentum And Demand Are Building

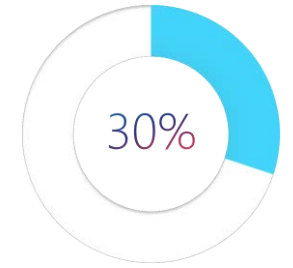
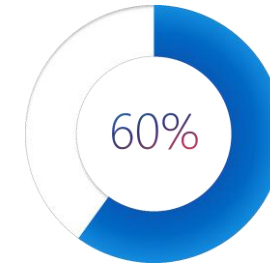
Momentum and demand are building with more need for apps and solutions than ever before. This demand is unprecedented and continues to accelerate.

It is not uncommon today for larger organizations to have more than 200 apps in use across their organization with a backlog and demand for many more.

The more we can maximize Microsoft 365 apps and services, the less isolation and silo effects we should see across our apps and solution ecosystem within our organizations.



**50%** of digital work can be automated with current tech and **60%** of all occupations have greater than **30%** automatable activities.<sup>1(footnote)</sup>

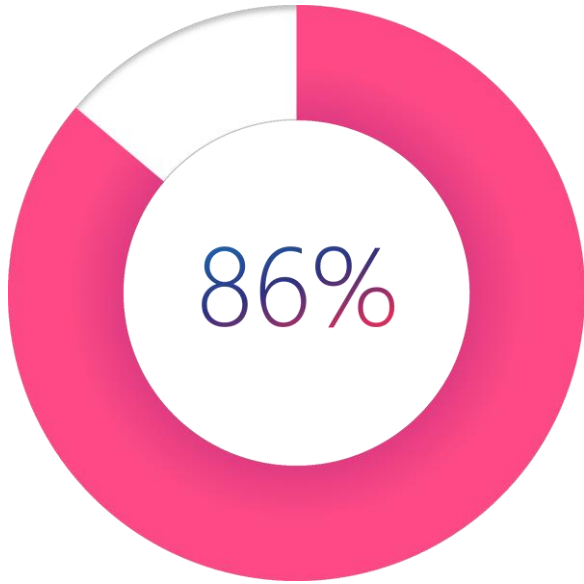


# 500,000,000

500 million more apps will be created in the next 5 years than in the last 40 <sup>2(footnote)</sup>

<sup>1</sup>IDC, [Four Fundamentals of Workplace Automation](#) | McKinsey

<sup>2</sup>Microsoft 2020 Annual Report



86% of companies struggle to hire tech talent <sup>1(footnote)</sup>

4M

It's estimated there will be a shortfall of 4 million developers in the next four years <sup>2(footnote)</sup>

## Build Off Of Others & Be Inspired

It may be challenging to meet the growing demand for apps and solutions with technical talent as there is a shortage in the marketplace and increasing demand for getting the talent you need.

By building on the work created by Microsoft, and its partners outlined in this eBook, we can help offset the need for as many resources and the unique perspectives they provide that inspire and make executing ideas possible.

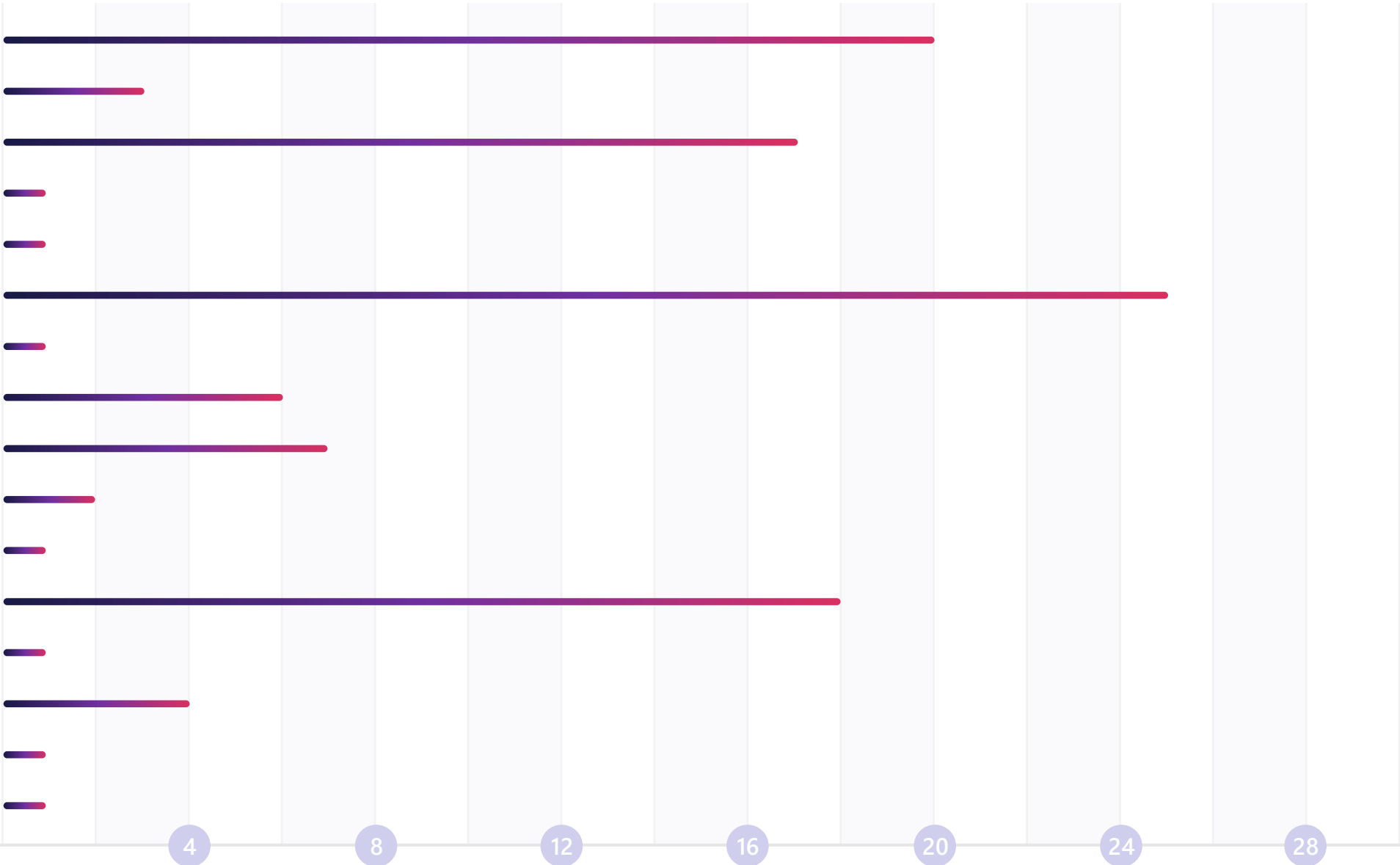
<sup>1</sup>Is the War for Tech Talent Hurting Innovation? Hiring Managers, Recruiters Respond

<sup>2</sup>IDC, Quantifying the Worldwide Shortage of Full-Time Developers, Doc # US48223621, September 2021

# Digital Employee Experience Solutions by Technology



- Azure (20)
- Dataverse (3)
- GitHub (17)
- Lists (1)
- Microsoft Forms (1)
- Microsoft Teams (25)
- Power Agents (1)
- Power Apps (6)
- Power Automate (7)
- Power BI (2)
- Power Platform (1)
- SharePoint (18)
- SharePoint Syntex (1)
- Viva Connections (4)
- Viva Learning (1)
- Yammer (1)



# Technology Used By Solutions



## Legend



### Azure

Azure, is a cloud computing service operated for application management via Microsoft-managed data centers.



### Power Agents

Power Virtual Agents lets you create chatbots, both in a dedicated online web app and as a Microsoft Teams app.



### SharePoint Syntex

Use AI to organize, manage content, optimize search and compliance, to improve your business processes.



### Dataverse

Dataverse lets you securely store and manage data from multiple sources used by business applications.



### Power Apps

Build powerful end-to-end business solutions by connecting Power Apps across the entire Microsoft Power Platform.



### Viva Connections

Viva Connections is your gateway to a modern employee experience designed to keep everyone engaged and informed.



### GitHub

GitHub is a code hosting platform for version control and collaboration. It lets you and others work together on projects from anywhere.



### Power Automate

Empower everyone to build automated processes with flows in Power Automate.



### Viva Learning

Viva Learning is a centralized learning hub in Microsoft Teams that lets you seamlessly integrate learning and building skills into your day.



### Lists

Track information. Organize work. Customize for your team. Configure your lists to better organize events, issues, assets, and more.



### Power BI

Unify data from many sources to create interactive, immersive dashboards and reports that provide insights and drive business results.



### Yammer

Yammer is a social network for businesses built into the enterprise editions of Microsoft 365.



### Microsoft Forms

Easily create surveys and polls to collect customer feedback, measure employee satisfaction, and organize team events.



### Power Platform

Accelerate innovation and reduce costs as you analyze data, automate processes, and build apps, websites, and virtual agents with low-code tools.



### Microsoft Teams

Microsoft Teams is the one app that can help your small business meet, chat, and collaborate from anywhere.



### SharePoint

SharePoint is a web-based collaborative platform that integrates with Microsoft Office and empowers teamwork.



Solutions for

# Adoption



## Solutions for Adoption

- Adoption Bot
- Center of Digital Excellence
- Champion Management Platform
- Document & Article Analytics Dashboard
- Incentives App
- Microsoft Learning Pathways

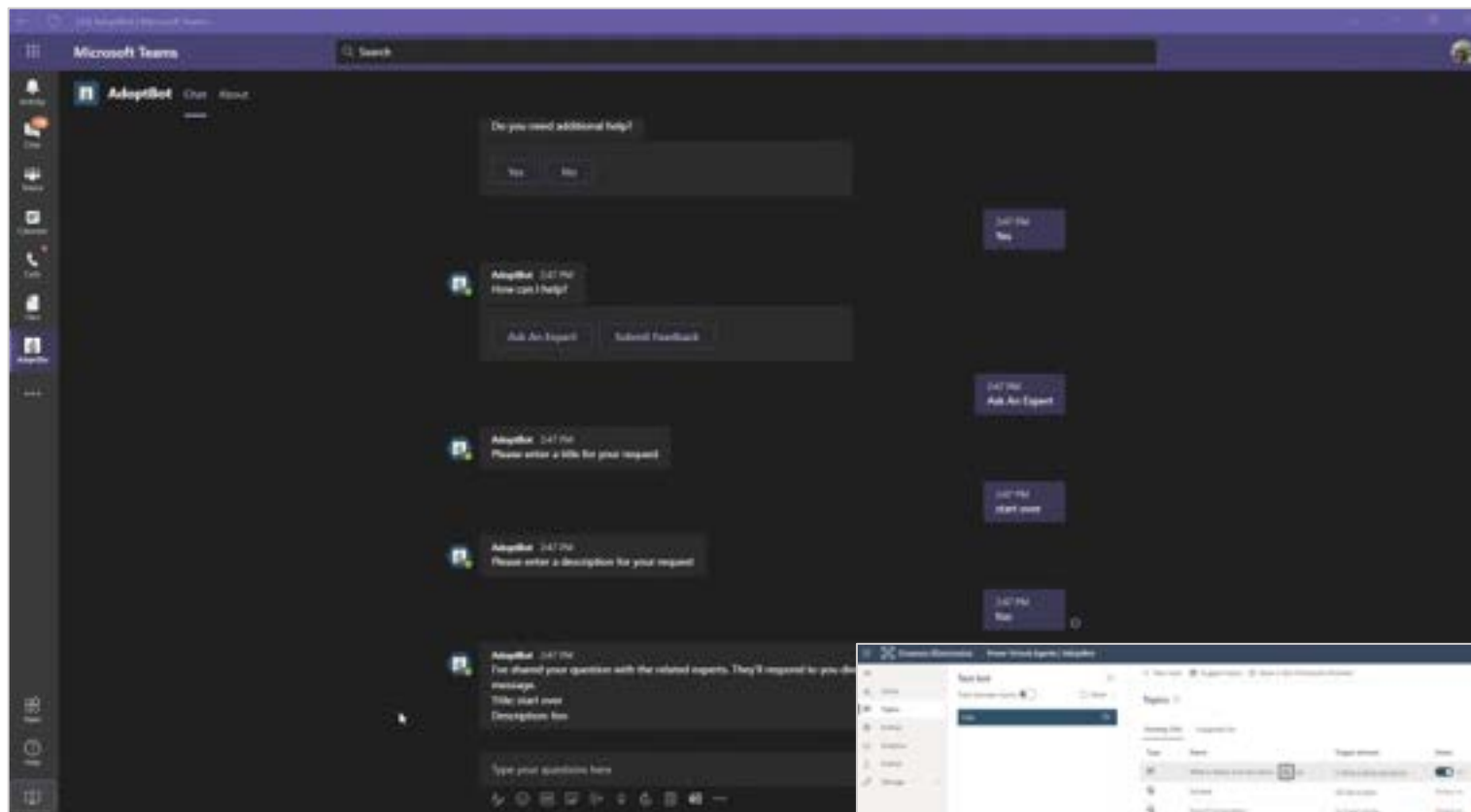


## Adoption

# Adoption Bot

This chatbot, built with Power Virtual Agents for Microsoft Teams, answers 100+ common questions about Microsoft 365 and Teams. You can edit the included topics, add your own topics and ingest existing FAQs. When users need additional help, Adoption Bot can connect users to experts or be extended to open service tickets.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

# Adoption Bot

### WHAT DOES IT DO?

Out of the box, Adoption Bot answers 100+ common questions about Microsoft Teams and Microsoft 365 from within the Teams experience.

You can edit the included topics, add your own topics, or ingest your existing FAQs in bulk. These can be edited in Power Virtual Agents for Microsoft Teams (PVA) easily by curators and content owners.

If users need additional help, Adoption Bot can connect them to experts or be extended to open service tickets (or take other actions) in various IT service management systems with Premium Power Automate connectors.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

ADOPTION

HELP

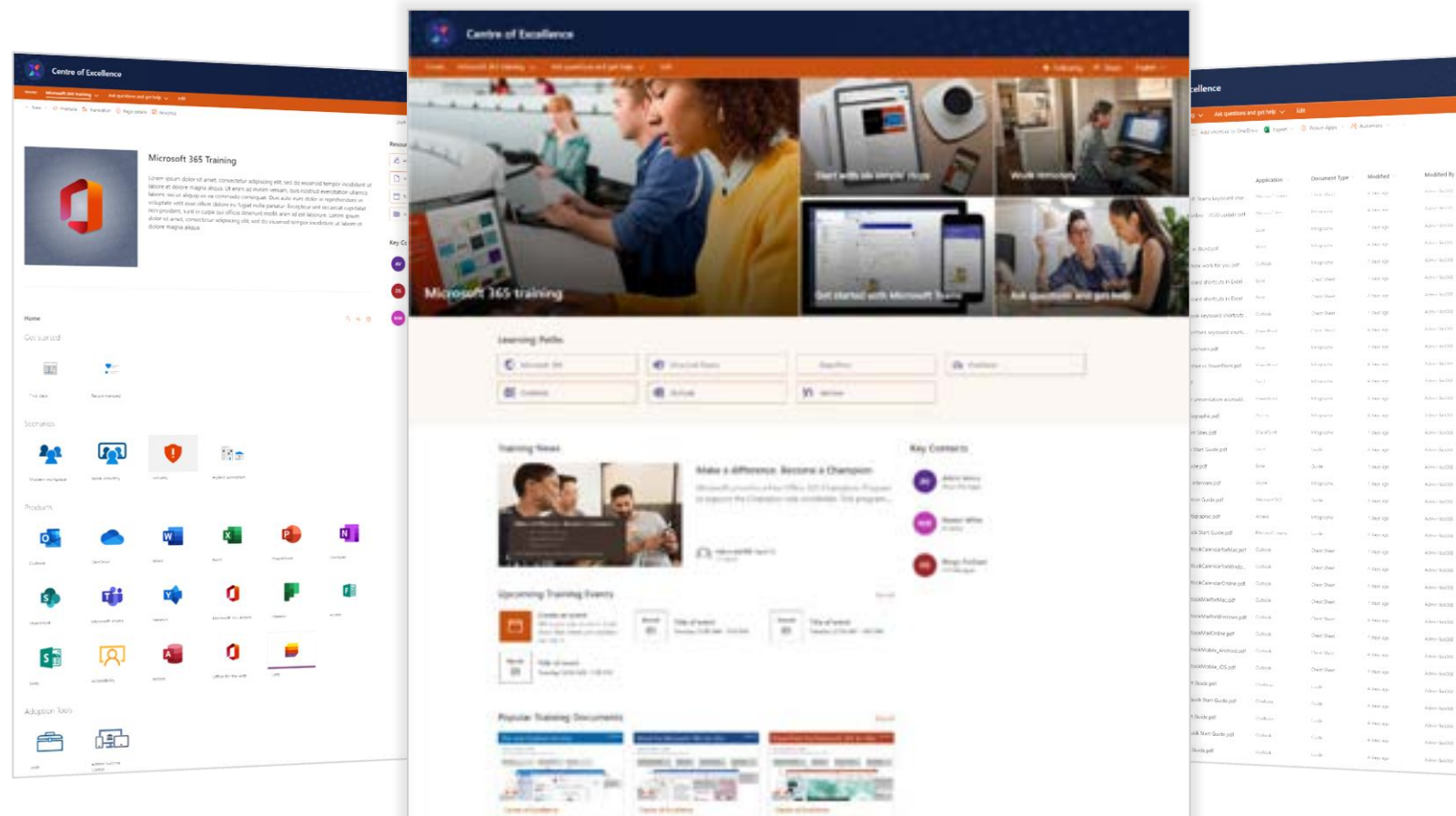
LEARNING & DEVELOPMENT

FREQUENTLY ASKED QUESTIONS

Interested? We Can Help

# Center of Digital Excellence

## ESTIMATED COMPLEXITY



# Center of Digital Excellence

### WHAT DOES IT DO?

Acting as a hub for digital excellence, this templated or customized site, Yammer community, and connected teams serve as a place to store, share, monitor, and manage digital excellence, within the organization.

When used in combination with Viva Learning and other technology investments such as Microsoft Learning Pathways it can surface and connect users to learning programs, materials, and resources.

The Digital CoE is also a foundational investment for governance as it provides a clear location for sharing, storing, and enabling a richer understanding of your digital governance policies and guidance. Many house champion programs, lists, mentorship, Q&A-driven communities, and much more.

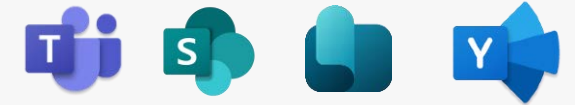
*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

CENTER OF EXCELLENCE  
ADOPTION  
CHAMPION PROGRAMS  
LEARNING MANAGEMENT  
GOVERNANCE

Interested? We Can Help

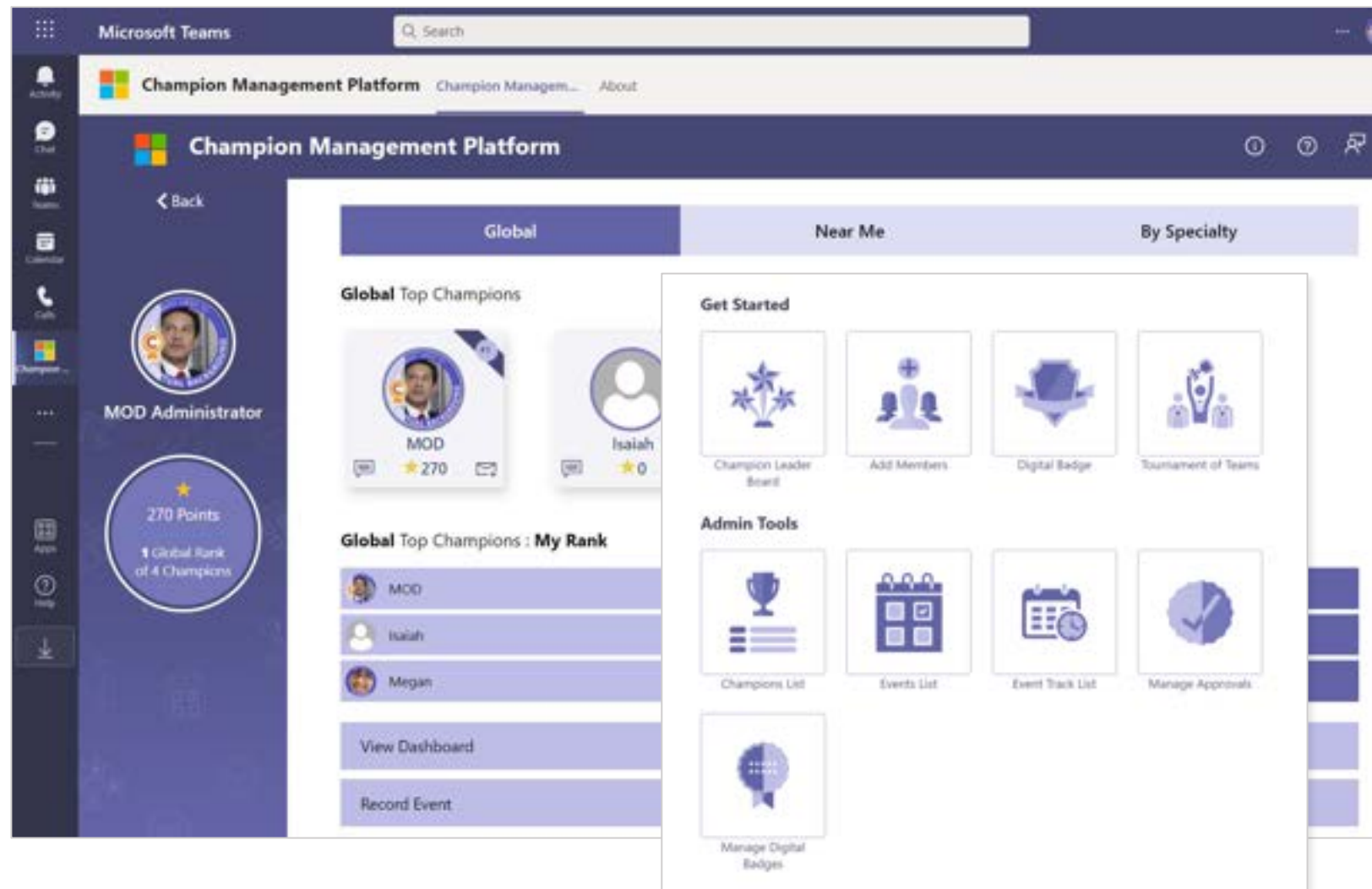
## Adoption

# Champion Management Platform

The Champion Management Platform enables organizations to adopt, onboard, and maintain Champions, allowing everyone to discover Champions right where they collaborate.

Hold organizational-wide tournaments promoting adoption themes and more.

## ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

# Champion Management Platform

### WHAT DOES IT DO?

Administrators can nominate and approve employees to be champions, champions can nominate their peers to be a champion, and employees can earn or be assigned digital badges that can be displayed automatically as an overlay on their profile image.

Employees can search for, discover, and find champions via leaderboards that encourage employees to get connected to the champions in their organization.

Tournament of Teams enables the organization to create and conduct tournaments for anyone in the organization to use to drive healthy usage habits and skilling on the areas of focus. Users also gain access to tournament-specific badges once they complete the tournaments.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE NETWORKING  
ADOPTION  
CHAMPION PROGRAMS  
EMPLOYEE RECOGNITION

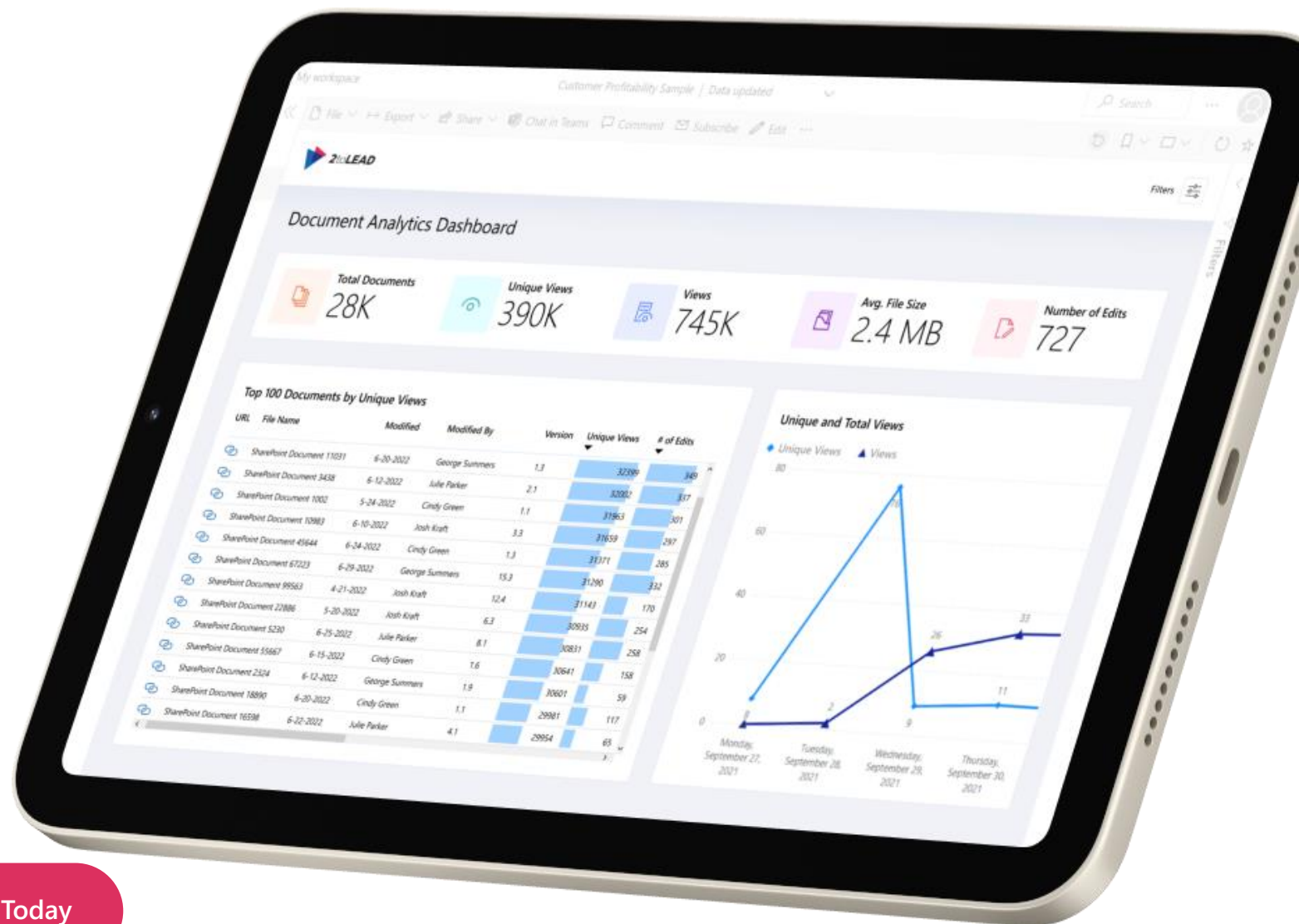
Interested? We Can Help

## Adoption

# Document & Article Analytics Dashboard

Being huge fans of simple, user-friendly Power BI dashboards, we developed a solution that integrates these two applications giving you full visibility of your SharePoint metrics in one centralized location. The best thing about it is the ability to monitor all your key SharePoint metrics and drill into detailed data when needed.

## ESTIMATED COMPLEXITY



2toLead Solution

See A Demo Of This In Action Today

# Document & Article Analytics Dashboard

### WHAT DOES IT DO?

The thing is that organizations don't always know how their employees are using SharePoint. Fortunately, there are various tools that can help you track SharePoint user adoption – in fact, Microsoft provides some valuable SharePoint Analytics right out of the box. However, if you're looking for more SharePoint reporting solution, you might want to consider integrating SharePoint with Power BI.

- Learn how staff are interacting with SharePoint content.
- Access both summary statistics and in-depth data about your SharePoint adoption in one central location.
- Power BI dashboard is easily tailored to your actual usage. This means that you can choose to see only the data that matters to you, and nothing more.
- Enhanced filters to help narrow down your scope, view statistics across one or many document libraries.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

ADOPTION

DOCUMENT MANAGEMENT

CONTENT MANAGEMENT

INTRANETS

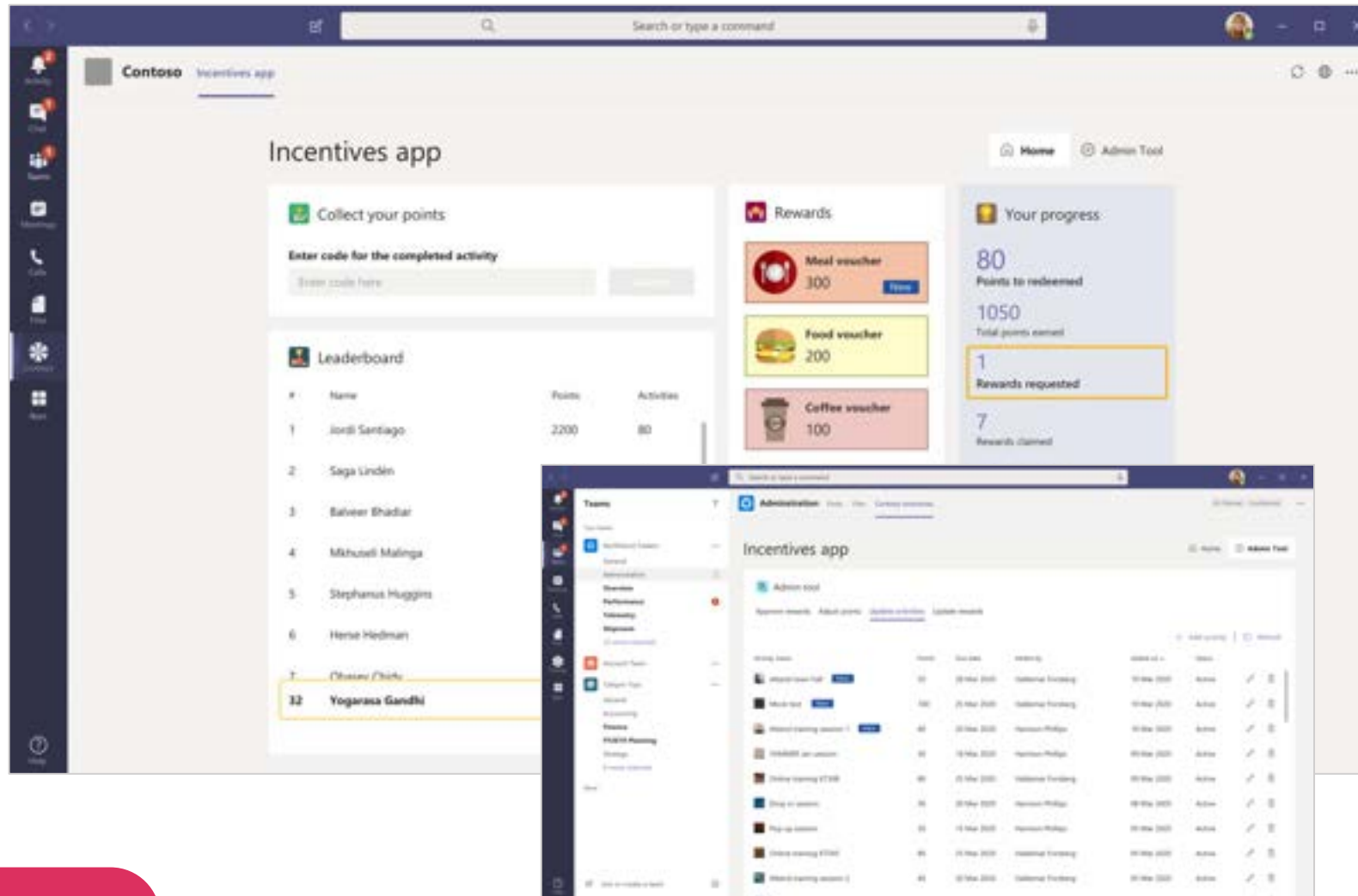
Interested? We Can Help

# Incentives App

Incentivize and track participation in training and other adoption and change management initiatives.

Admins can create and approve awards and align activities with incentives, while users can be rewarded, recognized, and earn prizes when completing nominated activities.

## ESTIMATED COMPLEXITY



## Incentives App

### WHAT DOES IT DO?

Employees participate in incentivized events or activities and then enter a unique code in the App, thus receiving points for each activity. The unique code is set when Admins create an activity. It is then passed onto the participants on completion of the activity.

Employees can track their progress on the Leaderboard, and Points can be redeemed for Rewards defined by admins (Coffee, Food, Shopping, etc.)

The organization can leverage the data to track and report on progress associated with employee participation. The App can be deployed into Teams, sites, and other places users can access a PowerApp.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

ADOPTION

GOVERNANCE

EMPLOYEE ENGAGEMENT

Interested? We Can Help

## Adoption

# Microsoft Learning Pathways

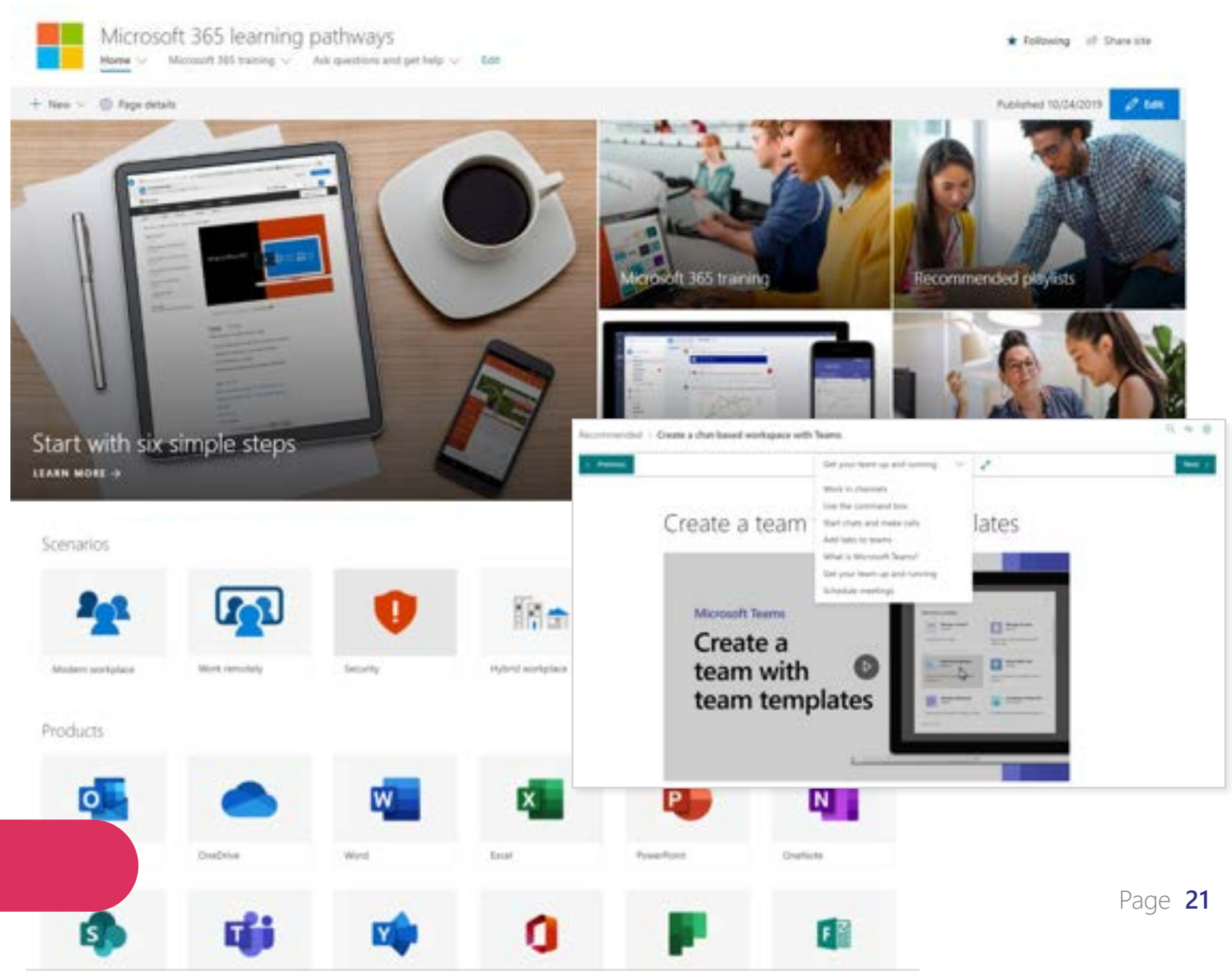
This digital, customizable learning solution streams on-demand content for Microsoft 365 support and learning services right to your end-users on a SharePoint site. Learning is always kept up to date, is easy to navigate, and can be brought into the Teams, and SharePoint spaces users already work within.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# Microsoft Learning Pathways

## WHAT DOES IT DO?

Comprehensive end-user training content: product and scenario-based training, in video and article format.

Easy to install: Deploy from the SharePoint lookbook within minutes without coding.

Easily customizable: Hide and show content to align with how you have set up Office 365 in your environment.

Create your training playlists: Add your custom training content and playlists to feature your organization-specific scenarios.

Always up-to-date content: As Microsoft 365 changes, the Microsoft 365 learning pathways content will be updated.



## INDUSTRIES

CROSS-INDUSTRY

## TECHNOLOGIES USED



## SOLUTION AREAS

LEARNING MANAGEMENT  
MICROSOFT 365  
TRAINING  
ADOPTION

Interested? We Can Help



Solutions for

# Business Process



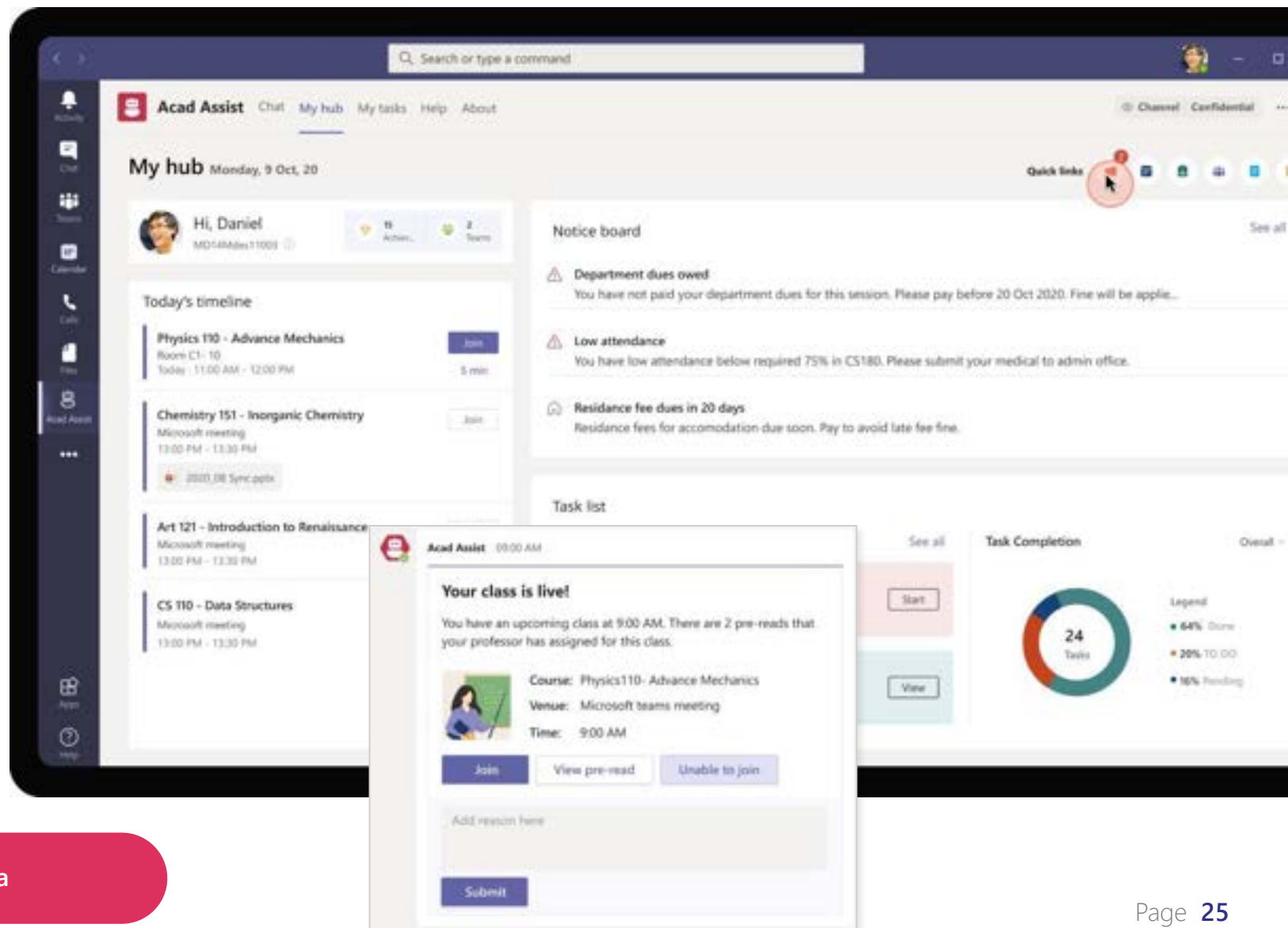
## Solutions for Business Process

- Education: Academic & Class Assistant
- Education: Attendance & Leave Management
- Location-Based Employee Check-In
- Microsoft Teams Emergency Operations Center
- Project Discovery & Project Applications
- Retail: Customer Assistance
- Retail: Manage Virtual Consults
- Retail: Reserve Inventory
- Shopping Cart Printer App
- Staff Check-Ins App
- Time & Expense Submissions

# Education: Academic & Class Assistant

Empower students with a single place for announcements, up-to-date schedules, and a place to share their tasks and notes taken during class sessions, all in Microsoft Teams, where they join remote classes and communicate today.

## ESTIMATED COMPLEXITY



## Education: Academic & Class Assistant

### WHAT DOES IT DO?

Students can gain insight into announcements, upcoming deadlines, schedules, and upcoming classes, all from a central hub in Microsoft Teams across mobile, web, and desktop. They don't need to sign into a different app or system and can use it to attend remote classes, as well.

Notifications and prompts can help make it easier to join class sessions or to share insight into why they may not be able to join and notify the professor or teacher of the class.

Classmates can share and interact in Microsoft Teams to share notes, course content, tasks, and more, whether that be for their notebooks, in shared class notebooks, or more.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

EDUCATION

### TECHNOLOGIES USED



### SOLUTION AREAS

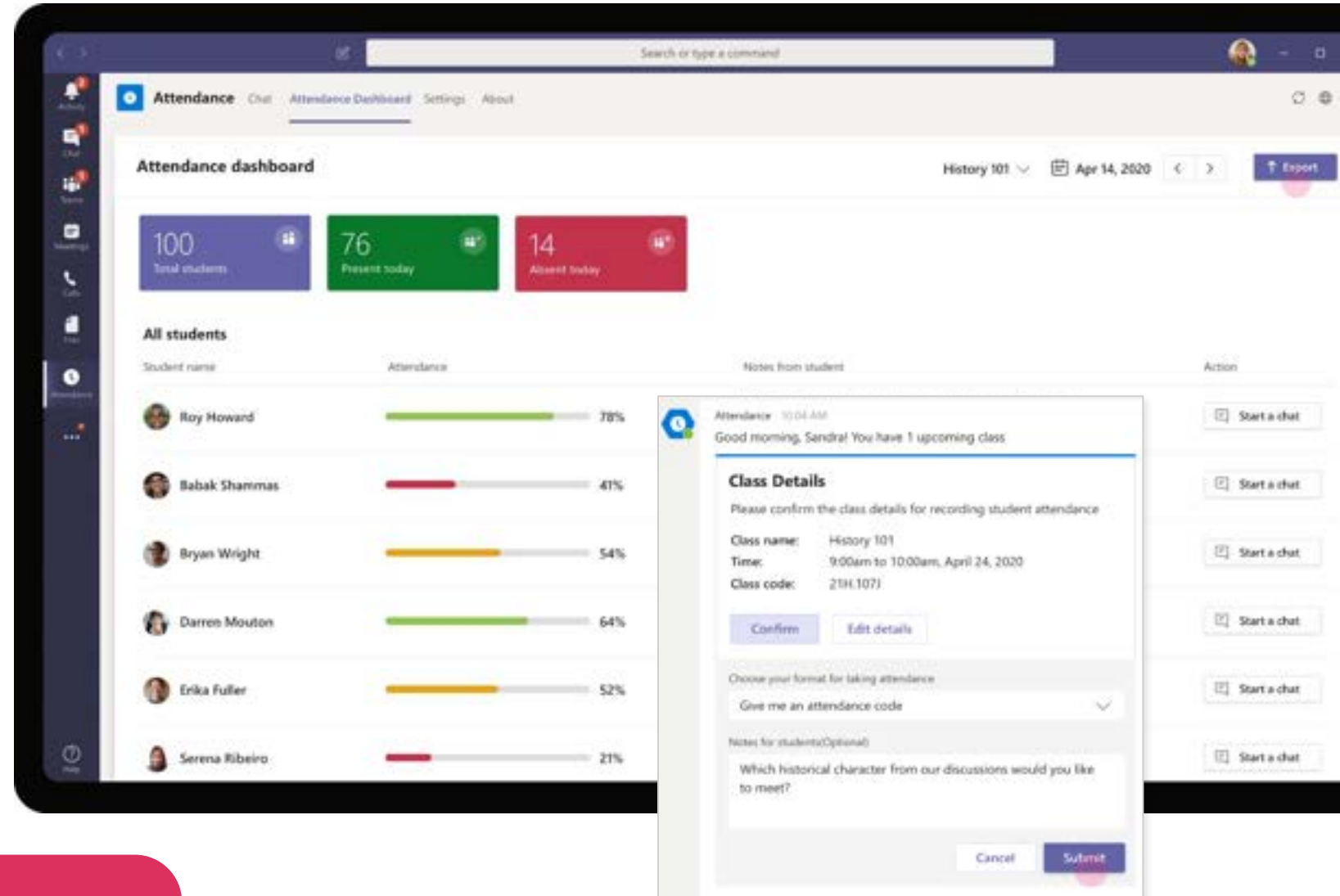
ATTENDANCE MANAGEMENT  
EDUCATION MANAGEMENT  
CORPORATE COMMUNICATIONS

Interested? We Can Help

# Education: Attendance & Leave Management

Empower faculty and students to manage attendance with codes, optional questions to assess attentiveness to class content, and more. Enable administration reports and manage leave requests.

ESTIMATED COMPLEXITY



## Education: Attendance & Leave Management

### WHAT DOES IT DO?

Teachers can flash attendance codes at any time during a class, along with an optional question to help assess student attentiveness to class content, or students can be automatically prompted to enter their attendance code.

Attendance is automatically compiled and available to view in a dashboard where it can be downloaded for further analysis. Students have friendly and easy options to submit their leave requests for school administrators to review while giving teachers and students real-time insight into the leave request status.

This is all provided in Microsoft Teams where it works across mobile, desktop, and browser experiences and is integrated into the place teachers and students are doing their work already.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

EDUCATION

### TECHNOLOGIES USED



### SOLUTION AREAS

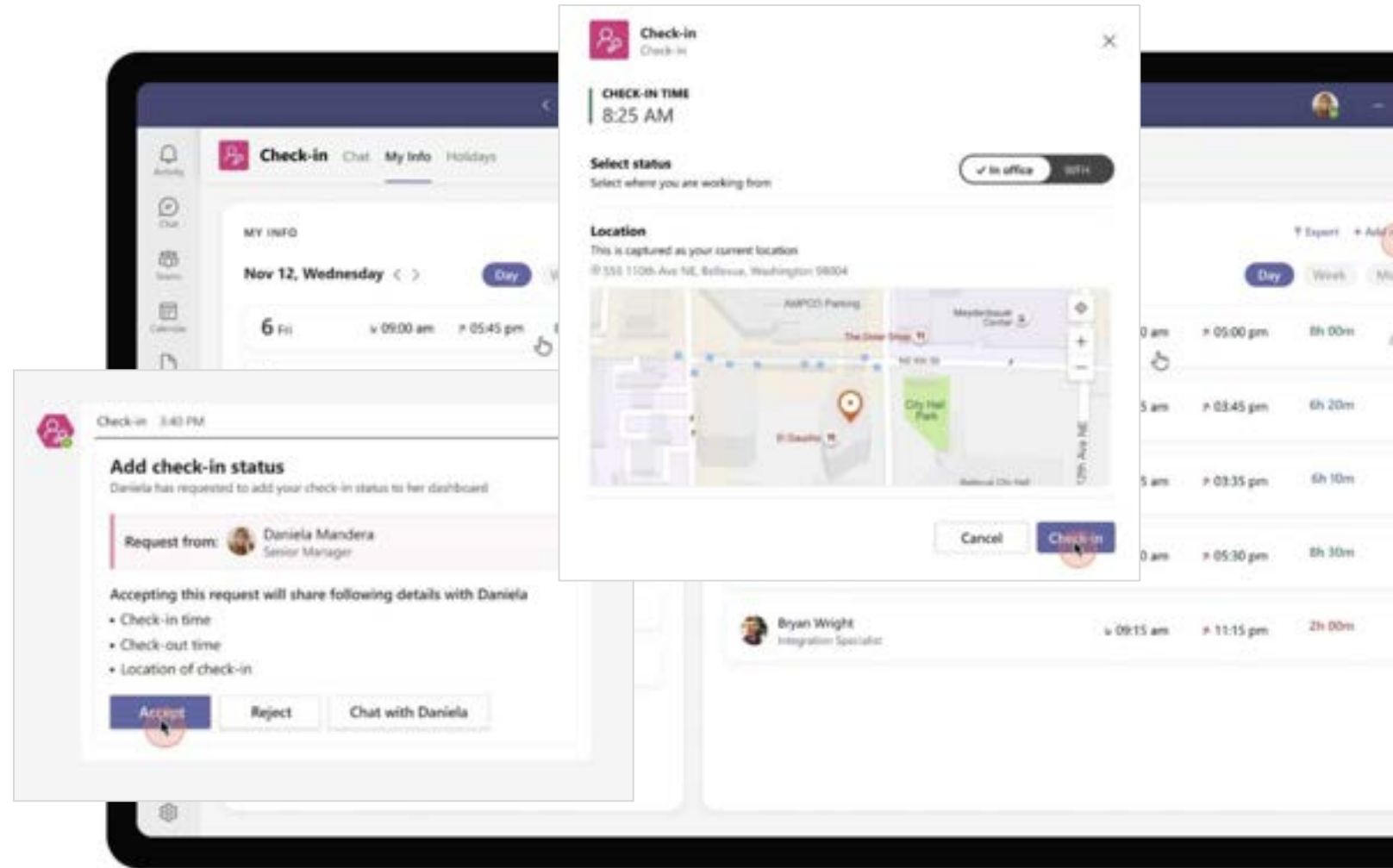
ATTENDANCE MANAGEMENT  
EDUCATION MANAGEMENT  
CORPORATE COMMUNICATIONS

Interested? We Can Help

# Location-Based Employee Check-In

Support an employee checking in (confirming location) from mobile and integrate with collaboration tools like Microsoft Teams while providing improved management.

ESTIMATED COMPLEXITY



## Location-Based Employee Check-In

### WHAT DOES IT DO?

The app proactively nudges employees to perform a check-in / check-out using any device, mobile, desktop, or web browser.

The user experience remains the same. With single sign-on, employees do not have to sign in every time to access the app.

Managers get a single consolidated view of their team's time entry information. This view is customizable and allows for exporting info.

Managers can add or remove team members whose information they would like to see in the app via the manager's dashboard.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

HEALTH & SAFETY  
SHIFT MANAGEMENT  
FIELD SERVICES

Interested? We Can Help

# Microsoft Teams Emergency Operations Center

Leverage the power of the Microsoft 365 platform to centralize incident response, information sharing and field communications using powerful services like Microsoft Lists, SharePoint and more. An open-source solution, it provides core functionality out of the box or can be extended to meet specific requirements.

## ESTIMATED COMPLEXITY



# Microsoft Teams Emergency Operations Center (TEOC)

## WHAT DOES IT DO?

Inspired by our support of customers around the globe during the pandemic, we have crafted a template that is extensible, simple to utilize and capitalizes on your existing investment in Azure and Microsoft 365 without the need for specialized licenses. While designed for public health & safety incidents, this configurable template can be used to structure a variety of activity types.

- Using the Microsoft Graph it configures a team, a set of channels and other assets to your specifications.
- Centralized Incident creation & dashboard.
- Role specific assignments per incident.
- Records management and situational reporting.

*Customized implementation plans are available for purchase.*



## INDUSTRIES

CROSS-INDUSTRY

## TECHNOLOGIES USED



## SOLUTION AREAS

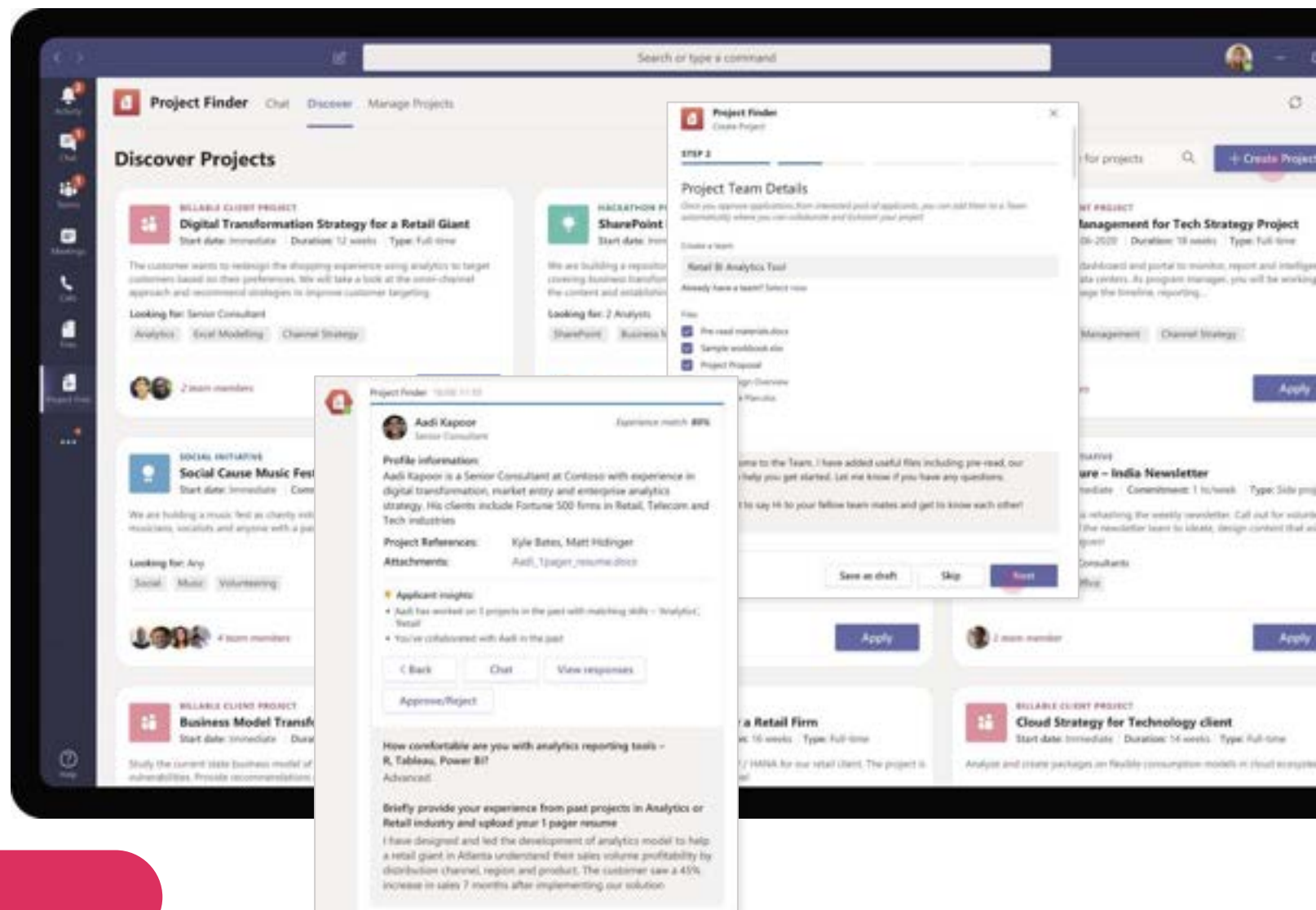
EMERGENCY RESPONSE  
TEAMS MANAGEMENT  
PROCESS AUTOMATION

Interested? We Can Help

# Services: Project Discovery & Project Applications

Enable discovery and capture staff interest in projects. Manage project applications, enable project intake, and simplify team onboarding, all in an integrated experience in Microsoft Teams.

ESTIMATED COMPLEXITY



## Project Discovery & Project Applications

### WHAT DOES IT DO?

Enable managers or targeted employees to create and share projects to get the required skills and support they need. All while working in Microsoft Teams across mobile, web, and desktop.

Employees can filter based on skills or preferences and apply for the projects that interest them. Also, managers are notified and can view, engage in 1:1 chat, and approve applicants before closing the project for future applications so that it is automatically removed. Since the app knows all previous projects each applicant has been part of, it calculates a score for each applicant based on the skill similarity of projects they have worked on so far.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

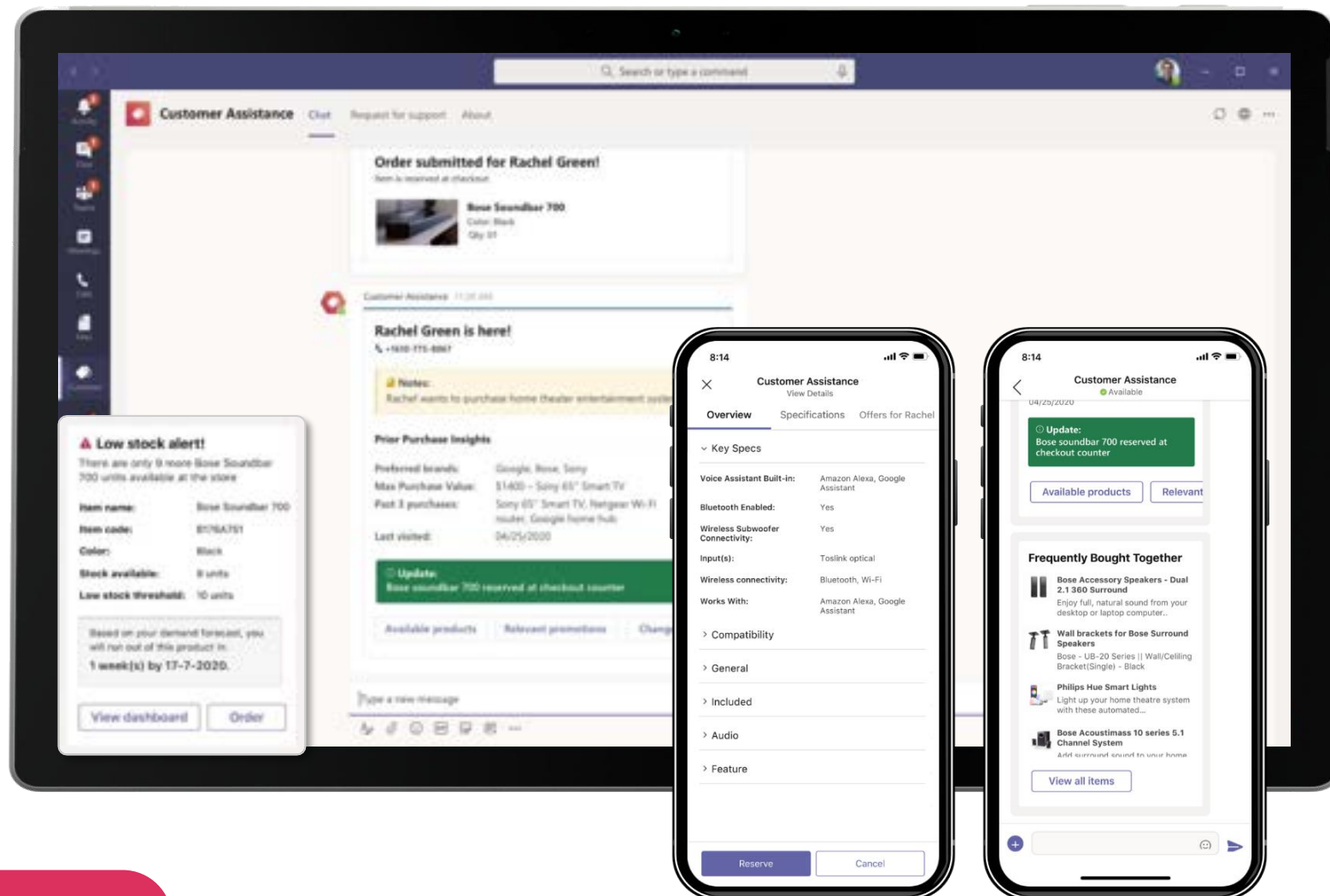
PROFESSIONAL SERVICES  
PROJECT OPERATIONS  
EMPLOYEE ENGAGEMENT

Interested? We Can Help

# Retail: Customer Assistance

Empower employees to support improved customer experiences. Associates can easily share in-store options, product details, specifications, personalized offers and discounts, reserve, survey, and even assist the store management.

## ESTIMATED COMPLEXITY



## Retail: Customer Assistance

### WHAT DOES IT DO?

Empowered associates can assess customer needs and get into prior purchases and preferences. The associate can quickly browse through the list of options available at the store, which is fast-moving and relevant to customers' preferences.

Surfaced to the associate with product details and specifications from a centralized knowledge repository are personalized offers and discounts that are authorized for the customer.

After successfully making a sale, the associate is presented with real-time insights on other products frequently sold together, encouraging cross-selling and upselling. The associate could provide the customer with an option to capture their satisfaction, and store managers can be informed of the potential impact sales have on inventory.



### INDUSTRIES

RETAIL

### TECHNOLOGIES USED



### SOLUTION AREAS

RETAIL EXPERIENCE  
INVENTORY MANAGEMENT  
CUSTOMER EXPERIENCE  
CUSTOMER SERVICE  
CUSTOMER ASSISTANCE

Interested? We Can Help

# Retail: Manage Virtual Consults

Empower your teams to coordinate virtual consults with customers to help them understand or get more out of your products. Surface relevant resources before and during the consult in Microsoft Teams while enabling the assignment and management of virtual consults where employees are already working.

## ESTIMATED COMPLEXITY



**Teams**

**Virtual Consult** | Posts | Files | Consult Schedule

Search or type a command

Filter | Search for consults

Consults scheduled for today(12)

Ticket ID	Customer name	Appt time	Email ID	Phone no	Status	Join
T29389	Karjan Mehta	09:00 - 09:30	karjan.mehta@gmail.com	+1(310)-228-7435	Assigned to Babak S	Join
T11887	Marie Beha	09:00 - 09:30	marie.beha@gmail.com	+1(310)-876-7435	Assigned to Rupa S	Join
T76386	Rajesh Mathadra	09:30 - 09:45	rajesh.mathadra@redmail.com	+1(310)-228-3879	Unassigned	Join
	Shivalika Sharma		shivalika.sharma@gmail.com	+1(310)-389-2737	Assigned to Roy H	Join
	Shub Patel		shub.patel@gmail.com	+1(310)-372-2950	Unassigned	Join
	Irem Patel		irem.patel@gmail.com	+1(310)-362-2288	Unassigned	Join
	Shya Gupta		shya.gupta@gmail.com	+1(310)-829-1910	Assigned to Danielle M	Join
	Megan Kowen		megan.kowen@gmail.com	+1(310)-383-2728	Assigned to Babak S	Join
	Nive Kumar		nive.kumar@gmail.com	+1(310)-102-1389	Assigned to Rupa S	Join
	Katham Senter		katham.senter@gmail.com	+1(310)-262-3839	Unassigned	Join

**Virtual Consult - 10:00 AM**

Immediate support request!

**Wenge finish table issue**  
Ticket ID: T22791

**Shivalika Sharma**  
+1(310)-228-3738 | shivalika.sharma@gmail.com

**Query:**  
I have bought the Wenge finish study table last month but now it is giving issues even though I have installed it correctly.

**Waiting time: 2m 31s**

Status: Unassigned

**Accept** **Reject**

**Virtual Consult - 9:08 AM**

**Relevant resources**  
These guide articles are suggested to you for Megan's consult:

- Installation instructions for Maplewood Table - Complete Guide
- Maplewood Table and Chair Accessories Setup
- Products similar to Maplewood Table

## Retail: Manage Virtual Consults

### WHAT DOES IT DO?

Enable and empower employees to assign, accept, schedule, and execute virtual customer consults with Microsoft Teams. Teams is already integrated into employee calendars, effective meeting management, video and web conferencing, and since it's built into Teams, it would be available on desktop, web, and mobile.

Provide relevant resources, knowledge articles, and material that might assist the consult available before, during, and after the consult that can be easily shared with the customer if needed.

Integrate and enable richer insights into customers to support the virtual consult scheduling, execution, and follow-ups.



### INDUSTRIES

RETAIL

### TECHNOLOGIES USED



### SOLUTION AREAS

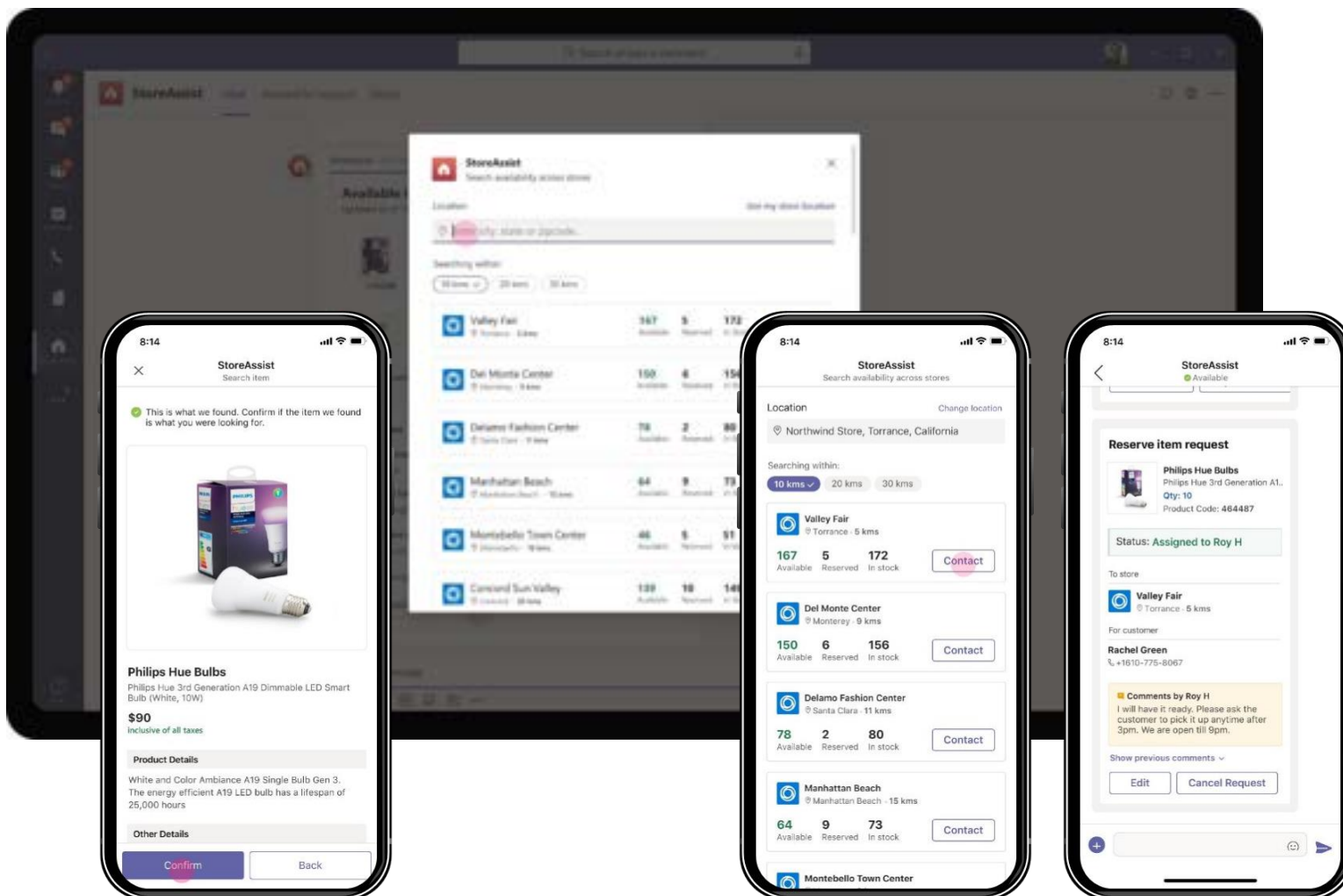
RETAIL EXPERIENCE  
INVENTORY MANAGEMENT  
CUSTOMER EXPERIENCE  
CUSTOMER SERVICE  
CUSTOMER ASSISTANCE

Interested? We Can Help

# Retail: Reserve Inventory

Empower employees to support improved customer experiences by looking up inventory within their store and nearby stores and being able to reserve it on behalf of a customer, all directly inside Microsoft Teams.

## ESTIMATED COMPLEXITY



## Retail: Reserve Inventory

### WHAT DOES IT DO?

Empowered associates can look up products based on name, code, or by uploading an image or scanning the barcode of an item.

If the inventory is available, an associate can reserve the item(s) to support the customer; if it is unavailable, they can contact, and request/reserve at nearby stores based on the customer's preference and arrange pickup.

By leveraging Microsoft Teams and the pro-active messages from bots, notifications can be shared with team members in-store or at nearby stores to help service the customer request, approve, or acknowledge it.

This solution experience works on desktop, web, and mobile via Microsoft Teams.



### INDUSTRIES

RETAIL

### TECHNOLOGIES USED



### SOLUTION AREAS

RETAIL EXPERIENCE  
INVENTORY MANAGEMENT  
CUSTOMER EXPERIENCE  
CUSTOMER SERVICE  
CUSTOMER ASSISTANCE

Interested? We Can Help

## Business Process

# Shopping Cart Printer App

Built on Microsoft SharePoint, the 2toLead Shopping Cart Print On-Demand App allows your staff to add documents to a shopping cart and define quantities they require. An order will be placed, and the files will be printed. An email receipt will be sent out for each request to keep a record for each print order.

## ESTIMATED COMPLEXITY



2toLead Solution

See A Demo Of This In Action Today



The screenshot displays the SharePoint interface for the 'Shopping Cart' app. The left sidebar shows navigation options: Home, About, News, Files, and Lists. The main content area shows a list of documents under the 'Documents' tab. A 'Your Cart' modal is open, showing a table with columns for Title, Quantity, and Action. The cart contains two items: 'Staff Handbook' and 'Employee Guidelines', both with a quantity of 25. Below the cart items, there is a 'Stationary Order' section with fields for 'Recipient of this Print Order\*', 'Phone Extension of Recipient\*', and a 'Message (optional)' text area. A 'Checkout' button is at the bottom of the modal.

Title	Quantity	Action
Staff Handbook	25	Remove from cart
Employee Guidelines	25	Remove from cart

Stationary Order

Recipient of this Print Order\*

Phone Extension of Recipient\*

Message (optional)

Checkout

# Shopping Cart Printer App

## WHAT DOES IT DO?

The Shopping Cart Printer Solution enables simple, rich, and secure printing experiences, while reducing time and effort for IT. Staff can add documents to a cart and request the quantities, they need for their next presentation à la carte.

- Browse approved documents and request print-outs.
- Can add multiple documents at a time and define individual quantities for each required for printing.
- Ability to remove, edit and update your print requests via the shopping cart.
- Include personalized message with your request for special details.
- Automated email notifications outlining print order details.
- Improved process automation.

*Customized implementation plans are available for purchase.*



## INDUSTRIES

CROSS-INDUSTRY

## TECHNOLOGIES USED



## SOLUTION AREAS

PRODUCTIVITY

MARKETING

SALES

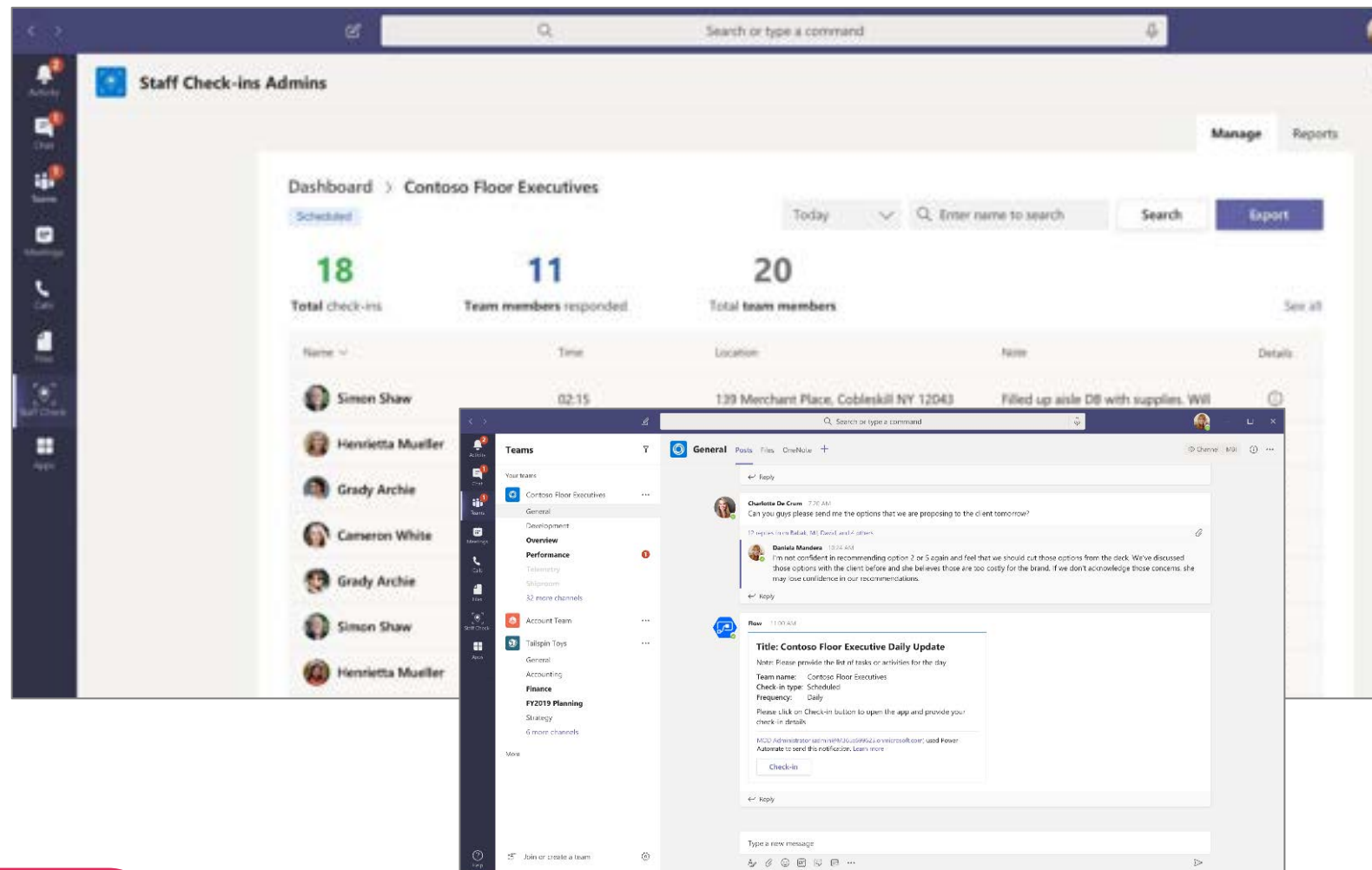
PROCESS AUTOMATION

Interested? We Can Help

# Staff Check-Ins App

First-line staff in organizations typically need to communicate regularly and check-in with their teams about time-critical updates. With the app, managers or supervisors can get task updates or check-ins from employees on a schedule or an ad-hoc basis. The staff check-in can include real-time location, photos, and notes.

## ESTIMATED COMPLEXITY



## Staff Check-Ins App

### WHAT DOES IT DO?

Staff Check-ins is a Power App that provides a simple workflow where staff can check-in with a photo, location, and other details directly from Microsoft Teams.

Managers/Supervisors can set up a one-time or recurring occurrence of a check-in request.

Access all the information about the team in one place and track progress - validate locations and photos to ensure that your employees are pushing accurate data.

Automate operations workflow by triggering reminder notifications for end-users on Microsoft Teams.

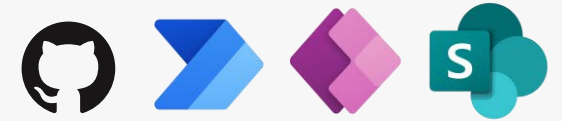
*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

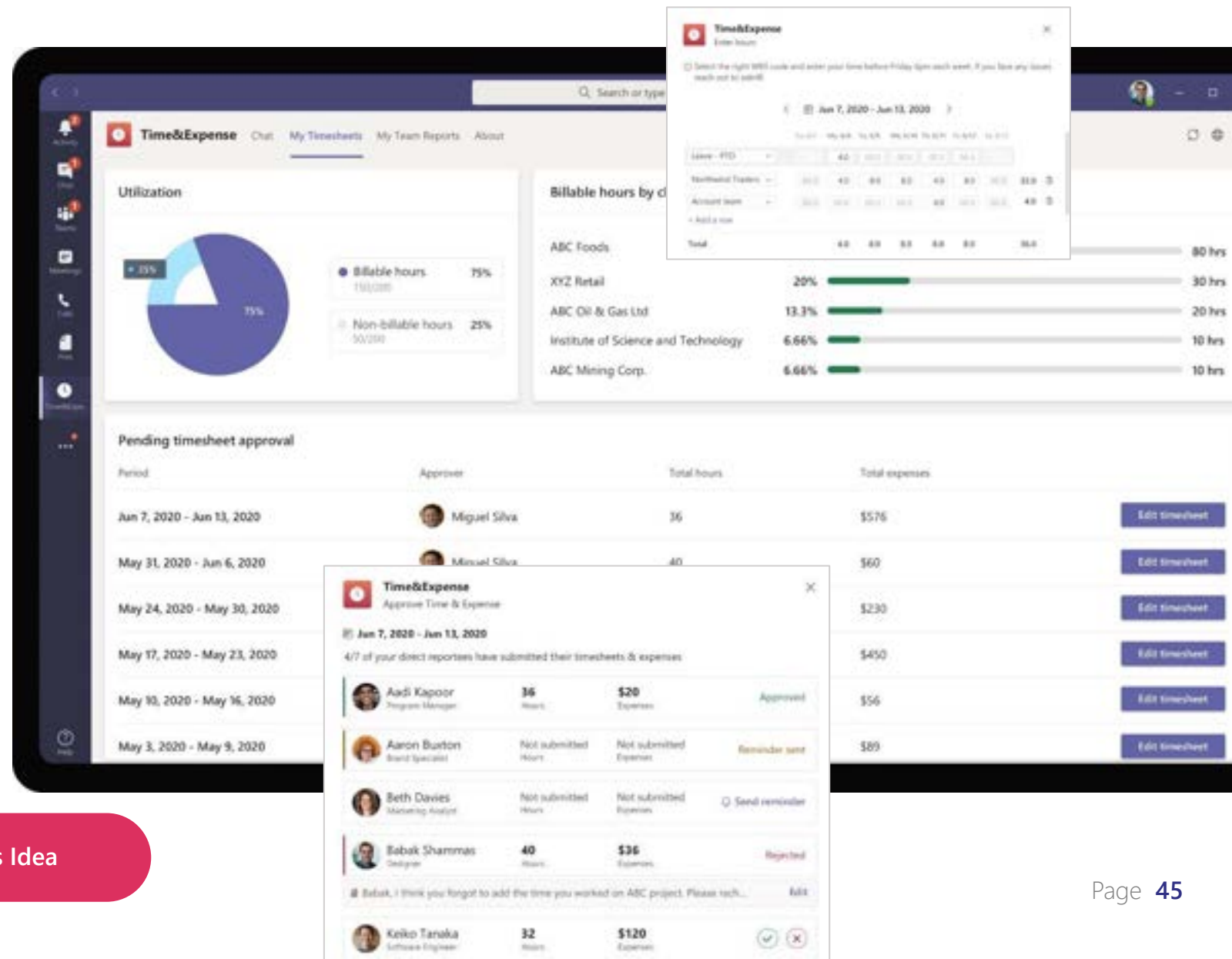
FIRST-LINE WORKERS  
FRONT-LINE WORKERS  
EMPLOYEE MANAGEMENT  
CHECK-INS

Interested? We Can Help

# Time & Expense Submissions

What if timesheets could pro-actively reach out to employees and simplify the process of submission. This approach would require no extra login, no additional app as it's in Teams where employees already work, with a simplified and improved end-user experience.

## ESTIMATED COMPLEXITY



## Time & Expense Submissions

### WHAT DOES IT DO?

The app pro-actively reaches out to employees to perform a time and/or expense submission in Microsoft Teams.

With single sign-on, employees do not have to sign in every time to access the app or leave the Microsoft Teams experience. Whether using any device, mobile, desktop, or web browser, the user experience remains the same.

Managers get a single consolidated view of their team's time entry information and/or expenses. The manager can view action time & expense submissions for each direct report (accept, reject, and send a reminder).

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

PROFESSIONAL SERVICES  
TIME & EXPENSE MANAGEMENT  
PROJECT OPERATIONS

Interested? We Can Help



Solutions for

# Employee Communications



## Solutions for Employee Communications

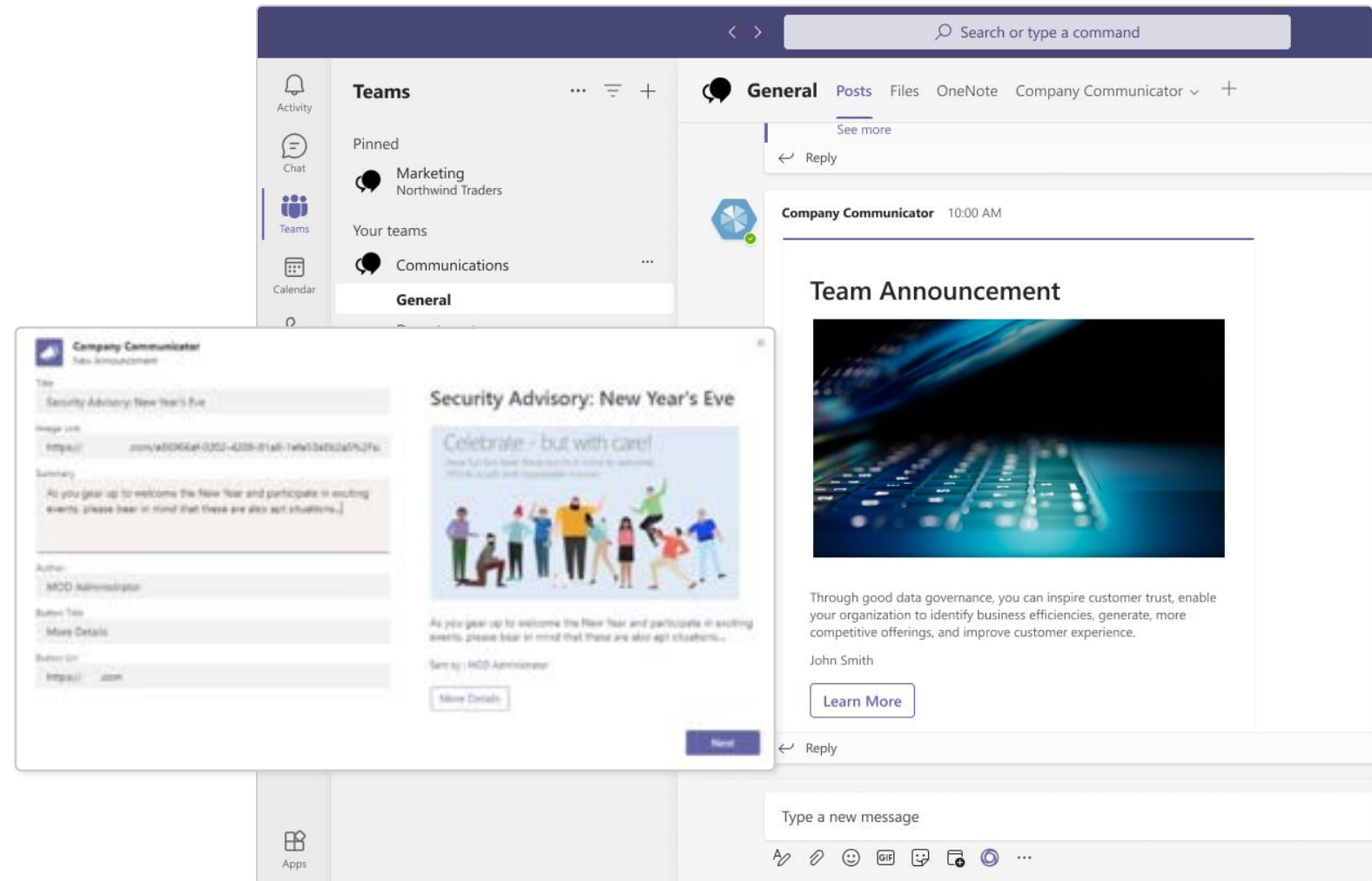
- Company Communicator for Microsoft Teams
- Enhancements for Company Communicator
- FAQ Plus: Bot Assistant for Q&A
- Knowledge Navigator & Helper
- Policy Centre App
- Share Now App
- Workplace Transformation Site



# Company Communicator for Microsoft Teams

Take company communications to the next level with an enhanced company communication experience that enables pushing key messages to people and channels in Microsoft Teams.

## ESTIMATED COMPLEXITY



# Company Communicator for Microsoft Teams

### WHAT DOES THIS DO?

Enable communicators to leverage Microsoft Teams as an effective push channel for key or targeted employee communication.

Message creation: Easily create messages by using a team tab where team members who have permission can collaborate and create messages.

Audience selection: Pick from four options for to target audience. Send to the general channel of selected teams, send in 1:1 chat to members of selected teams, send to all users who have the app installed, or send to M365 distribution lists or security groups.

Message metrics: Export messages delivery report.

Localization: Supports multiple languages.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

INTRANETS

CORPORATE COMMUNICATIONS

DIGITAL WORKPLACE

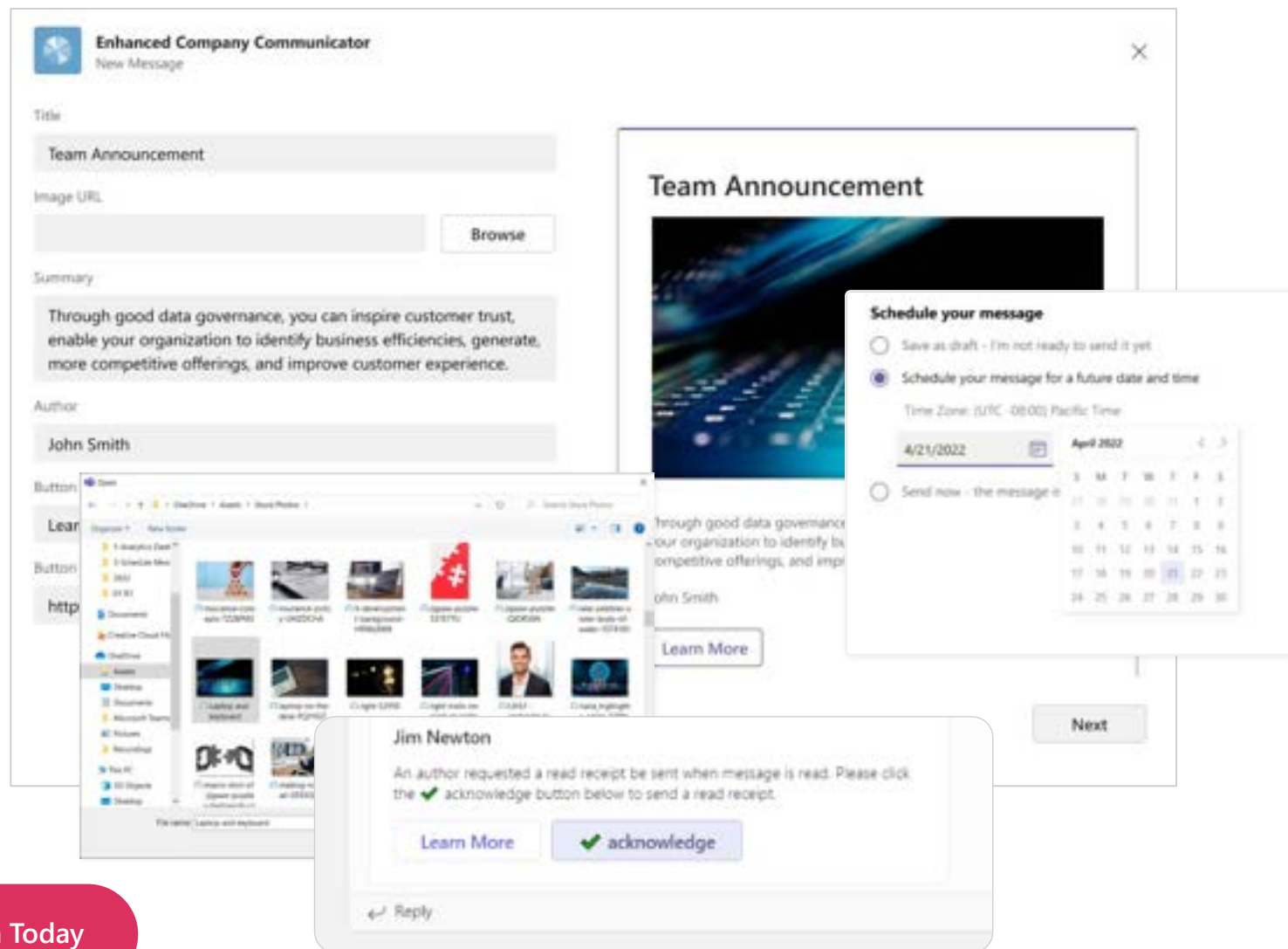
EMPLOYEE EXPERIENCE

Interested? We Can Help

# Enhancements for Company Communicator

Take your company communications to the next level with this powerful enhancement. User experiences, authoring, and publishing methods have been improved inside the Company Communications Solution in Microsoft Teams.

## ESTIMATED COMPLEXITY



# Enhancements for Company Communicator

### WHAT DOES THIS DO?

Customizations implemented by our customers and our team vary, but here are some **improvements**:

#### End User Experience

- Improved first-run experiences
- Track, as read/acknowledged/confirmed
- Improved layouts

#### Authoring

- Rich text improvements
- Drafting improvements
- Approval improvements
- Publishing improvements
- Private previews
- Improved layouts

#### Publishing

- Delay delivery or schedule communication
- Send out to Yammer, email or other channels beyond Microsoft Teams
- Integrate with other key systems (like digital signing)

#### Analytics

- Tracking acknowledgement
- Sentiment analysis on responses
- Segmentation and audience tracking
- Power BI integration



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

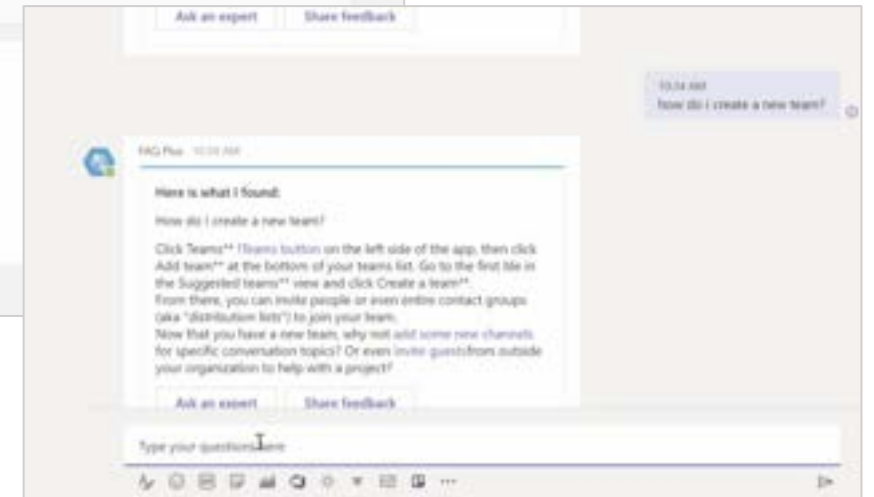
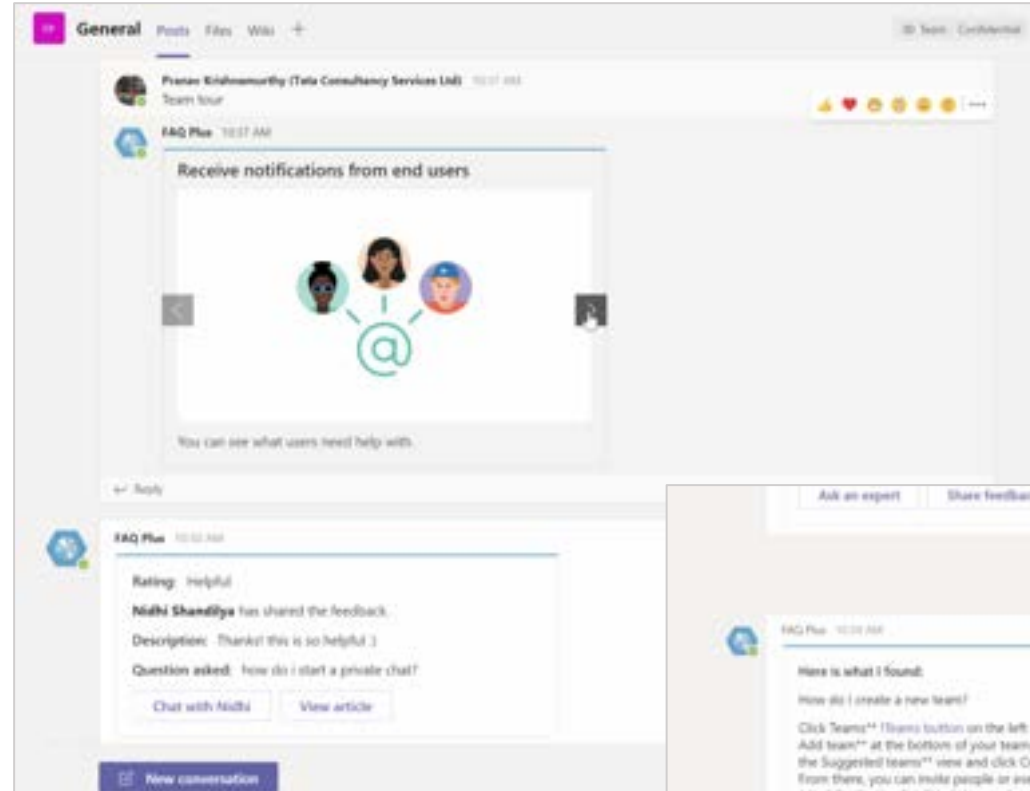
CORPORATE COMMUNICATIONS  
DIGITAL WORKPLACE  
EMPLOYEE EXPERIENCE

Interested? We Can Help

# FAQ Plus: Bot Assistant for Q&A

FAQ Plus is a friendly Q&A bot that brings a human in the loop when it is unable to help. Ask the bot a question and the bot responds with an answer if it's in the knowledge base. If not, the bot offers the user an option to "Ask an expert", which posts the question to a pre-configured team.

### ESTIMATED COMPLEXITY



# FAQ Plus: Bot Assistant for Q&A

### WHAT DOES IT DO?

A user can ask the bot a question, and the bot responds with an answer if it's in the knowledge base. If not, the bot offers the user an option to "Ask an expert", which posts the question to a pre-configured team of experts to provide support.

An expert can assign a question to themselves, chat with the user to gain more context, and add the question to the knowledge base using messaging so that the next user to ask that same question will get an answer from the chatbot.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

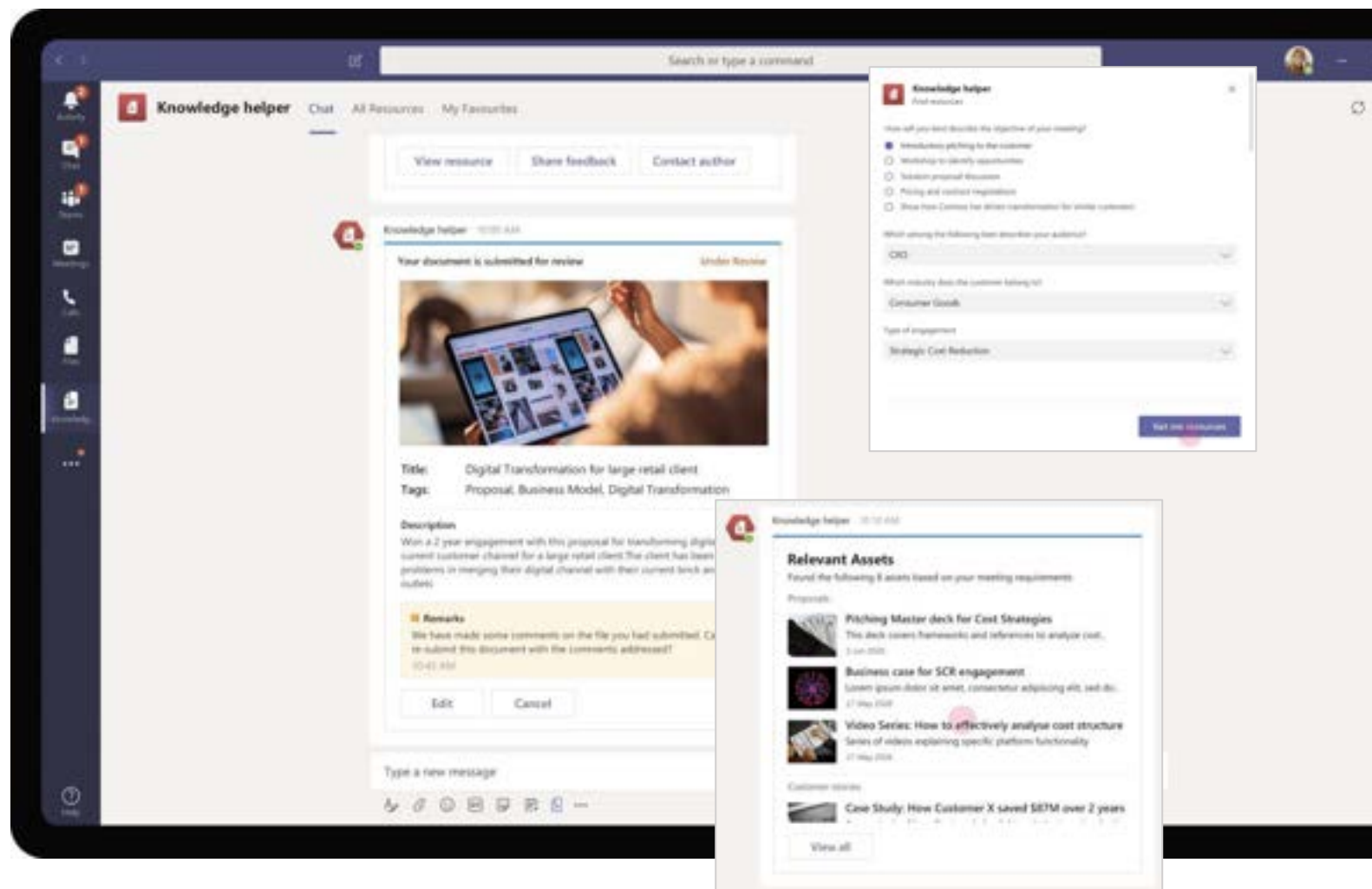
KNOWLEDGE MANAGEMENT  
KNOWLEDGE ASSISTANT  
MICROSOFT TEAMS APPS  
VIVA TOPICS

Interested? We Can Help

# Knowledge Navigator & Helper

Simplify and improve access to knowledge with guided questions and experiences. Make it easier for employees to submit and share materials for knowledge teams and curators to review and publish.

## ESTIMATED COMPLEXITY



# Knowledge Navigator & Helper

### WHAT DOES IT DO?

Enable employees to access the knowledge base with an intelligent assistant, provide feedback on knowledge assets, or submit knowledge assets to continue contributing to curated resources for everyone.

Since the assets are tagged with metadata and categorized into logical groupings, employees can quickly find materials useful for industry, type of project, or by sharing answers to questions to intelligently suggest relevant assets.

Knowledge managers can review submissions that are applicable to them as it will share the submission with the right team for review or approval while keeping the employee up to date on submission progress.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

KNOWLEDGE MANAGEMENT  
KNOWLEDGE ASSISTANT  
MICROSOFT TEAMS APPS  
VIVA TOPICS

Interested? We Can Help

# Policy Centre App

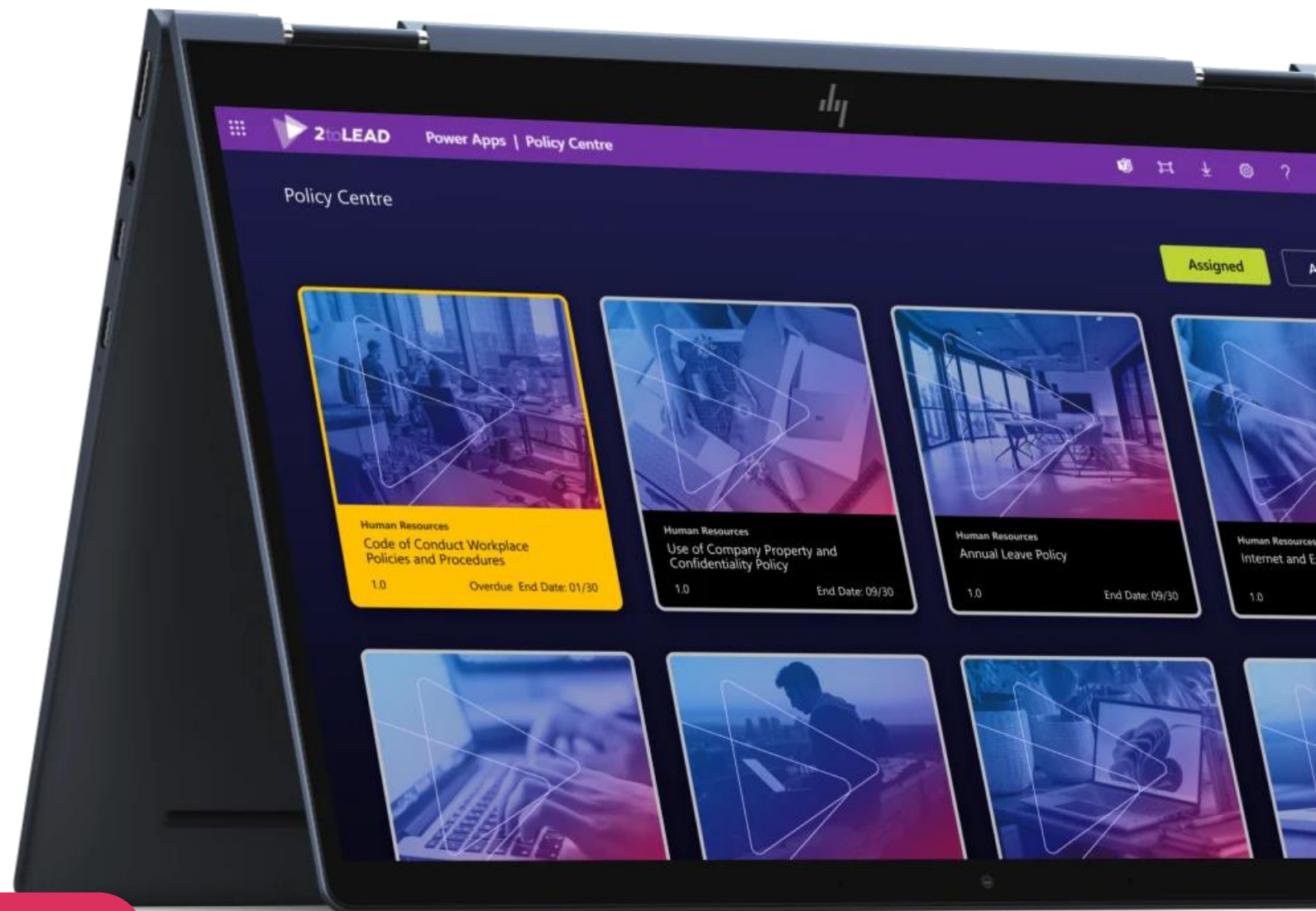
Finding unique ways to teach your employees the policies of your business can be accomplished with the proper methods. Built with the technology of Power Apps and Microsoft SharePoint, the 2toLead Policy Centre App creates clarity and transparency around your policies with an easy-to-use integrated platform.

## ESTIMATED COMPLEXITY



2toLead Solution

[See A Demo Of This In Action Today](#)



# Policy Centre App

### WHAT DOES IT DO?

Have confidence that each employee is reviewing key documents whether it is for the entire organization or a single team. As policies are established, changes are captured in version control and files are routed for approval.

- The Policy Centre app solution is scalable to your needs; user-friendly for your IT team, in-house SharePoint team and other key users.
- Capture compliance with confidence with the dedicated electronic acknowledgement capabilities.
- Track versions and revisions for Policies, Procedures, and other documents.
- Restrict policy documents to only people who need to have access to them.
- Monitor employee engagement with metrics on how often they access your policies and if they are understood.
- Improved accountability and transparency by establishing policy standards.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

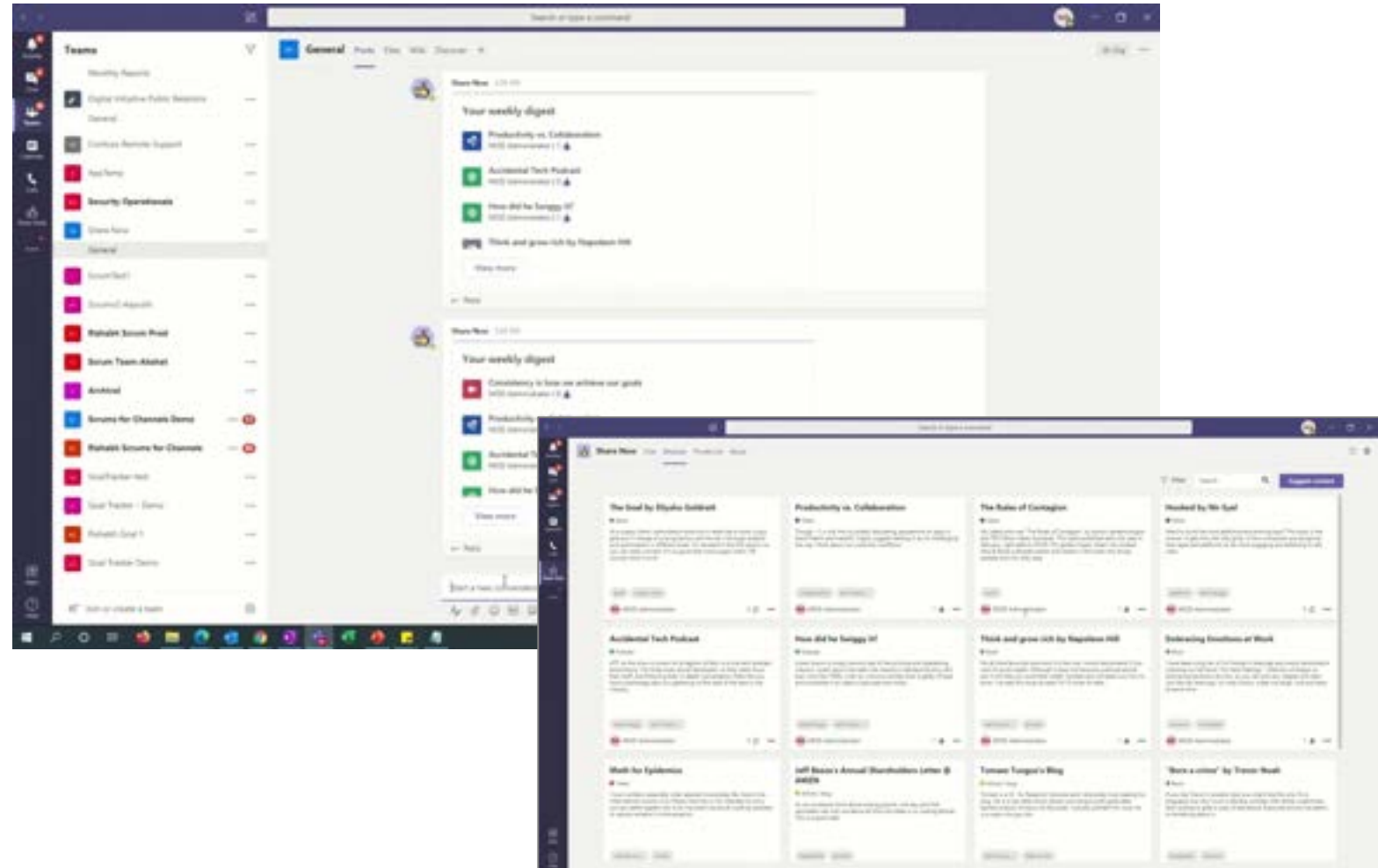
POLICY MANAGEMENT  
COMMUNICATION  
COMPLIANCE  
PROCESS AUTOMATION  
EMPLOYEE EXPERIENCE

Interested? We Can Help

# Share Now App

Using the Share Now app in Microsoft Teams, individuals can add bite-sized snippets of the content that they want to share with others in their organization. The content can be a post, video, blog, or podcast. Users can also use the app to add posts to their list, get a more tailored list of content posts and get a weekly or daily digest.

## ESTIMATED COMPLEXITY



# Share Now App

### WHAT DOES IT DO?

Organizations have multiple ways to share posts today through Yammer and the Communities app. Some organizations want a simpler and more tailored sharing experience, with categories, and control to share bite-sized snippets of content that they want others to be able to find, bookmark, or be updated on in a monthly or weekly digest.

- Discover new content shared across Organization
- Search for content posts based on preference such as filtering based on tags, type of content, etc.
- If a post looks interesting to you, upvote the content post and add it to your private list (bookmark it to read later)
- Collaborate using the Messaging, share your favorite reads with your colleagues
- Install the app in a team and set up your monthly or weekly digest as per your preferences to stay updated on the topics
- Configure a tab in a Channel filtered based on tags to learn together

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

TEAM SHARING  
MESSAGE BOARD  
QUICK POSTING  
KEEPING INFORMED

Interested? We Can Help

# Workplace Transformation Site

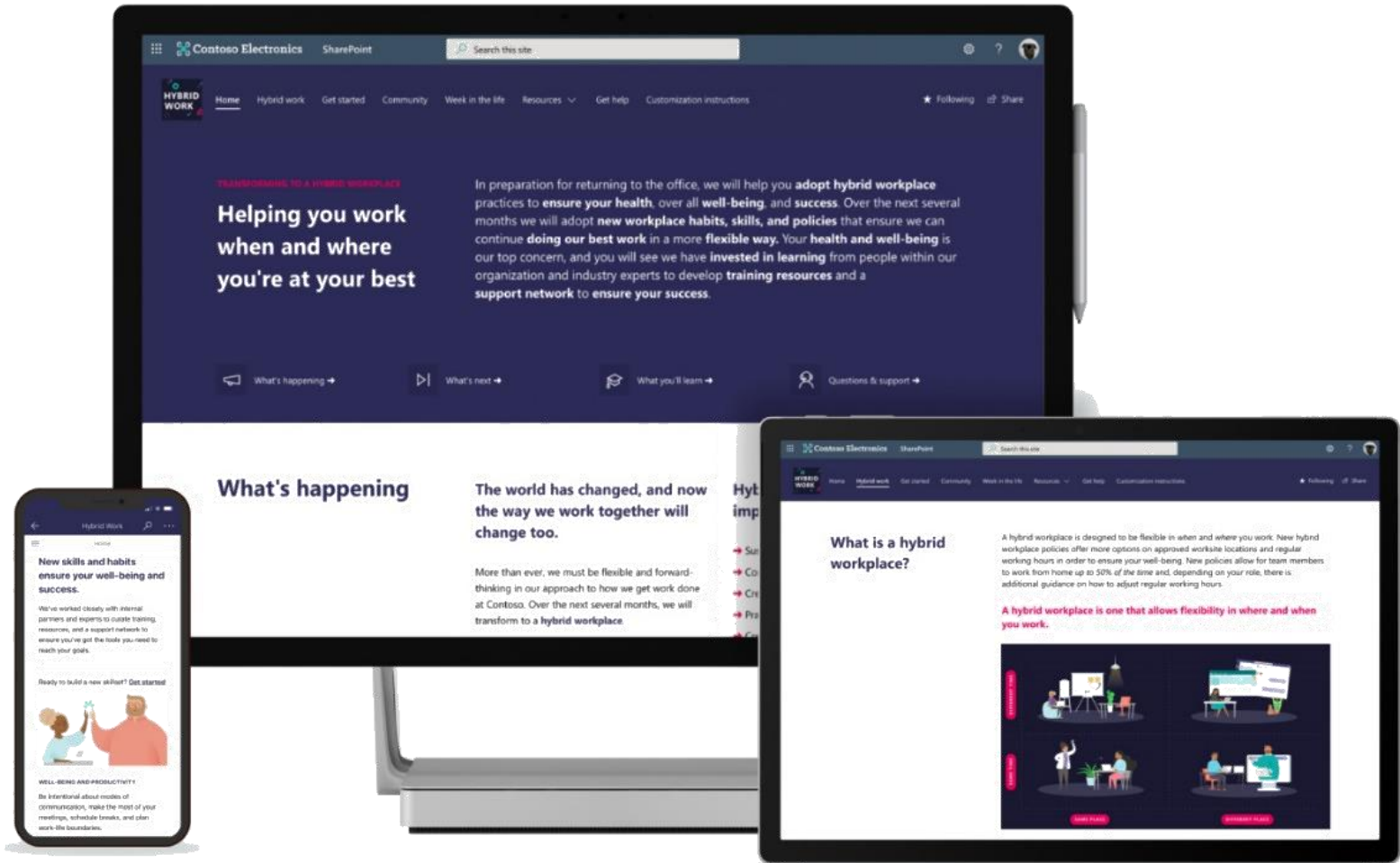
Help your organization implement and manage change initiatives such as new processes, systems, or mergers and acquisitions. Establish content centers that help your organization adopt key skills and habits and customize them to meet the needs of any organizational change management project.

## ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# Workplace Transformation Site

### WHAT DOES IT DO?

Provides a sample site designed for helping an organization adopt hybrid workplace skills and habits using research insights from Microsoft's Research lab and can be customized to meet the needs of any organizational change management project.

It contains the following:

- A custom home page using out-of-the-box web parts
- 11 customizable pages, related to hybrid work, using out-of-the-box web parts
- A custom illustrations throughout the sites and pages
- A hybrid work checklist in the form of a Microsoft List
- 2 news templates
- 4 news articles with example content
- A custom illustration of "A week in the hybrid workplace"
- Some hybrid workplace tips
- A pre-populated FAQ section
- A managers-only page with pre-populated quick tips for managing remote workers
- A champions page that helps recruit and engage new change champions
- A message from our CEO page that helps endorse change management projects
- Some provisioning and customization guidance



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE PORTALS  
EMPLOYEE EXPERIENCE  
CHANGE MANAGEMENT  
ADOPTION  
GOVERNANCE

Interested? We Can Help



Solutions for

# Employee Networking & Connection



Solutions for

# Employee Networking & Connection

- Employee Training & Events Registration
- Grow Your Skills App
- Icebreaker: Connect Employees Together



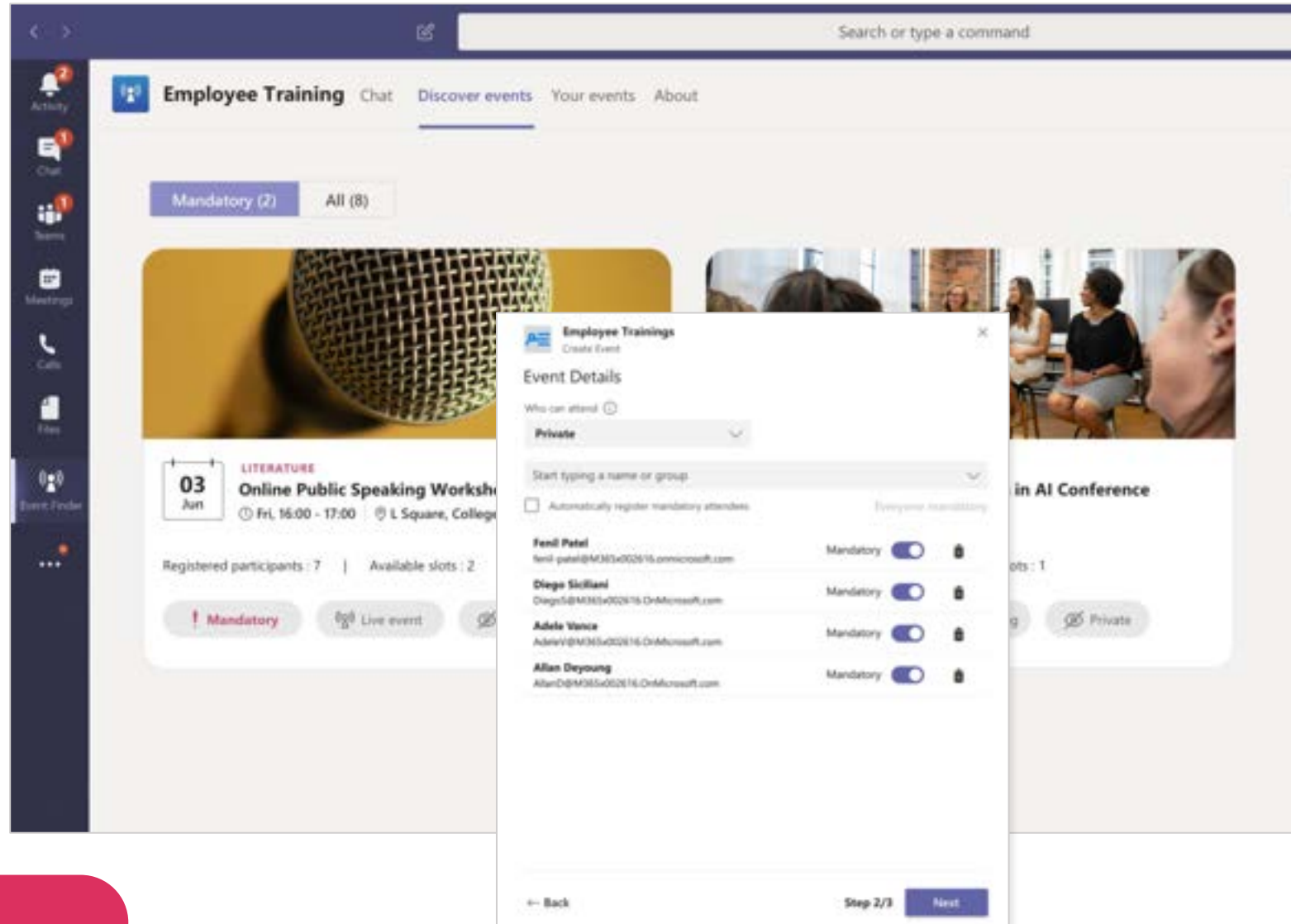
## Employee Networking & Connection

# Employee Training & Events Registration

From registration to expressing interest enable employees to engage in training and events while in Microsoft Teams.

This can greatly compliment Teams webinars and SharePoint events to meet organization needs.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

# Employee Training & Events Registration

### WHAT DOES IT DO?

Employee Training app enables organizers to easily publish and distribute new events to targeted groups, keep track of interests for capacity planning, and send updates or reminders. With reminders, attendees stay updated about registered events, indicate interest, and can ask questions to organizers.

Organizers can create public or private events, invite participants and manage capacity/registration.

Users can discover events based on recent ones, popular ones, or ones targeted to them. They can then express interest, register and engage with events in Microsoft Teams.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

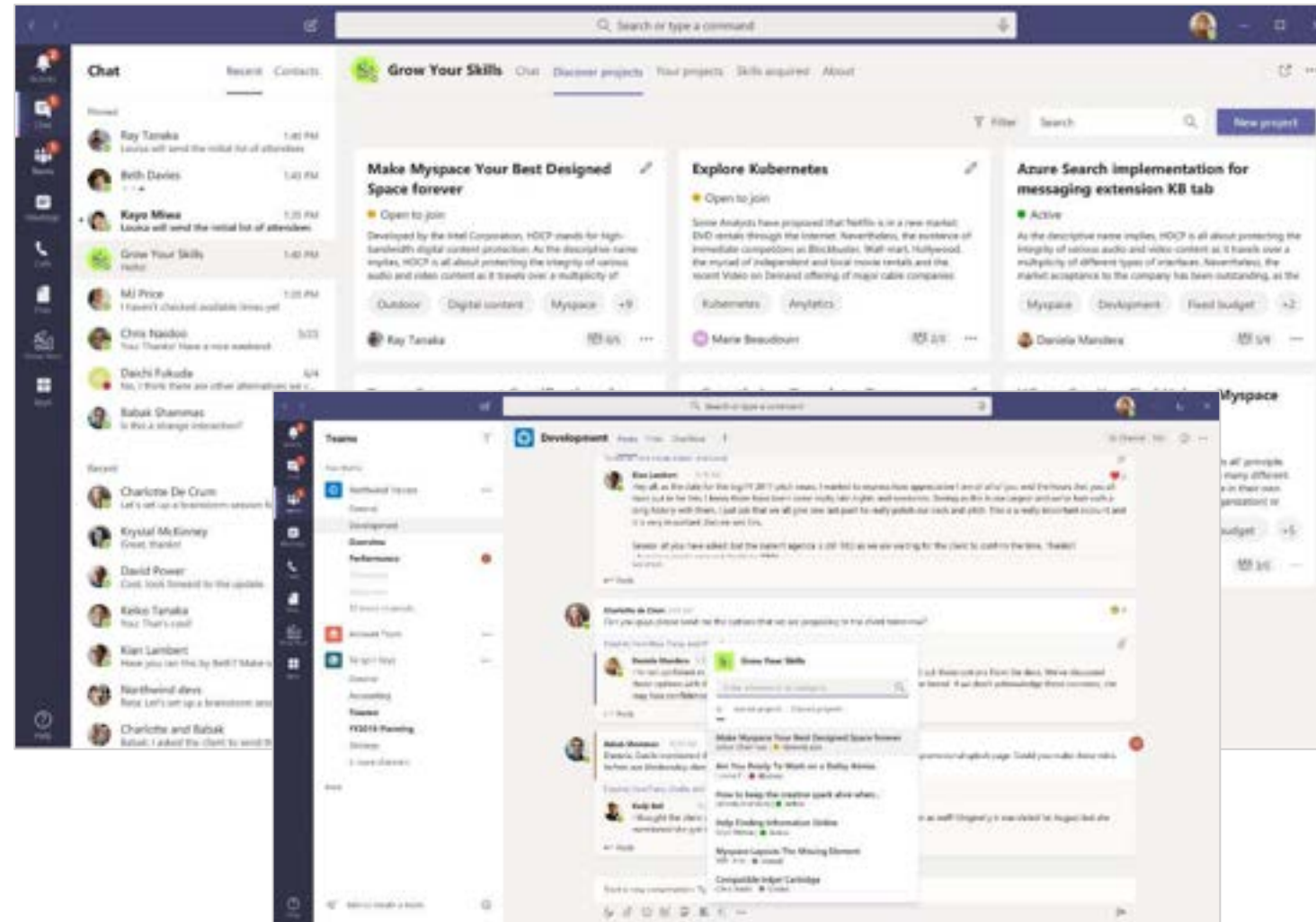
EVENT MANAGEMENT  
EVENT REGISTRATION  
TRAINING & DEVELOPMENT  
INTRANET  
DIGITAL WORKPLACE

Interested? We Can Help

# Grow Your Skills App

Grow Your Skills is an app for employees to discover & contribute to gig projects or volunteer activities based on their interests which will help them to acquire new skills or master the ones that they already have right inside teams.

### ESTIMATED COMPLEXITY



# Grow Your Skills App

### WHAT DOES IT DO?

Enable employees to discover and contribute to gig projects, hold study groups, or coordinate volunteer activities based on their interests which can help them to acquire new skills or master the ones they already have.

- Discover and join new side projects that have been created by your peers in the organization. Search for projects of your choice or preference based on filters such as skill etc.
- Create projects to request help with specific skills and give opportunities for your co-workers to grow
- View the skills acquired across multiple projects in one place and endorse team members for skills and send a personal note during project closure
- Configure a tab in a Channel filtered based on tags to look for any projects that are based on the topics or skills relevant to your team
- Collaborate using Messaging, share the projects you have created or joined to garner more interest from your peers

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EVENT MANAGEMENT  
EVENT REGISTRATION  
TRAINING & DEVELOPMENT  
INTRANET  
DIGITAL WORKPLACE

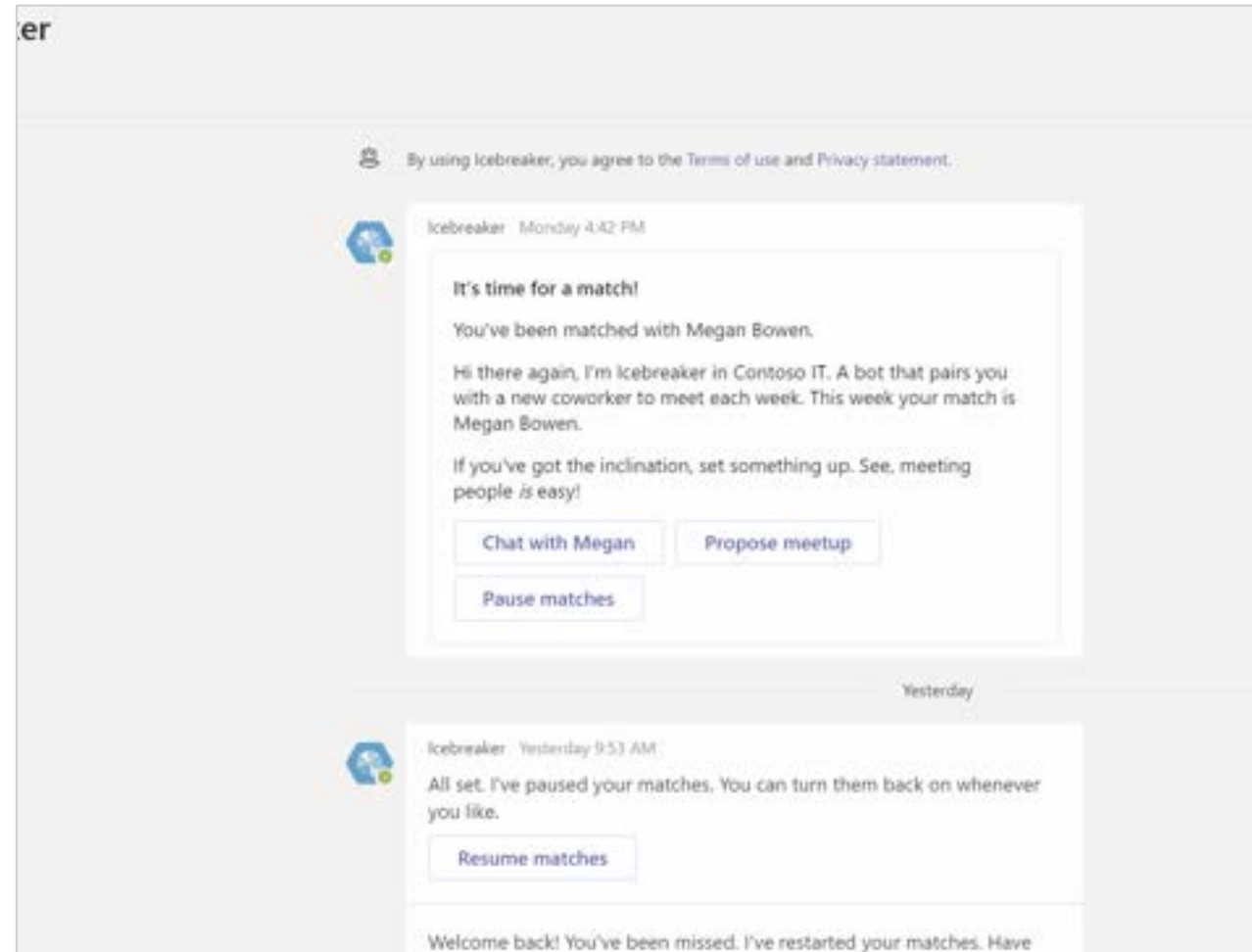
Interested? We Can Help

## Employee Networking & Connection

# Icebreaker: Connect Employees Together

Enable employees to extend and strengthen their networks within the organization with virtual or in-person connections that improve retention and engagement. Pair team members up for a meet up every week and let the bot help find an available timeslot for both parties.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

# Icebreaker: Connect Employees Together

### WHAT DOES IT DO?

Icebreaker is a Teams bot that helps the whole team get closer by pairing up members every week at random to meet virtually or in person.

The bot does the heavy lifting of finding a new person to meet with each week and aids in scheduling the meetup.

Icebreaker works great for cultivating small, interest-based communities within your organization. For example, an organization may leverage this bot for a DevOps interest group to help facilitate organic cross-pollination of ideas and best practices. Another common use case is new employees' cohorts to help employees learn more about each other and assimilate better to the new environment.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE NETWORKING  
EMPLOYEE RETENTION  
RELATIONSHIP MANAGEMENT

Interested? We Can Help



Solutions for

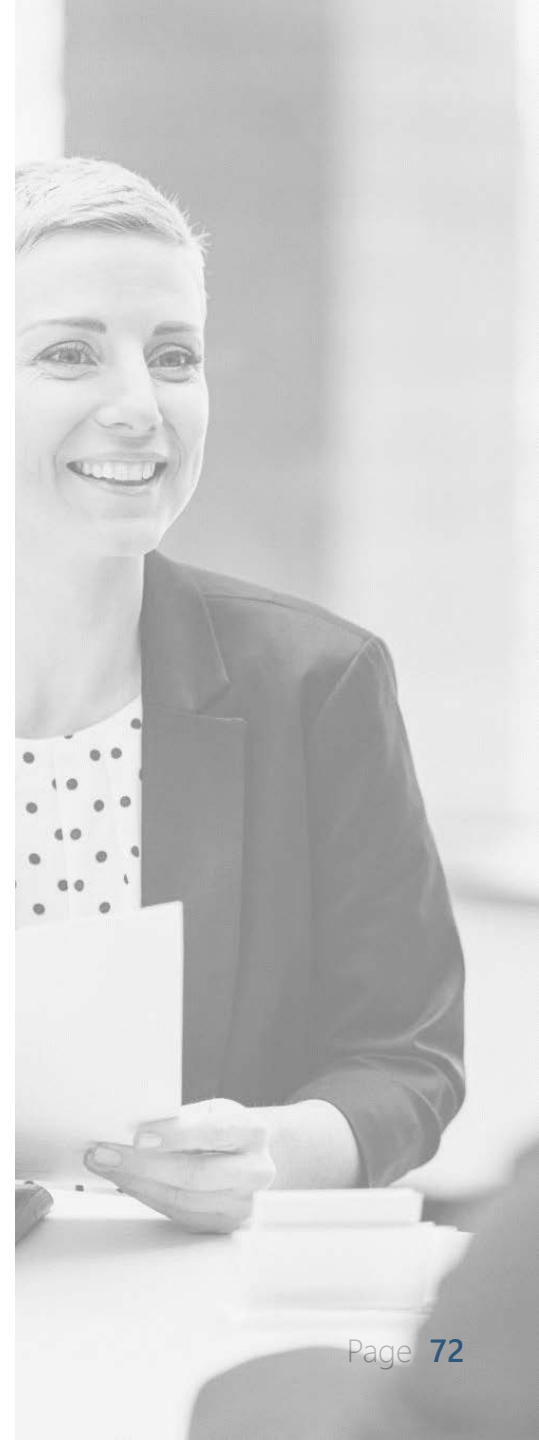
# Employee Onboarding



Solutions for

# Employee Onboarding

- Employee Pre-Onboarding Site
- New Employee Corporate Onboarding Site
- New Employee Departmental Onboarding Site
- New Employee Onboarding Assistance



## Employee Onboarding

# Employee Pre-Onboarding Site

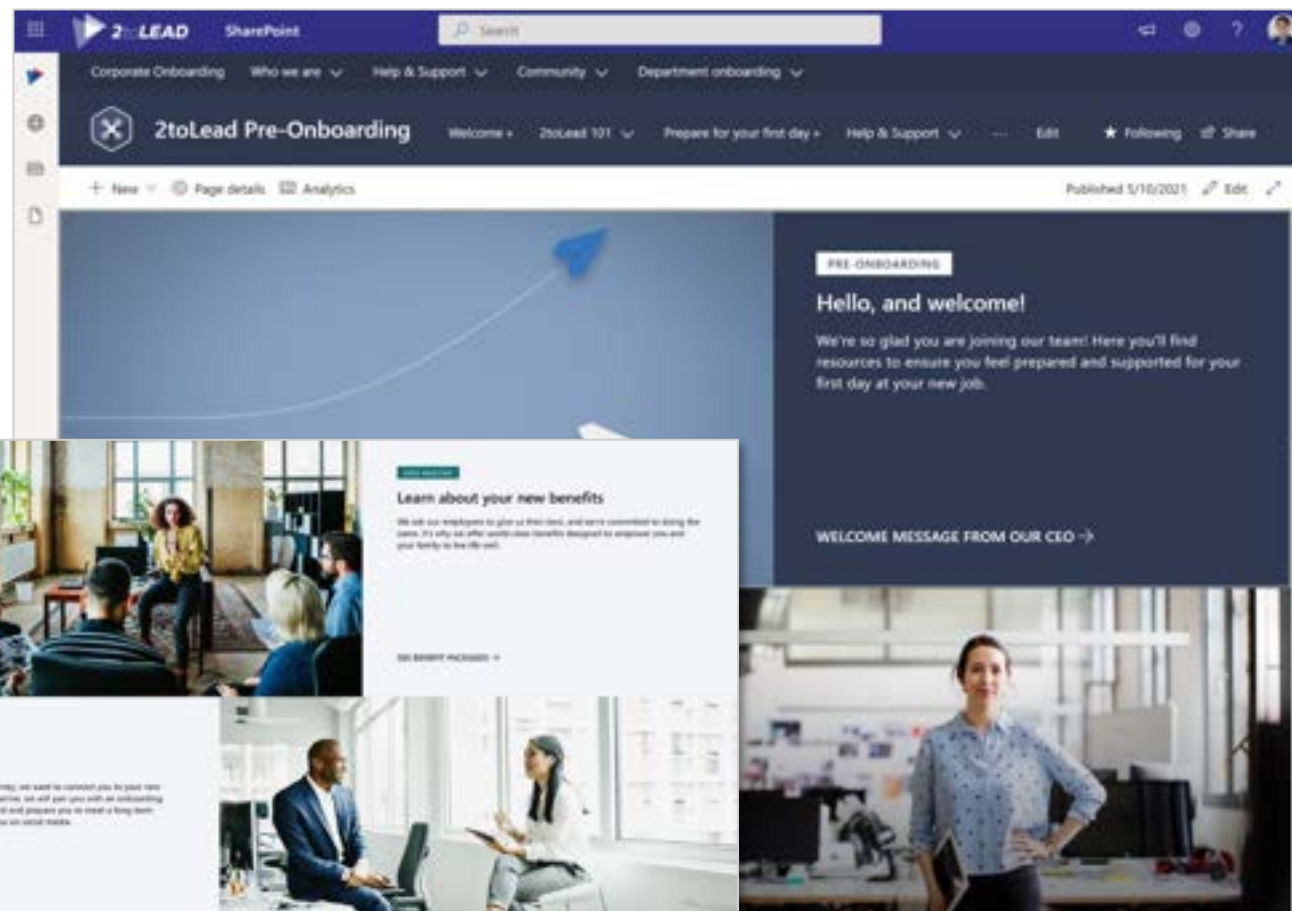
Use a Pre-onboarding site to welcome prospective or new employees as soon as the job offer has been accepted. Connect and inform potential or new hires on what to expect by customizing pre-populated site content and pages to fit the needs of your organization.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# Employee Pre-Onboarding Site

### WHAT DOES IT DO?

Establish an effective extranet or pre-onboarding site to enable better prospective and new employee experiences.

Share insight about why your organization is a great place to work for prospects while familiarizing them with what to expect as an employee. Enable new employees who haven't even received their credentials to begin exploring more about the organization and what the onboarding experience will be like before they transition into the corporate/org-wide or departmental onboarding experiences that follow.

Leverage SharePoint's rich capabilities to share resources securely, onboard and offboard users and control information access. External guest access can be used for providing pre-start hires, with no corporate credentials, access to the Pre-onboarding site only.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE PORTALS  
EMPLOYEE EXPERIENCE  
ONBOARDING  
RECRUITING

Interested? We Can Help

## Employee Onboarding

# New Employee Corporate Onboarding Site

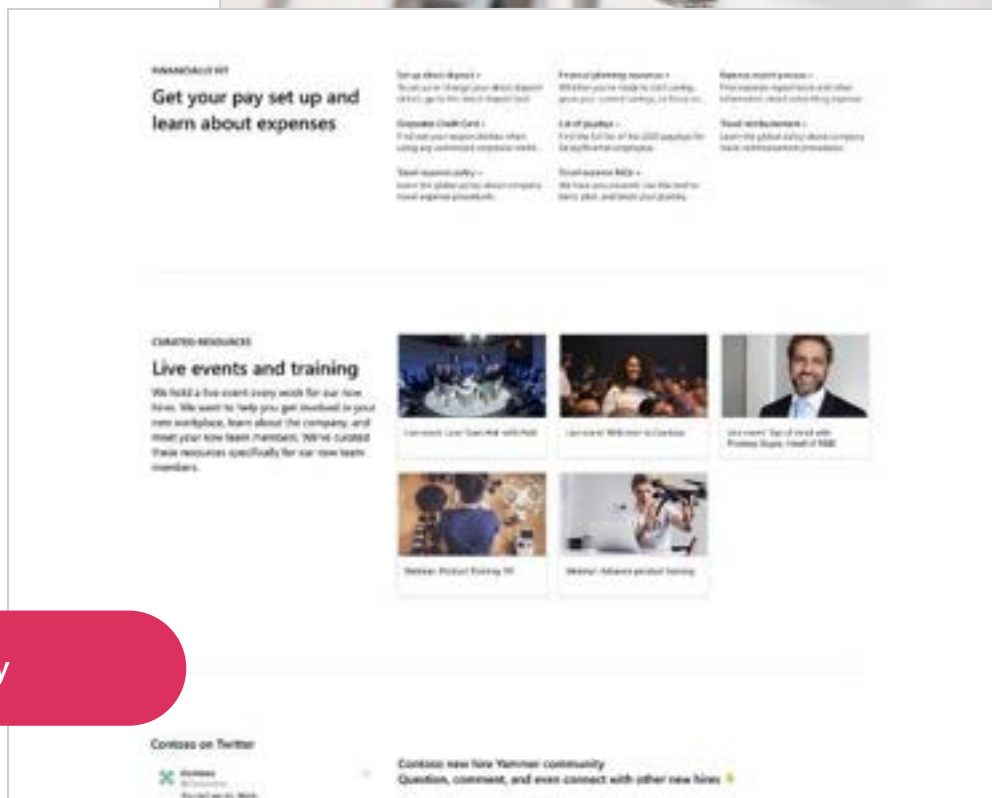
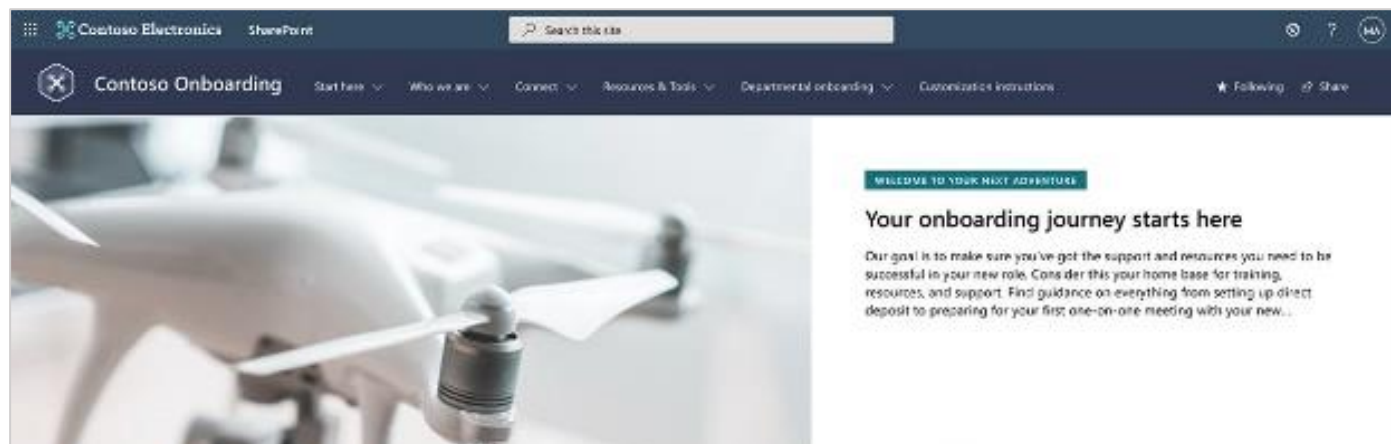
Streamline and refine your new employee onboarding process by creating a new employee experience that connects new hires to resources, people, culture, and access to a new hire onboarding checklist. With pre-populated content and pages that can be customized for your onboarding processes.

## ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# New Employee Corporate Onboarding Site

### WHAT DOES IT DO?

The corporate onboarding site is the landing place for the new employee onboarding experience. It is designed to provide a high-level view of organizational goals, leadership, team structure, and resources. In this phase, users are looking for guidance, support, and clarity.

Use this site to outline onboarding details and expectations during the first months of onboarding.

Ensure users have access to support channels like Yammer, write FAQs relevant to your organization, and customize the onboarding checklist to include the activities you want all new hires to do in their first 30, 60, and 90 days.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE PORTALS  
EMPLOYEE EXPERIENCE  
ONBOARDING

Interested? We Can Help

## Employee Onboarding

# New Employee Departmental Onboarding Site

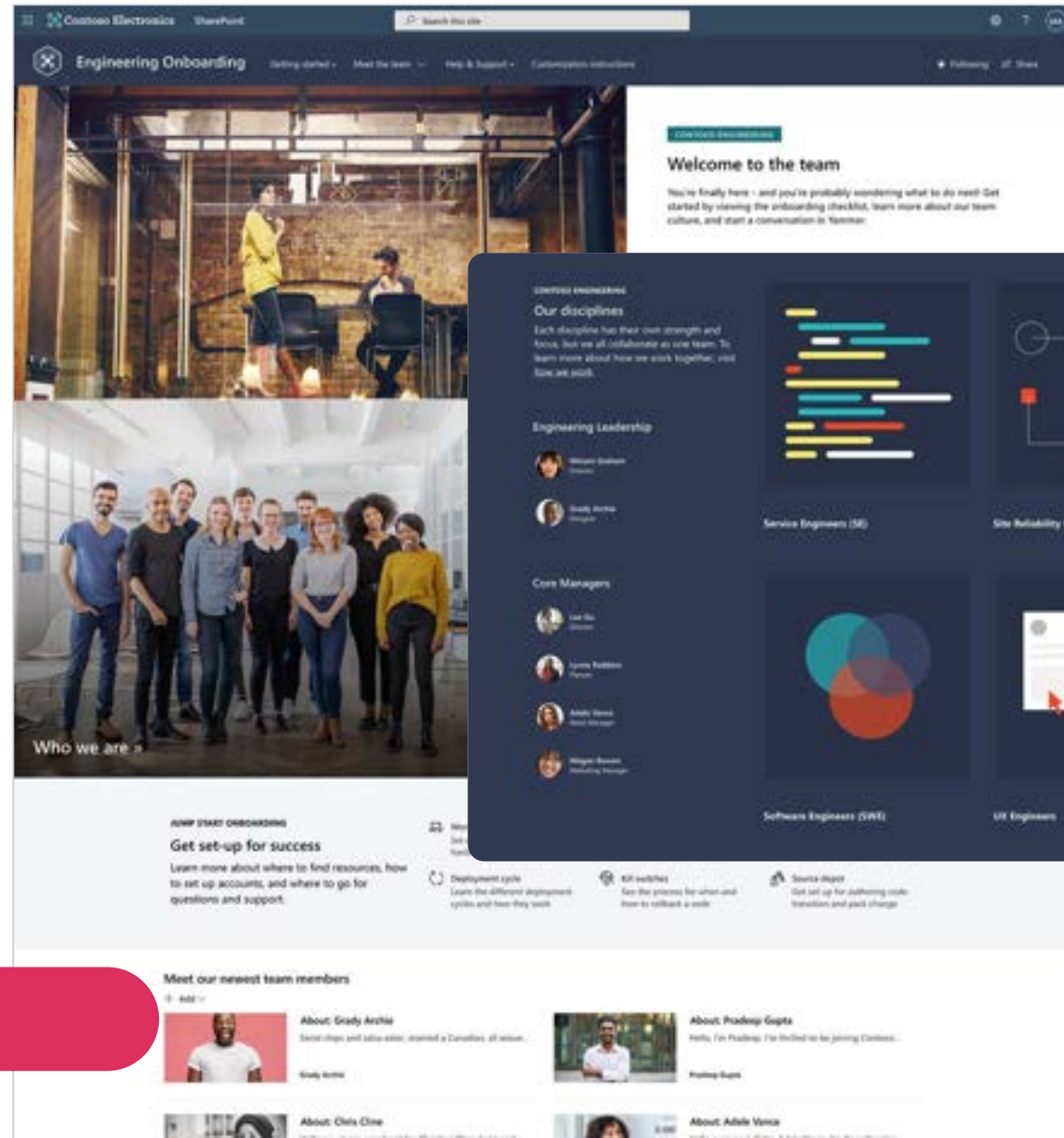
Set new hires up for success by connecting them to their division or region teams. Share departmental announcements and news, welcome new hires, and build community and culture among workgroups by customizing the Department onboarding site to fit your organization's needs.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# Employee Departmental Onboarding Site

### WHAT DOES IT DO?

Here, users need to learn about departmental leadership, culture, goals, and resources. Use the departmental onboarding site to provide access to communication channels, training guides, and events relevant to new hires. Consider associating departmental onboarding sites with existing department portals if you have them.

#### Pre-populated content:

Home page - Provide a high-level view of significant concepts relevant to new hires.

Getting started – Help users quickly understand onboarding tasks, departmental procedures, and anything else that will help new hires be successful.

Meet the team – Introduce new hires to people, the organization structure and goals on the Leadership, The organization, and Our priorities pages. Edit the Call-to-Action web part to include links and images. Or, link to an existing team page instead.

Help & support - Highlight where to go for support and consider creating a FAQ section.



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE PORTALS  
EMPLOYEE EXPERIENCE  
ONBOARDING

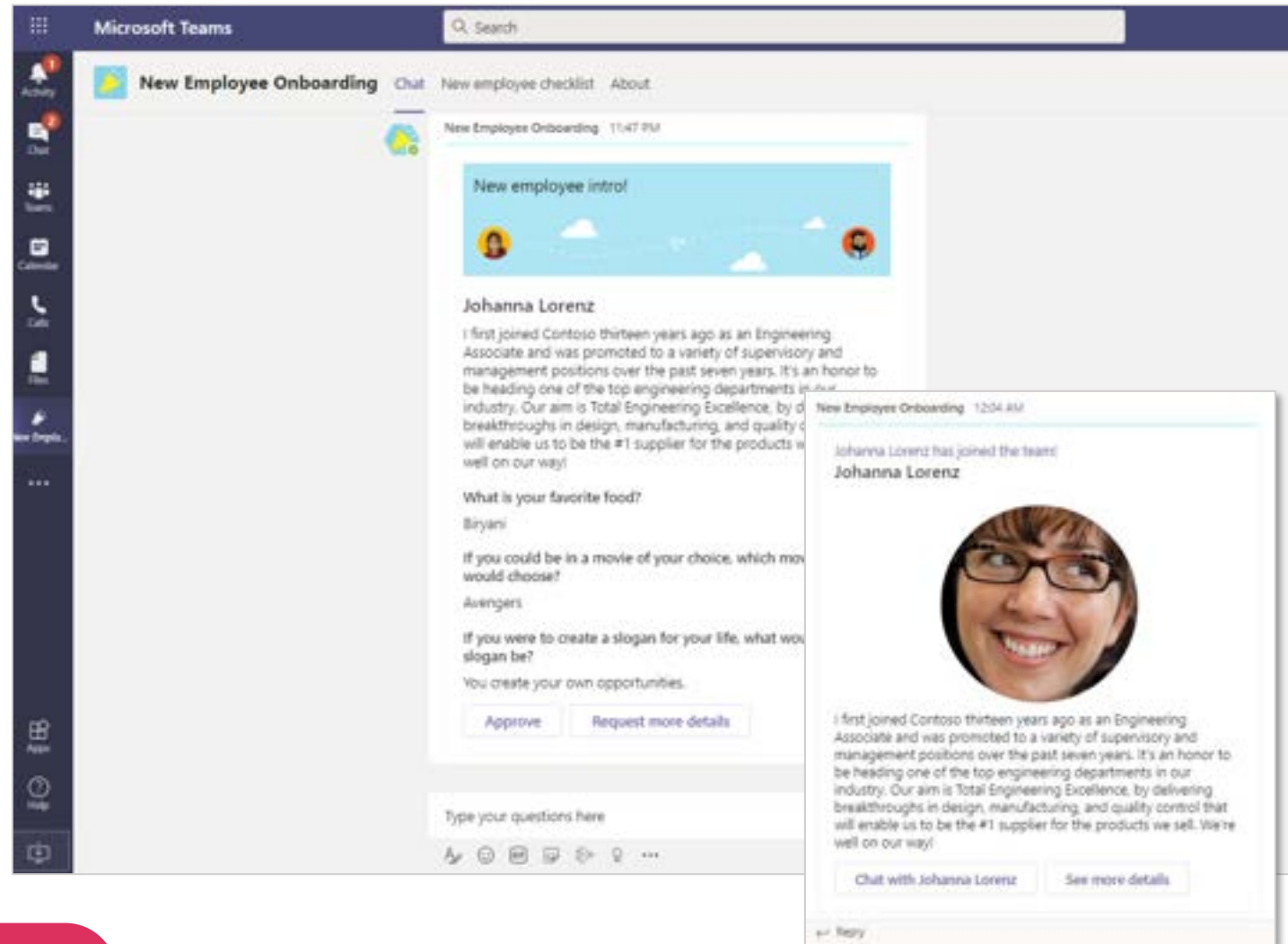
Interested? We Can Help

## Employee Onboarding

# New Employee Onboarding Assistance

With the New Employee Onboarding Assistance solution, new employee checklists, feedback capture, and the ability for new hires to introduce themselves using the app are all available. Managers can even approve the introduction, and it can be shared with relevant teams.

### ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

# New Employee Onboarding Assistance

### WHAT DOES IT DO?

This enables human resources to manage relevant content and processes for new employees via a new employee checklist (corporate or departmental) and enables employees to introduce themselves by sharing information that is automatically shared with their managers. This makes it easier for managers to review introductions about all new hires and share them with the relevant teams via the application.

At any time, new employees can share feedback on a task in their onboarding journey or on the overall experience using a helpful bot command. All feedback is shared with the HR team through notifications which can be downloaded.

HR teams can also use the app to share pulse surveys for new employees to review the employee feedback using Microsoft Forms.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

EMPLOYEE PORTALS  
EMPLOYEE EXPERIENCE  
ONBOARDING  
EMPLOYEE NETWORKING

Interested? We Can Help



Solutions for  
**Ideation**



## Solutions for Ideation

- Great Ideas App
- Innovation Backlog App
- Innovation Challenge App



# Great Ideas App

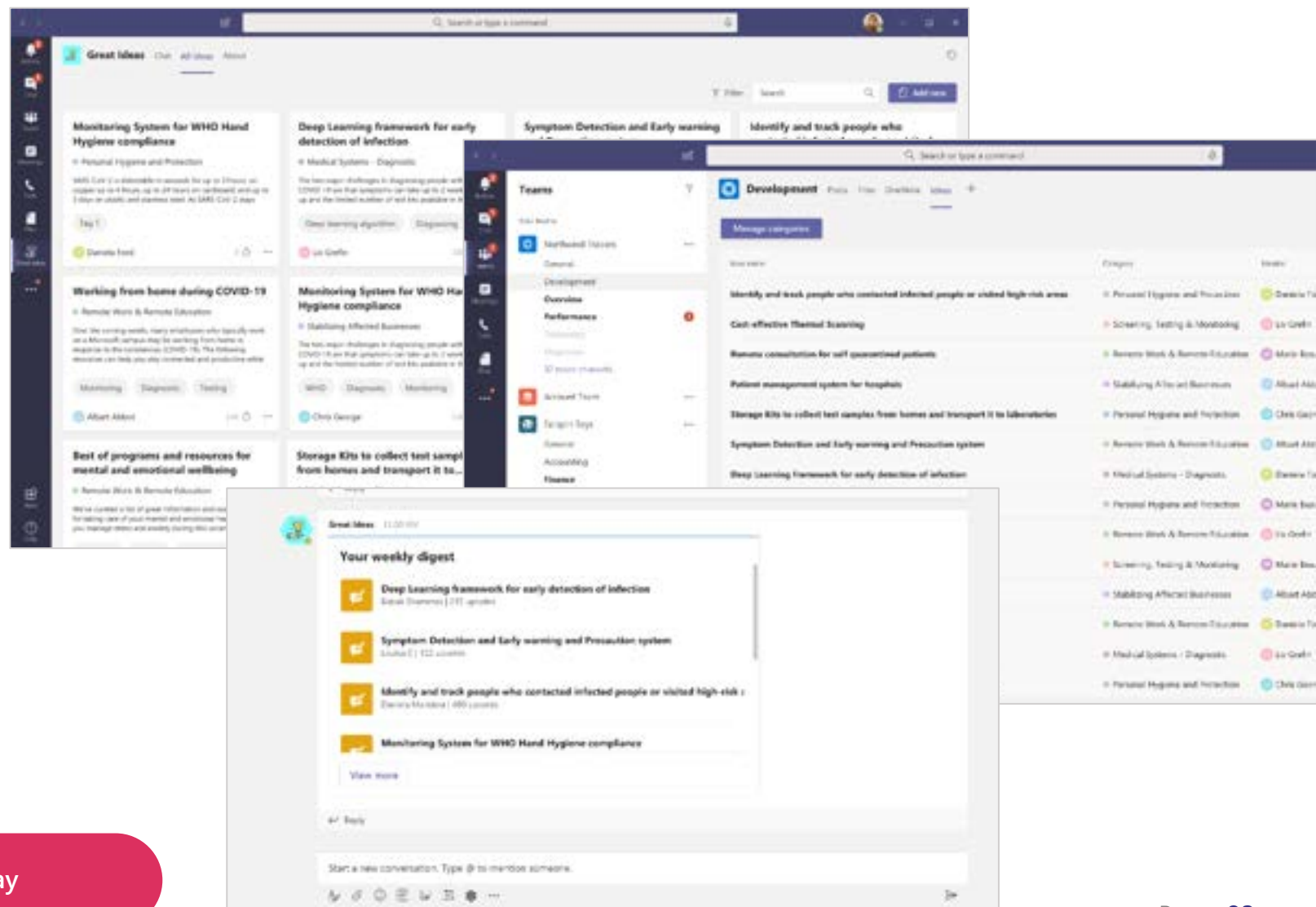
This idea routing app enables employees to submit and share ideas beyond the confines of an idea generation campaign with something like Yammer. It provides users with the ability to vote and help highlight the ideas worth further qualification and can further foster an innovation culture.

## ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today



# Great Ideas App

## WHAT DOES IT DO?

While Yammer and Communities can serve as a great place to run innovation contests this app is meant to enable employees to route their best ideas from anywhere, at any time, to rightly qualified and designated people in the organization.

- Discover new ideas that have been created by employees in the organization in the All Ideas tab.
- Search for ideas based on subjects of interest using tags and upvote ideas.
- Collaborate using messaging, and share the ideas you find to garner more interest from your peers.
- Install the app in a team and set up your monthly or weekly digest as per your preferences to stay updated on any new ideas that have been submitted.
- Configure a tab in a Channel filtered based on tags to look for any ideas that are based on the topics or areas of expertise relevant to your team.

*Customized implementation plans are available for purchase.*



## INDUSTRIES

CROSS-INDUSTRY

## TECHNOLOGIES USED



## SOLUTION AREAS

INNOVATION

IDEATION

IDEA SHARING

INNOVATION CHALLENGE

INNOVATION CONTESTS

Interested? We Can Help

# Innovation Backlog App

Use the Innovation Backlog to ask users to submit ideas for apps and automation that need to be built and describe pain points with the current process. Users describe the process and provide information about personas, tools used, and measures for improvement. This information is used to calculate ROI and complexity.

## ESTIMATED COMPLEXITY



**Submitted Ideas**

- Time Off Requests**  
Developer Owner: Available  
\$6,000.00 /month  
Not configured  
12 Complexity
- Employee Onboarding**  
Developer Owner: Diego Siciliani  
\$2,040.00 /month  
27.2 hours/month  
2 Complexity
- Company news**  
Developer Owner: Available  
\$2,000.00 /month  
Not configured  
13 Complexity
- Invoice Processing**  
Developer Owner: Available

**Idea Details: Supplier Invoice Processing**

- Idea:** Time Off Requests
- Pain Points:** Pen and Paper Forms, Processing Delays, Error Prone
- Estimated return on investment:** \$6,000.00 /month, Not Configured
- Complexity:** 12 Complexity
- Being developed for:** CST - Ben, retail team - Adele
- Number of Likes:** 7 (Add like, Adele)
- Status:** Partially Complete, Edit status
- Developer Owner:** Available, Edit dev owner
- Solutions (1):** + Solution, Show more

**Editing Supplier Invoice Processing**

Time Spent on Manual Work: Not configured

Input values to determine time spent: Name, Description, Who's time, Number people performing the task, Time spent per person, Time spent per..., Times done per week.

# Innovation Backlog App

### WHAT DOES IT DO?

As part of the Power Platform CoE, one can use the innovation backlog app to help enable people to add ideas. Users describe the process, and they provide information about personas, tools used, and measures for improvement. This information is then used to calculate ROI and complexity.

After ideas have been added, pick the most impactful ideas for your development team to build or select them for an upcoming hackathon. Other users can vote on ideas or add their own scenarios to an existing idea. Developers can additionally request feedback and testimonials to build their portfolios.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

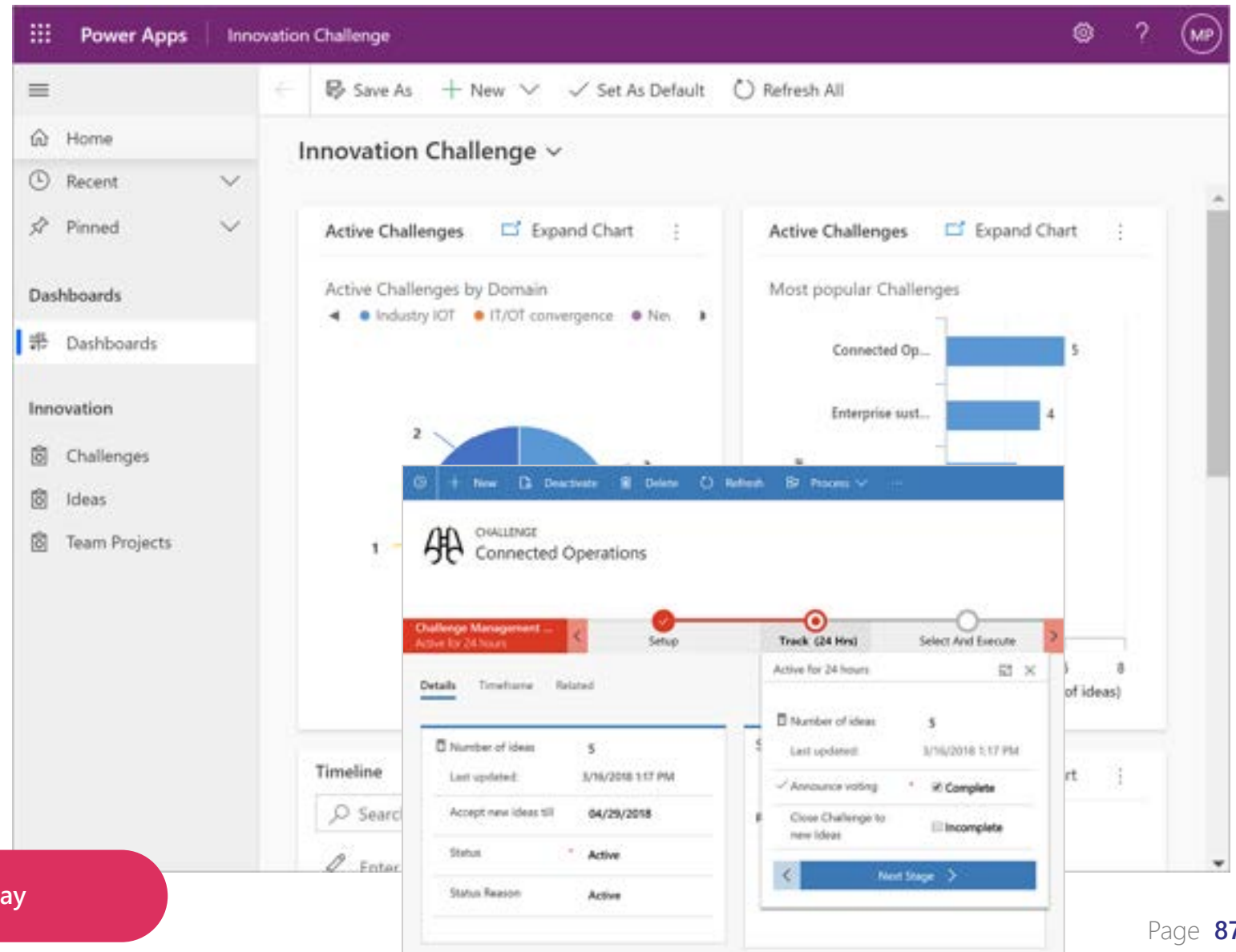
INNOVATION  
IDEATION  
IDEA SHARING  
INNOVATION CHALLENGE  
INNOVATION CONTESTS  
POWER PLATFORM COE

Interested? We Can Help

# Innovation Challenge App

This app is one of the Model-driven app samples for Power Apps that start a companywide innovation challenge. Leaders can establish challenges that can then support the contribution of ideas. Ideas are then submitted, reviewed, voted on, and the best ideas get funded for new projects.

## ESTIMATED COMPLEXITY



# Innovation Challenge App

### WHAT DOES IT DO?

This app can support a point-in-time innovation challenge from an organization. It provides a place to create and administer innovation challenges, manage contributed ideas, report on challenges and ideas, and create projects to execute the best ideas.

- Users can see a dashboard with active challenges data in a variety of formats as well as the top ideas.
- Innovation challenges can be created and managed via their own lifecycle. Ideas can be submitted to each challenge scored, rated and more.
- Ideas based on challenges can be turned into projects to be further executed, managed and tracked in this closed system or integrated with other systems and services via extensibility options.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

INNOVATION

IDEATION

IDEA SHARING

INNOVATION CHALLENGE

INNOVATION CONTESTS

Interested? We Can Help



Solutions for

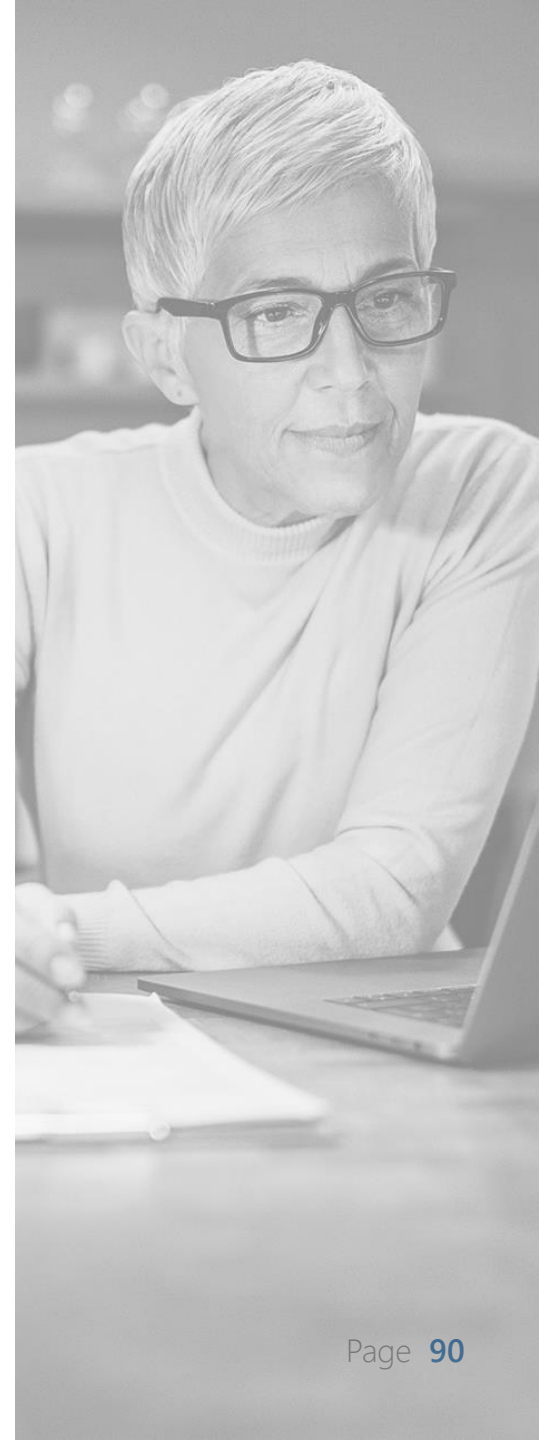
# Microsoft 365 Management



Solutions for

# Microsoft 365 Management

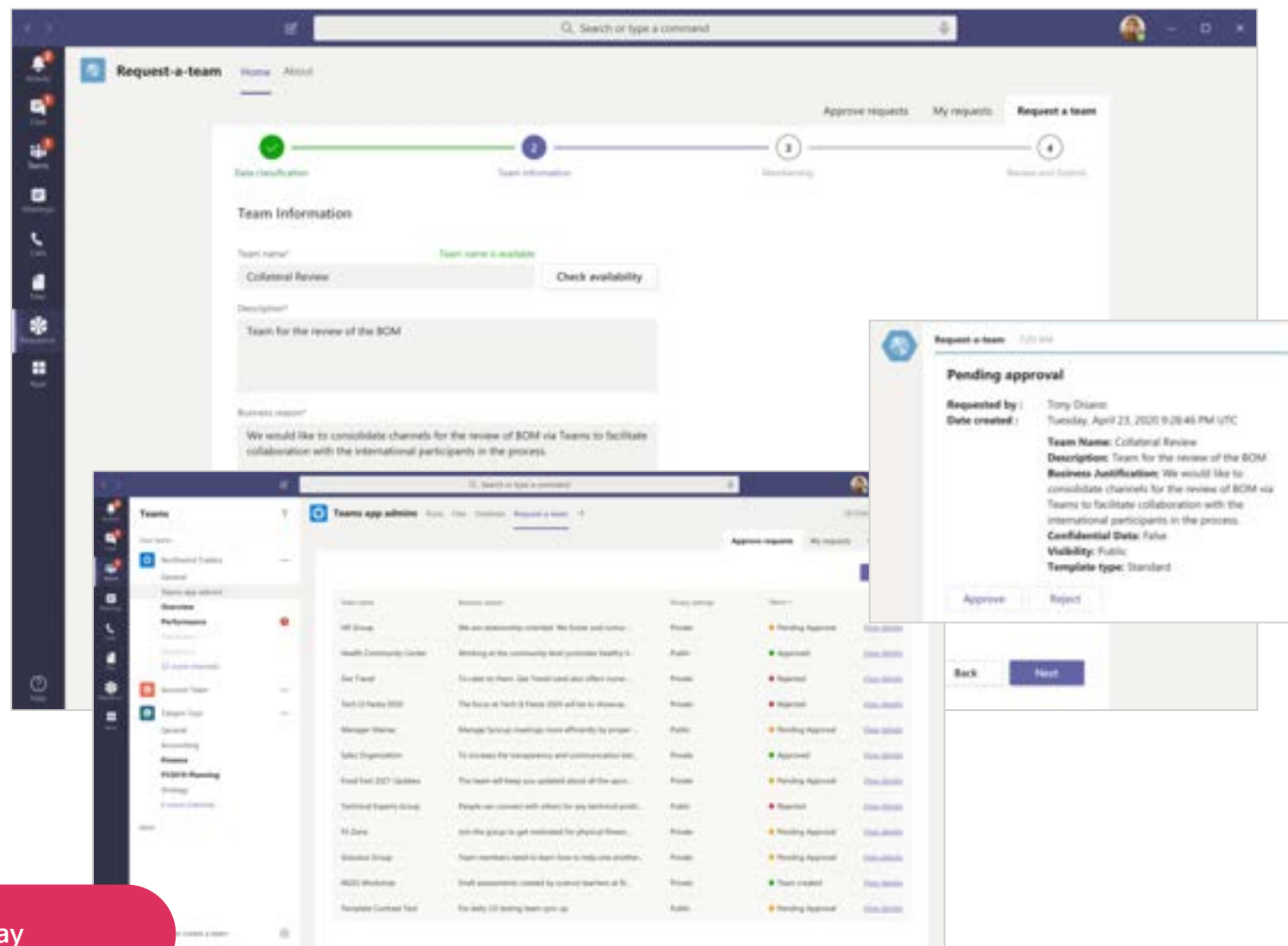
- Request A Team
- SharePoint Syntex Assessment



# Microsoft 365 Management Request A Team

The app supports the organization's need to tailor Teams templating and enhance the Teams request process. End users request teams via a form that collects info such as business justification, while approvers can manage requests and builds can be automated. This includes the ability to reference existing teams as templates during the request process.

## ESTIMATED COMPLEXITY



Microsoft Solution

Try It Yourself Today

## Microsoft 365 Management

# Request A Team

### WHAT DOES IT DO?

As a starting point for building your own Teams or PowerApp based request and provisioning solution this app enables organizations to capture additional information or adjust the provisioning process and further tailor it beyond what is available out of the box.

- Easy to use team request form for the collection of team scope, stakeholders (owners and members), and business justifications for new team instances.
- Embedded approval process for approval and/or rejection of requests submitted.
- Requestor and approver dashboards show past and current requests with status.
- Automated team builds on approval, including creating new instances based on existing teams and channels.
- Extensibility opportunities to further refine or enhance the provisioning, request, or management processes (recommended).

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED

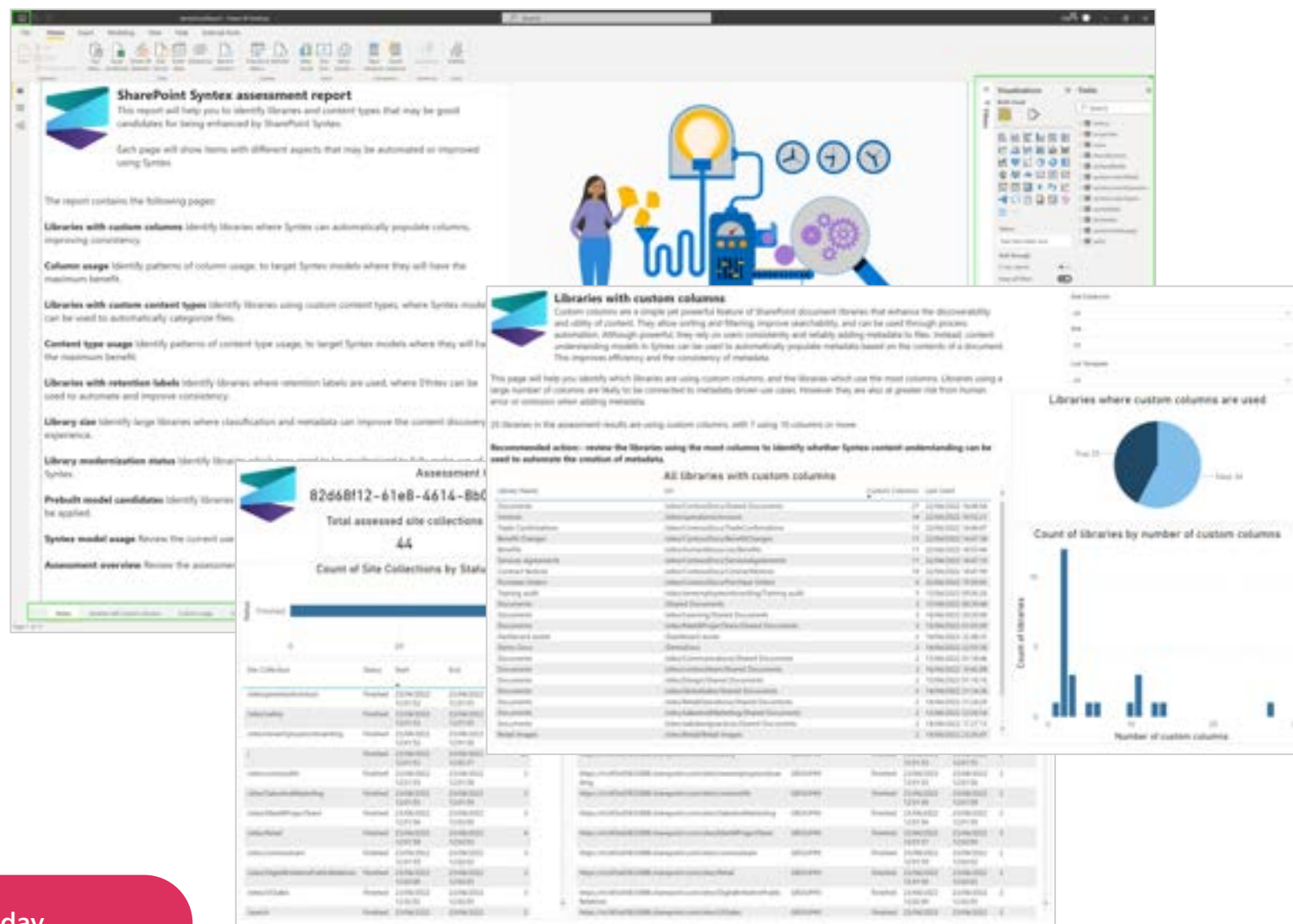


### SOLUTION AREAS

GOVERNANCE  
PROVISIONING  
TEAMS TEMPLATING

Interested? We Can Help

## ESTIMATED COMPLEXITY



# SharePoint Syntex Assessment

## WHAT DOES IT DO?

This assessment tool can be used to report on the distribution and configuration of SharePoint libraries, content types and more to help identify areas of opportunity for content and document automation, understanding and enrichment. There are several reports available in the results of the assessment:

- Libraries with custom columns and the libraries that use the most columns.
- Column usage to identify columns that are commonly used across your document libraries, by name or by type.
- Libraries with custom content types to identify libraries that are enabled to use custom content types. It will also show libraries that are using the most content types.
- Content type usage to help you to identify content types that are heavily used, both by number of files and locations.
- Library size, and libraries with retention labels which both help identify targets for content understanding/enrichment that Syntex can automate.
- Library modernization status can indicate libraries that should still be modernized to take advantage of new capabilities and features like Syntex.
- Prebuilt model candidates and Syntex Model Usage can both provide libraries and content types where the name matches the ready-to-use models, or where Syntex is leveraged today and items that have been classified.

*Customized implementation plans are available for purchase.*



## INDUSTRIES

CROSS-INDUSTRY

## TECHNOLOGIES USED



## SOLUTION AREAS

DOCUMENT UNDERSTANDING  
DOCUMENT MANAGEMENT  
CONTENT AUTOMATION  
DOCUMENT AUTOMATION  
SHAREPOINT SYNTAX

Interested? We Can Help



Solutions for

# Organizing The Digital Workplace



Solutions for

# Organizing The Digital Workplace

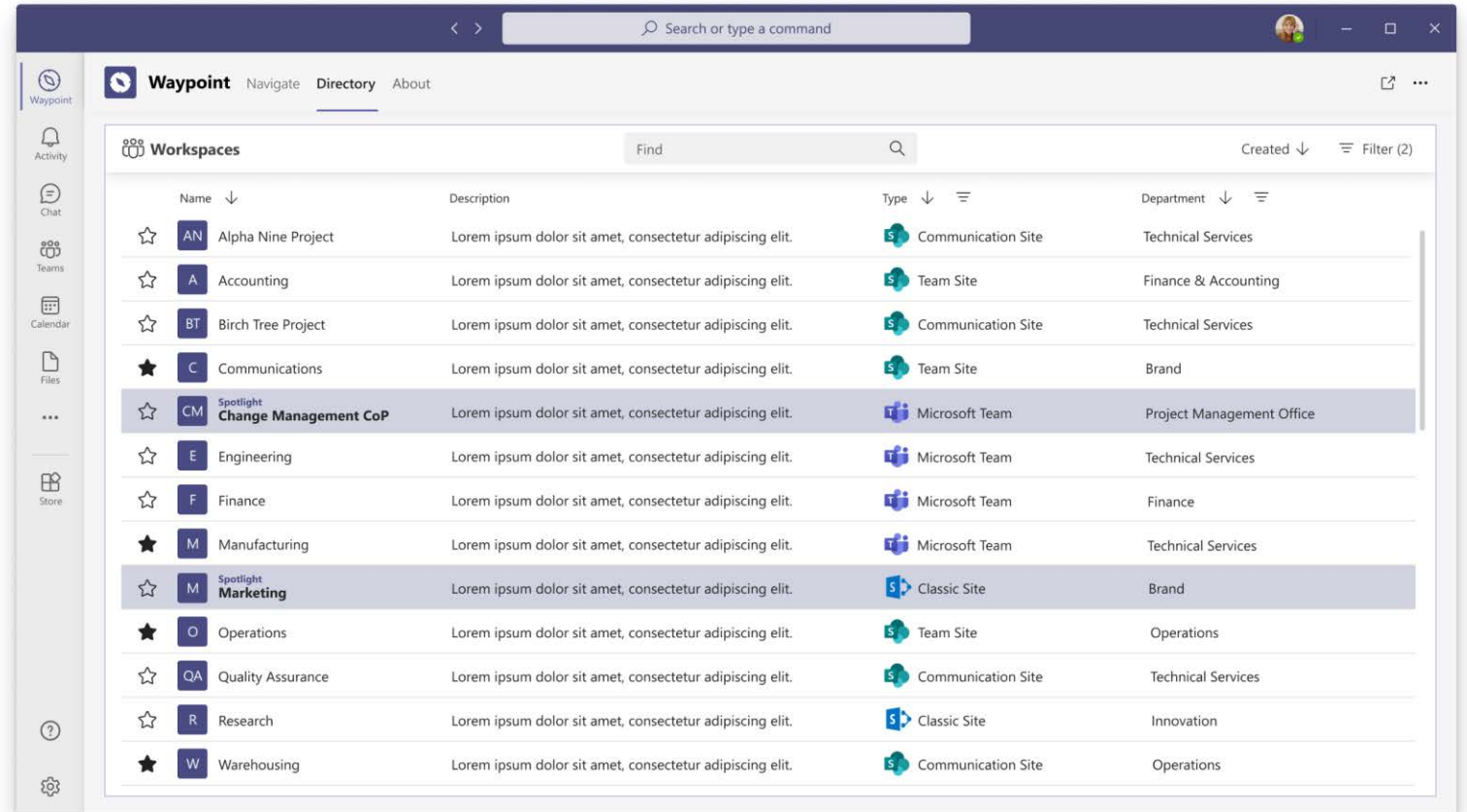
- Digital Workplace Directories
- Waypoint: Advanced Footer
- Waypoint: Improved Mega Menu
- Waypoint: My Links



# Digital Workplace Directories

Navigating sites, teams, communities, and enterprise digital workspaces can be a challenge, but you can solve this challenge with metadata, user-led filtering, and effective directory experiences. Implement the most important investment for solving governance-related challenges with sprawl while providing a better experience.

### ESTIMATED COMPLEXITY



# Digital Workplace Directories

### WHAT DOES THIS DO?

Define an optimal digital workspace information architecture and implement a flexible and highly valuable Directory control that enables Digital Workplace owners, content authors, and IT to create rich pre-filtered/configured directory experiences. Example: One could be set to pre-filter all HR-related sites, teams and spaces on the HR departmental page.

Automate and import solution that discovers and adds teams and sites for IT and/or business review.

Shift to proactive governance and adoption by automating key actions and steps based on the underlying registry data to track business sponsors, security attestations, last reviewed with departmental lead, and more.

*Customized implementation plans are available for purchase.*



### INDUSTRIES

CROSS-INDUSTRY

### TECHNOLOGIES USED



### SOLUTION AREAS

INTRANETS

DIGITAL WORKPLACE

NAVIGATION

TACKLING TEAMS & SITE SPRAWL

PROVISIONING

Interested? We Can Help

# Waypoint: Advanced Footer

The footer can be a great way to wrap the page. Out of the box, the footer doesn't have a hover option to always be visible, it doesn't support images or social icons (a common request), and it has limitations in style/capability that can be enhanced with a better custom footer control.

### ESTIMATED COMPLEXITY

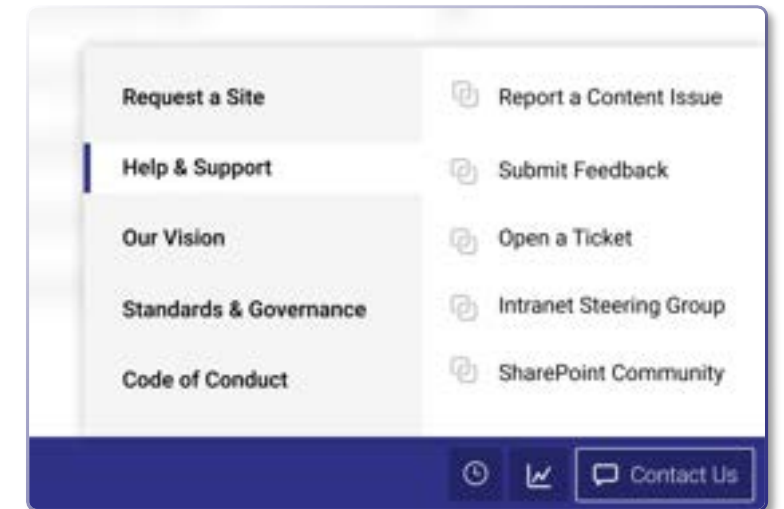


Footer is **persistent and consistent** across sites, reinforcing brand identity and providing easy access to your external website

Footer Links provide easy access to important external resources, help, or contact information



Social Links provide the ability to link users to your core social networks ensuring they get the visibility they deserve



## Organizing the Digital Workplace

# Waypoint: Improved Mega Menu

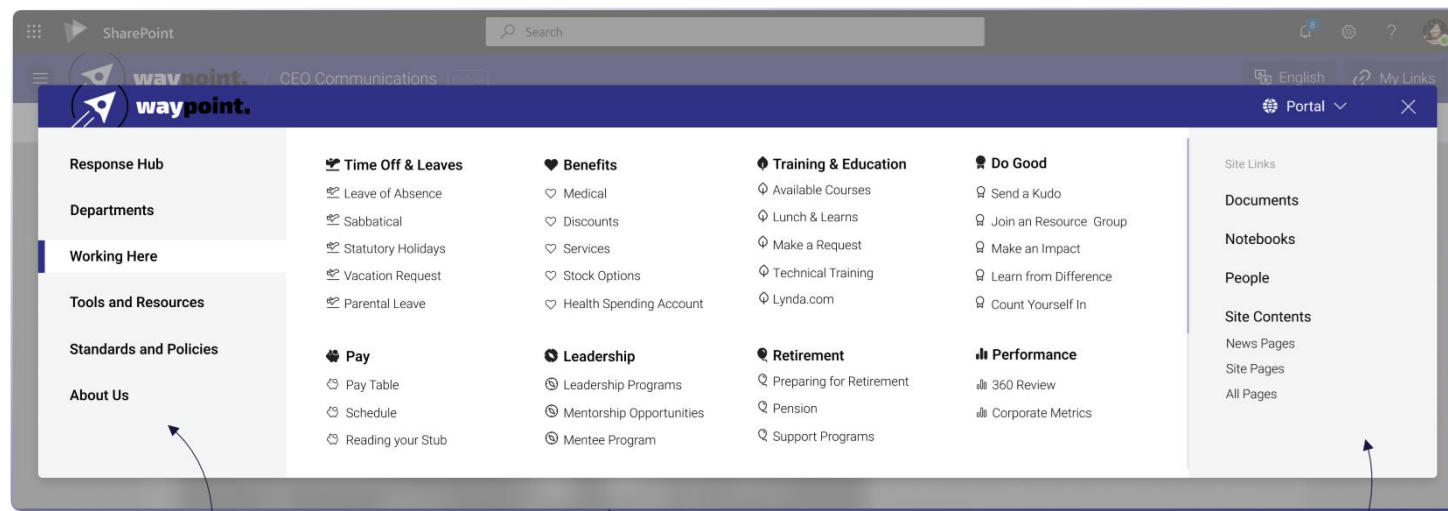
Enhance your SharePoint Intranet navigation with the Improved Mega Menu solution. Set preferred languages and target specific groups. Organize and categorize your departments and groups by headings that work for your organization.

### ESTIMATED COMPLEXITY



2toLead Solution

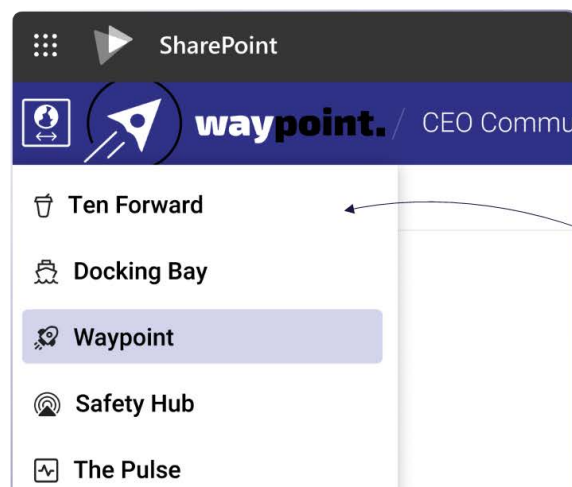
See A Demo Of This In Action Today



Organizational links are displayed in the user's preferred language and can be targeted to certain groups.

Links are organized under headings to allow categorization of links.

Links specific to the current site are always displayed here.

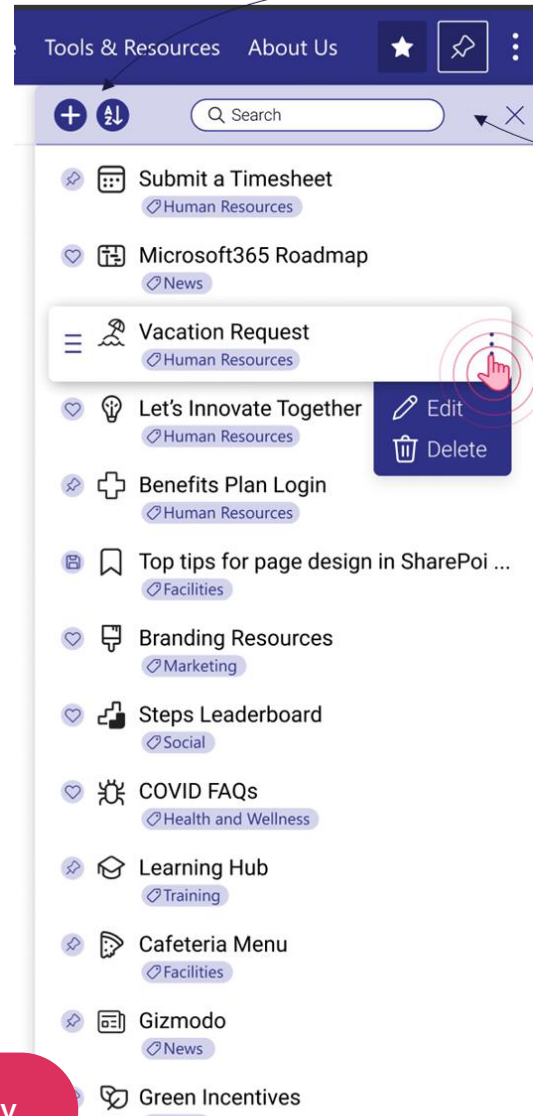


Easily move between overarching portals within a single environment, each with their own independent navigation experience

# Waypoint: My Links

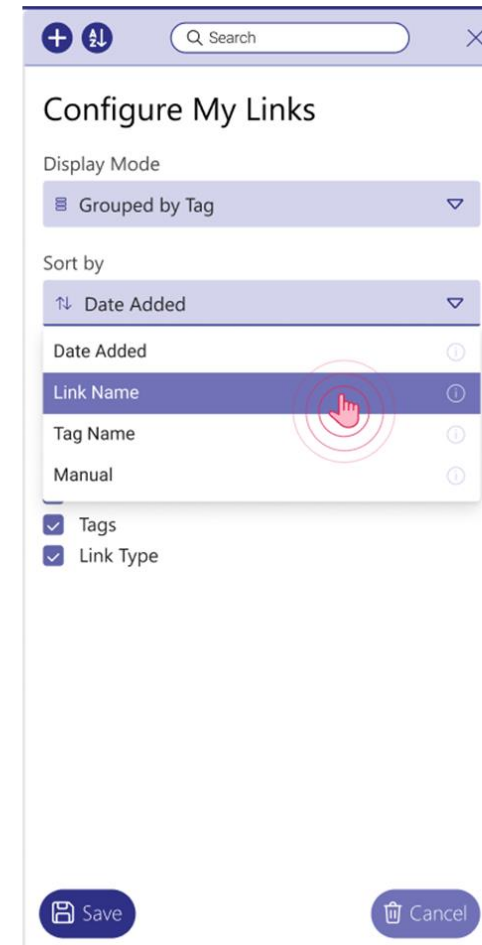
Personalization is a key part of navigation success in today's digital workplaces. Yet there is no way to manage your own links within Microsoft 365 or SharePoint today. With this enhancement to custom navigation, users can create, organize and leverage promoted and personalized links of their choosing.

### ESTIMATED COMPLEXITY



The user can add **Personal Links** of their choosing.

The user can pin **Promoted Links** suggested by the organization as useful.





## **Most Common SharePoint & Teams Sprawl Issues and How to Solve Them**

WRITTEN BY | Richard Harbridge & Kanwal Khipple

**eBook**

YOU WILL LOVE THE WAY WE WORK. TOGETHER.

Understand **how to  
solve common Sprawl  
issues**, and **how they  
impact end-users** and  
IT, in our eBook.



[Download: M365Sprawl.com](https://M365Sprawl.com)



# About 2toLead

Awarded Experience, Here to Help

2toLead has been labeled a generous Microsoft consulting company by its clients and employees.

We employ trusted, passionate, and experienced consultants who work hard to solve our clients' most challenging business and technology problems.

Whether you are reinvigorating your digital workplace or thinking about starting your journey, Microsoft 365 is a sure-fire way to improve digital communication and collaboration inside your organization.

Microsoft 365 out of the box is already a massive step in the right direction, but the advantages can be astronomical with the proper guidance.

We would love to be the consultants who help guide you to your optimal digital workplace. Our team is ready to show you that.

For more information, visit our website at [www.2tolead.com](http://www.2tolead.com)

# Resources You Will Love

Get inspired, explore these resources, learn how to build engaging solutions, and enhance the experience for your users.

[Definitive M365 Intranet & Digital Workplace Guide](#)

[Microsoft 365 Extensibility Look Book Gallery](#)

[Definitive Guide to Improve M365 Adoption](#)

[SharePoint Look Book](#)

[Microsoft SharePoint Navigation eBook](#)

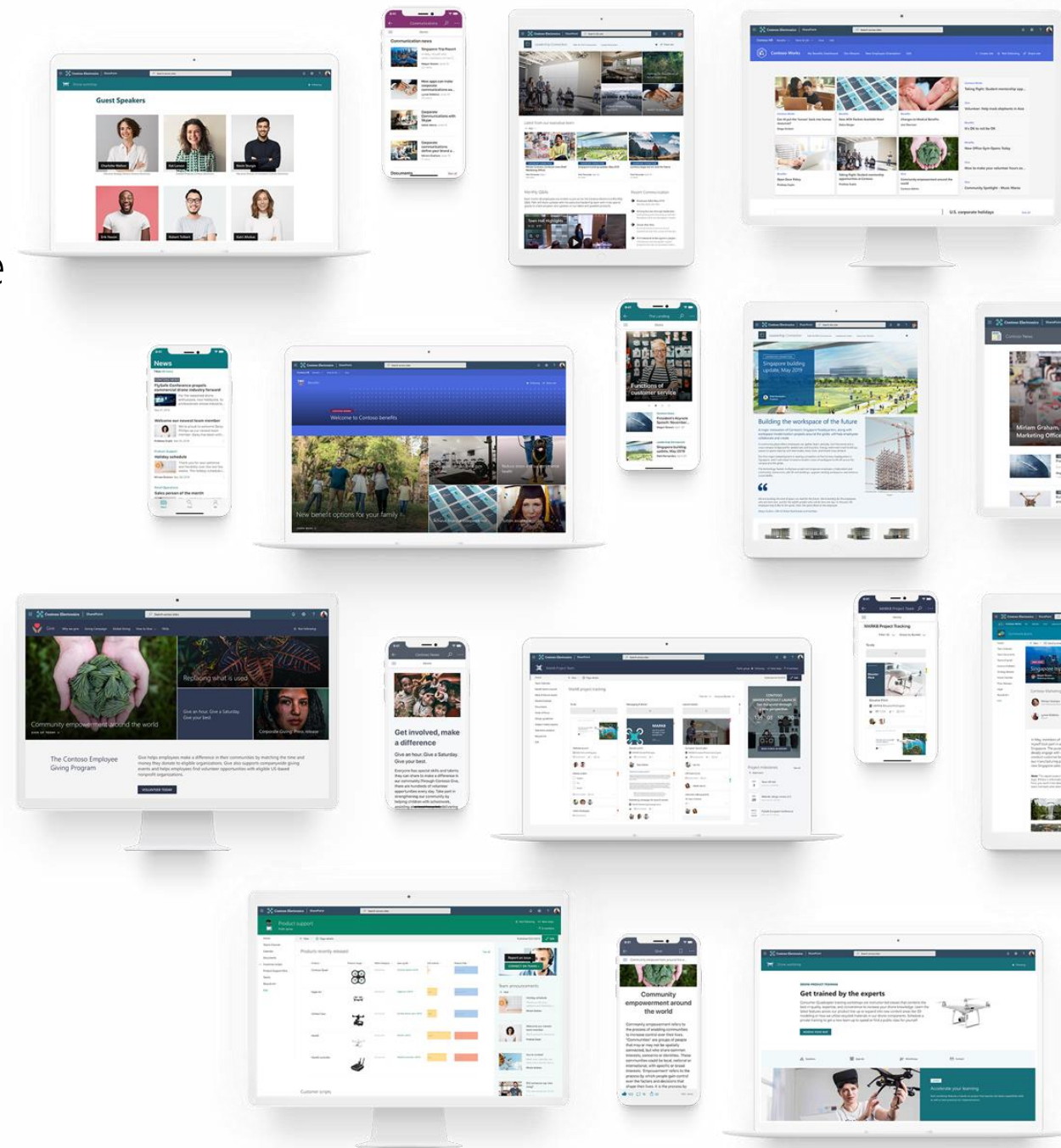
[App Templates for Microsoft Teams](#)

[Microsoft Templates & Downloads](#)

[Power Apps Community Gallery](#)

[Microsoft Build: Portal Templates](#)

You will love the way we work. **Together.**



# Kanwal Khipple

Founder & Chief Executive Officer

Kanwal, Founder & CEO of 2toLead, is a leading User Experience expert within the SharePoint industry, with experience in building award-winning portals and solutions that take advantage of Microsoft's Cloud platform (SharePoint, Microsoft 365 & Azure).

Kanwal's drive for success as the Creative and Technical Lead on projects has garnered him a recipient of the Neilson Norman award for Top 10 Intranets (2014 & 2015).

Feel free to reach out to him if you'd like to discuss your project, want to run an idea by him, or just want to reach out to a friendly technologist.



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Chief Technology Officer

Richard works as a trusted advisor with hundreds of organizations, helping them understand their current needs, future needs, and actions they should take to grow and achieve their bold ambitions.

As a sought-after speaker, Richard has often had the opportunity to share his insights, experiences, and advice on branding, partner management, social networking, collaboration, ROI, technology/process adoption, and business development at numerous industry events worldwide. When not speaking at industry events, he serves on multiple committees, leads user groups, and is a Board Member of the Microsoft Community Leadership Board.



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You will love the way we work. **Together.**



# Boris Boitsov

Director of Consulting

Boris has a mission to constantly deliver exceptional work and never shy away from big challenges. With a background in molecular genetics, management, and technology innovation he works with customers to develop better technology strategies and prioritizes business objectives and clear requirements.

As a leader, Boris delivers high-tech solutions to a variety of companies and industries. When not enabling and innovating in employee experience he has helped design and deliver innovative sales origination software for frontline Financial Advisors, tested and deployed novel public transportation fare-payment systems, and helped create cloud-based CRM solutions for Commercial Leasing and Investing organizations.



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