claromentis

DIGITAL WORKPLACE

Intranet Platform Overview

A Claromentis publication

# Contents

About us and our product

For over 20 years, we've been changing the definition of the humble intranet. It's no longer just a document repository or place to post company news. It's become an essential space for communication, collaborative learning, process management, and more.

Claromentis is an intranet platform that's easy-to-use, interactive, highly customisable, and sits at the heart of your digital workplace. Our software combines intranet applications with innovative solutions like e-forms and workflows, e-learning, and project management, empowering your teams to work collaboratively and productively.

We're continuously developing and enhancing our product to meet the ever-evolving needs of organisations, especially as the world moves towards a hybrid working model that sees employees working from home, the office, or on-the-go.

Our customers are based all over the world, ranging from non-profits such as SeriousFun Children's Network and Feeding America, to household names including VirginCare, The Golden State Warriors, and Legal & General.

With headquarters in Brighton, England, we also have remote teams living and working for us in nine different cities and three different continents worldwide, including the US and Australia. All of us love what we do and are passionate about achieving our primary goal – to give organisations a **digital workplace to call home**.
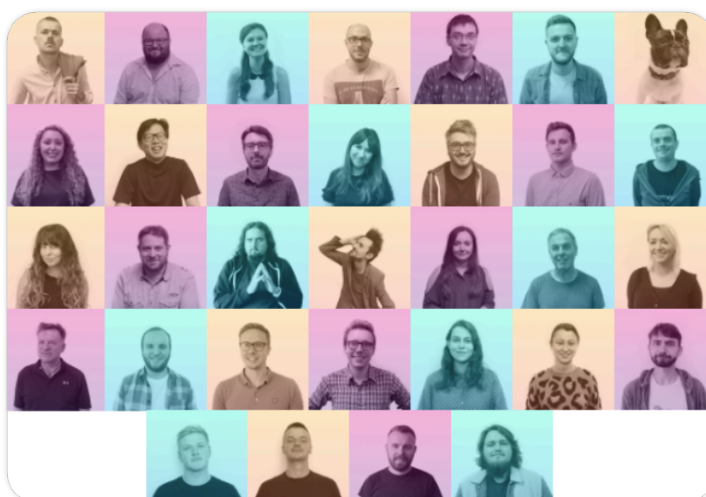
The Claromentis team

Intranet applications – at a glance

Social intranet features

	Communication	Message your coworkers directly in your intranet using asynchronous chat.
	Discuss	Create collaboration spaces and discussion areas to enable effective team communication.
	Forum	Create and moderate message boards and threads.
	Quiz	Build interactive and engaging quizzes for your staff, and add them to your e-learning program.
	Thank You	Share kudos to your coworkers for a job well done by publicly acknowledging their achievements.

Customisation features

	Design & Themes	Customise intranet colour schemes, layouts, and styling with ease – no technical experience necessary.
	Pages	Create your own intranet pages and add widgets using drag & drop technology.

	Menu Builder	Create multiple menus for different teams and customise access rights.
	Buttons	Create custom buttons that link to your favourite intranet apps or external sites.

Information management features

	Announcements	Push important updates across your company and monitor read & acknowledgement rates.
	Audit Logs	Keep tabs on specific intranet application usage to help you troubleshoot common issues.
	Blogs	Empower teams to share their story and subscribe to fellow intranet bloggers.
	Digital Assets Management	Centrally store your organisation's assets, such as company branding, logos, and fonts.
	Documents	Store, organise, and share your files securely, and control access rights using granular permissions.
	Gallery	Upload, store, and download company photos, and keep images organised using albums.
	Knowledge Base	Improve knowledge sharing throughout your organisation by creating rich-text, engaging articles.

	News	Create and target intranet news articles to different teams, and categorise articles in channels.
	Policy Manager	Create and circulate company policies, monitor compliance rates, and push urgent policies via 'mandatory reads'.
	Polls & Surveys	Create polls or surveys to capture valuable employee feedback, and choose to anonymise submissions.
	Search	Find the information you need, fast, with intuitive intranet searching.
	Statistics	Monitor and analyse intranet usage to understand engagement rates.

People management features

	Badges	Create custom intranet badges to reward staff and support your employee recognition program.
	Employee Profiles	Easily manage your user directory and intranet accounts, and enable team members to create personalised profiles.
	Extranets	Create secure extranets for your external stakeholders, giving them controlled access to areas of your intranet.
	HR	Manage aspects of HR directly in your intranet with self-service tools, including securely storing confidential data.

Productivity features

Audit Manager — Streamline and automate your quality assurance processes.

Calendar — Manage your own and your teams' schedule with easy-to-use intranet calendars.

Compliance — Create compliance notifications and target these to specific teams.

Events — Create social or training events, invite specific teams, and monitor bookings directly in your intranet.

Expenses — Streamline your expenses process by giving teams the self-service tools to submit and manage their own claims.

Holiday Planner — Efficiently manage team absences, including annual leave, training days, and sickness.

Room Booking — Manage rooms, equipment, and services bookings.

Intranet applications – in depth

Communication

Reduce inbox overload and improve team communication with our staff communication app, which consolidates your conversations into one central space. Our internal communication app enables your staff to post internal messages to their colleagues, managers, or entire teams within a private, non-shared space, so that conversations stay focussed and secure.

Perfect for remote or field workers, our communication app centralises conversations in one place, eliminating the need to constantly check emails or external instant messaging apps.
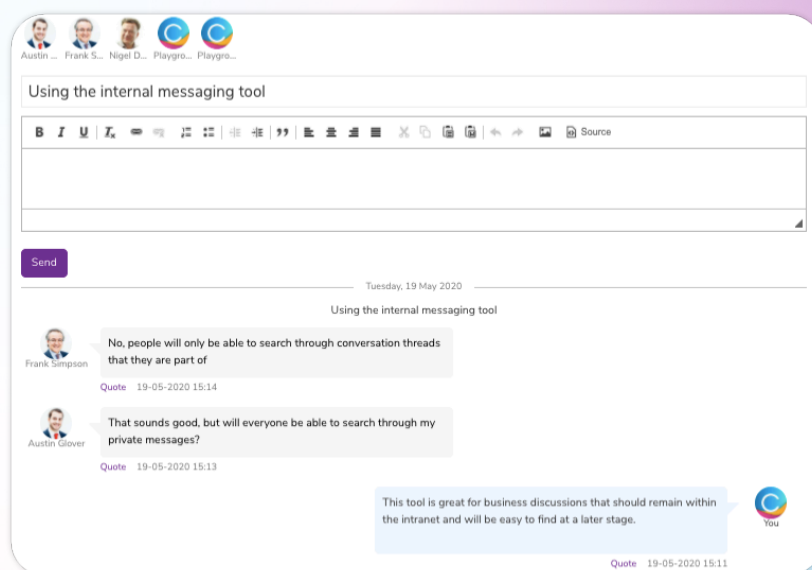
Communication thread between teams

Create rich-text messages by adding files, links, images, emojis, and more to encourage engaging conversations.

Discuss

Connect your teams to their work and each other, by building themed discussion channels that empower people to share ideas and collaborate. Integrated productivity and corporate social networking tools add an extra dimension to your collaboration areas, helping staff to chart progress, add feedback, engage with each other, and subscribe to updates.
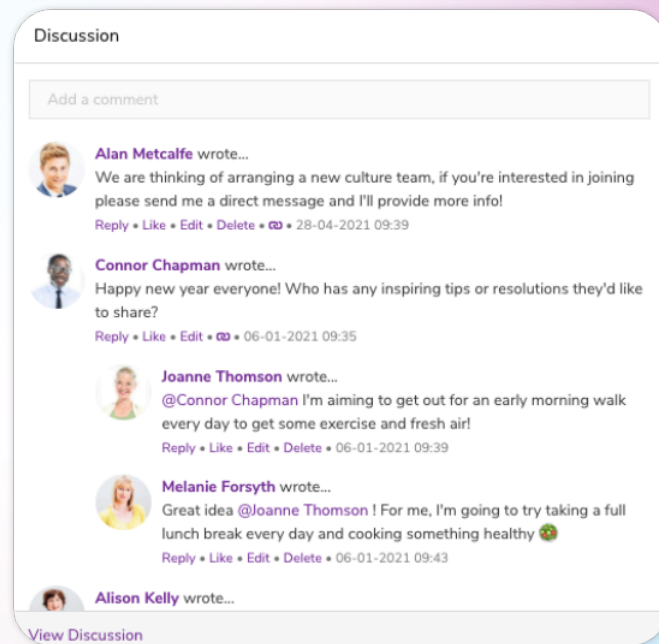
Discussion channel embedded into a page

Create individual discussion spaces per team, department, or theme to keep conversations productive and on-topic, and control access to each channel with configurable permissions.

Using our intranet builder, Pages, you can also add discussion channel widgets to your homepage to promote cross-team collaboration, and @mention specific staff to bring them into conversations.

Forum

Encourage team communities by creating forums that give staff a space to discuss hobbies, or even to buy, sell, and up-cycle items internally – perfect for teams looking to reduce their carbon footprint.

Each forum board can have its own moderator, giving team members the autonomy to manage their own community without top-down intervention.
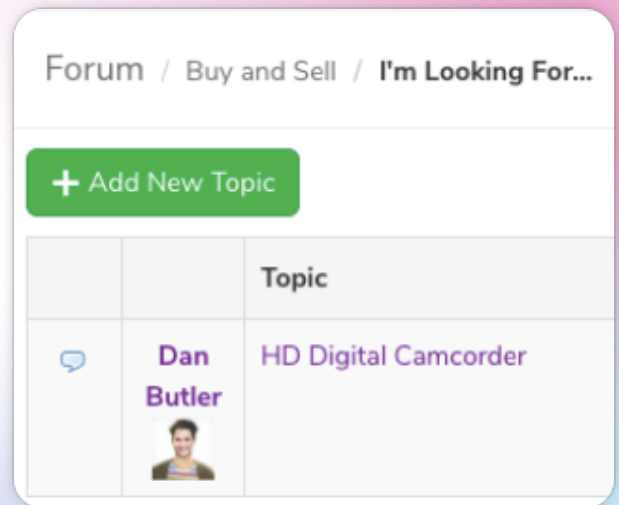
"Buy and sell" forum board
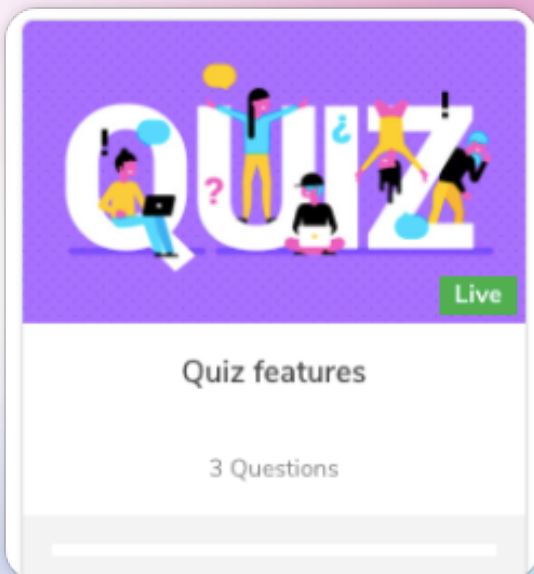
Intranet quiz

Quiz

Create fun and interactive training content directly in your intranet using our quiz software.

Our quiz creator integrates seamlessly with our e-learning platform allowing you to create gamified learning experiences that will enhance your teams' knowledge.

❤️ Thank You

Boost staff morale by recognising their achievements with our Thank You intranet app. @Mention individuals or teams to tag them in thank you messages, where coworkers can like and add comments to show their support.


Thank you messages and core values

You can also add your own company values, which staff can select when sharing a thank you message. This allows you to uncover insights into which areas of your core values are being met, and which might need improvement.

Design & Themes

Create a custom intranet for every team with our easy-to-use intranet design tools. Change colour schemes, add logos, customise styling, and so much more to build an engaging and beautiful intranet that will keep staff coming back.
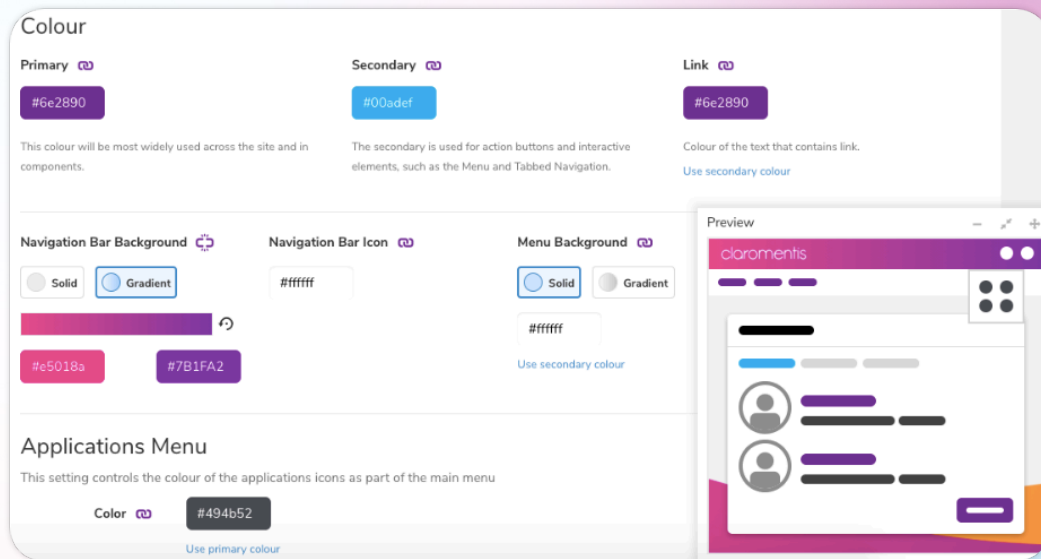
Colour scheme options and real-time preview

Our intuitive digital workplace tools empower you to design a custom intranet in minutes, with no technical or coding experience needed. Simply choose and click the colours, styling, background, and layout you want to create an engaging intranet that's tailored to your organisation.

See your design changes in action with our real-time preview window, giving you a chance to check before you publish.

Pages

Our content management system, Pages, empowers you to build an engaging intranet for your teams, with no technical know-how needed. Choose from over 40 intranet widgets to customise your intranet pages, which pull in and display data from across your intranet.
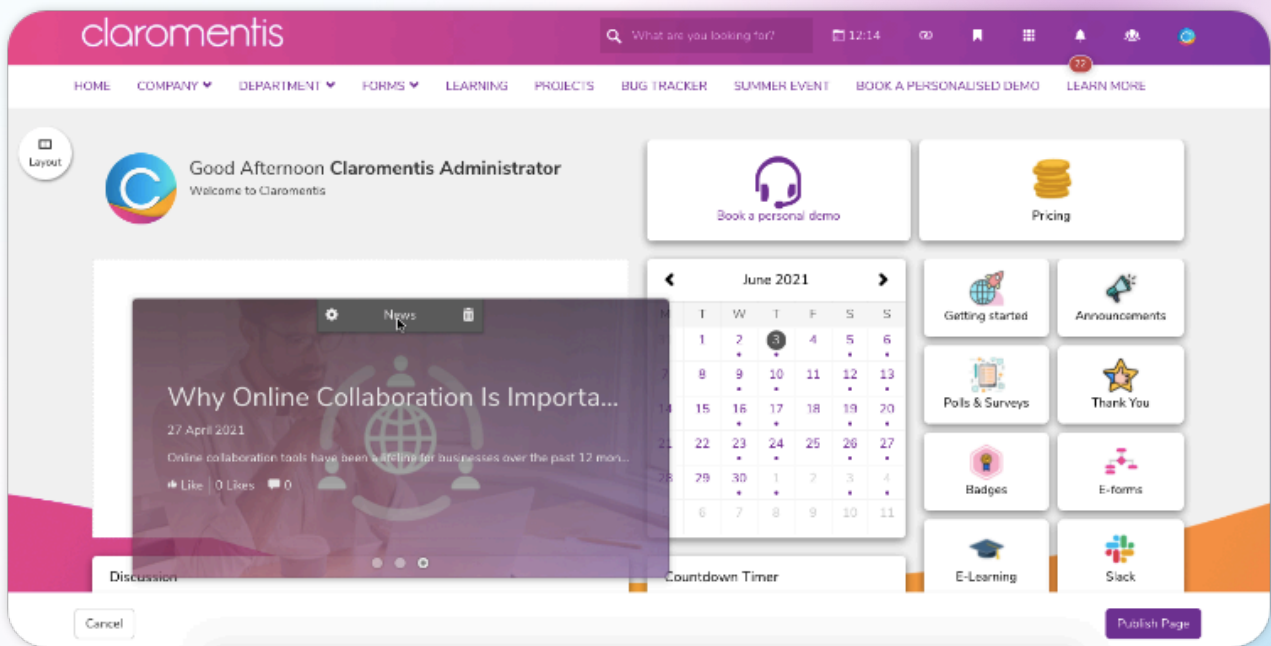
Drag & drop intranet widgets around the page

Simply drag & drop widgets onto your intranet pages – such as discussion channels, project dashboards, and buttons – to create custom pages for each of your teams.

Our in-built permissions technology – which lets you manage what employees can and can't do or see in your intranet – allows you to target relevant content to specific teams. This means your staff will only ever see the information or tools that matter to them most, helping them stay focussed and productive.
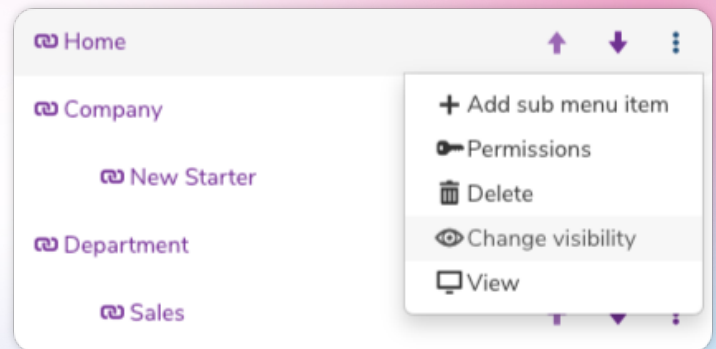
Menu Builder

Create intranet menus for different teams, so that staff only see content that's relevant to them.

Every menu is mobile-friendly, and will dynamically resize and adapt based on the device you're accessing your intranet.

Toggle the visibility of each menu item in one click, to quickly hide it from view.

Toggle the visibility of menu items

Buttons

Use our Buttons app to create quick links to your favourite intranet apps, external sites, or third-party software. Doing so centralises all your productivity tools in one place, saving teams' time from having to constantly switch apps.

Control who can see what using our in-built permissions options, and upload your own custom icons to create bespoke buttons.
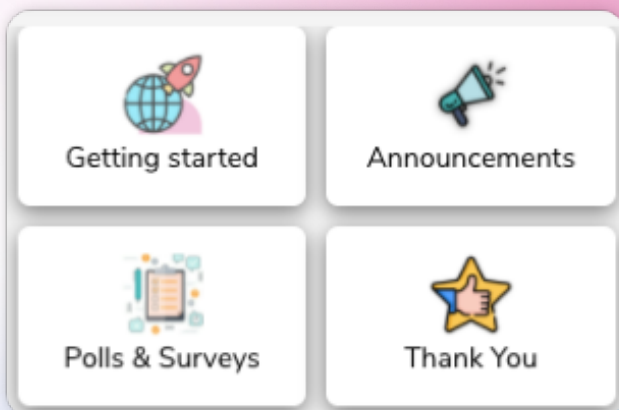
Buttons embedded on a page

📢 Announcements

Push critical information and monitor acceptance rates to keep each and every team member updated during unplanned events or emergencies. By communicating effectively in a crisis, you can minimise disruption to your business, reduce any negative impact, and alleviate staff concerns.

Office access requests

Please note that access to the office may now be requested in order to pick up any personal belongings or equipment that may be needed. If you require access, please contact Conor Chapman.

☐ I have read and understood   **Dismiss**

Announcement in banner style

Choose from three different announcement styles – banner, modal, or overlay – to suit the type of communication, and choose to send announcements directly to employees' emails for added coverage.

Add 'read and accept' workflows to your announcements that require staff to check a box to acknowledge they've read and understood the information. By asking people for confirmation, you can be reassured that they are aware of the latest events.

You can also view statistics to see how many people have read and accepted announcements. This data is crucial during emergencies when you need to be sure that employees are safe, or when you need a digital paper trail for auditing or compliance purposes.
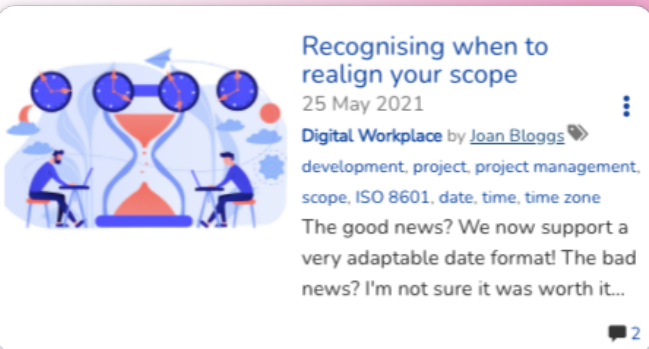
Audit Logs

Track specific intranet application activity to understand how your intranet is being used.

Keep historical audit logs tidied away with automatic archiving, and export archived logs to CSV for posterity or further analysis.

Archived logs

Archive log date	Action
2021-05-15	Download
2021-04-15	Download
2021-03-16	Download

Download archived logs

Blogs

Our blogging tool allows teams to generate their own content, providing them with a space to share their stories, ideas, or hobbies.

Social media features such as likes and comments encourage teams to engage with their favourite blogs, and the option to subscribe ensures staff never miss an update.

Recognising when to realign your scope
25 May 2021

Digital Workplace by Joan Bloggs

development, project, project management, scope, ISO 8601, date, time, time zone

The good news? We now support a very adaptable date format! The bad news? I'm not sure it was worth it...

💬 2

Employee blog

Digital Assets Management

Store, categorise, and centralise your organisation's branding assets in our secure digital assets management app, making it easy for your teams to access company logos, fonts, and images.

Our app allows you to store multiple file types of each digital asset – such as .png, .jpeg, .psd, and more – helping you maintain brand consistency across your channels.
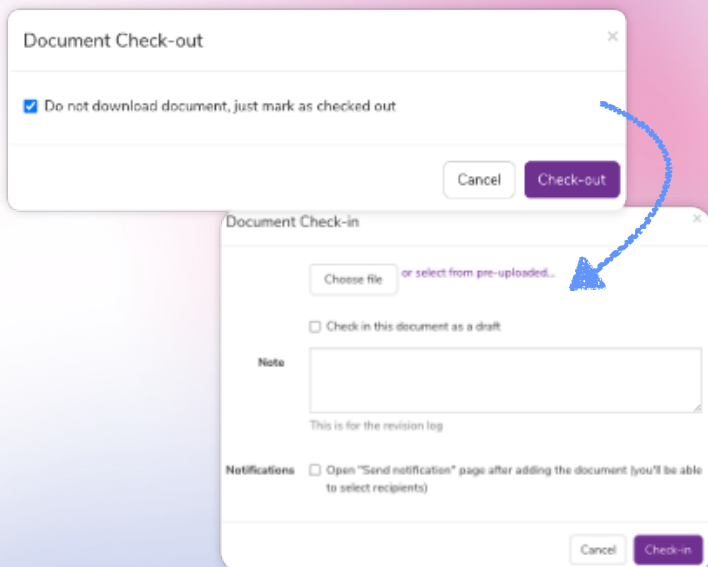

Logos category and image options

Document check-out/check-in process

Documents

Our documents library contains everything you need to centrally manage your organisation's files and folders, including version control, access rights, and integration with Google Docs and Microsoft OneDrive.

Our in-built check-out/check-in process ensures that teams are only ever working on the latest version of each document.
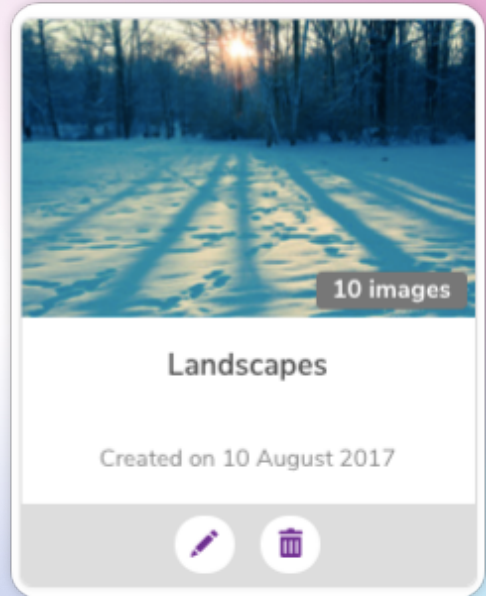
Gallery

Keep your company social and training event photos organised into albums with our image gallery app.

In-built social features – such as likes and comments – allow your teams to engage with photos, and staff can "favourite" the ones they like best, saving them into their own personal folder.
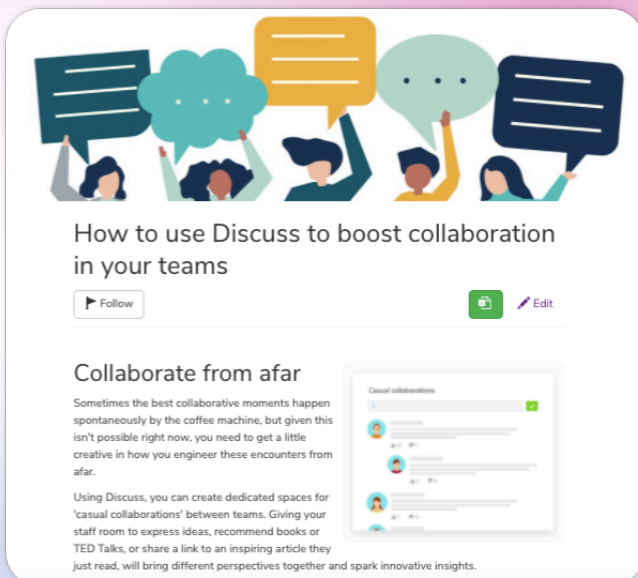

"Landscapes" gallery album

Knowledge base article

Knowledge Base

Break down company silos and improve information sharing with Knowledge Base, which provides teams with a centralised space for creating engaging and shareable content.

Our rich-text editor allows teams to add interactive elements to their articles such as images, video, and audio, and staff can "follow" articles to get automatically notified whenever there's an update.

News

Our intranet news app allows internal comms teams to create engaging, targeted, and relevant news articles that will keep your intranet fresh.

Use Channels to target news to specific staff, so they only get updates on what matters to them most, and encourage engagement by utilising social tools such as likes, comments, and share buttons.

Why Online Collaboration Is Important and How To Get It Right

27 April 2021

General by Claromentis Administrator

Online collaboration tools have been a lifeline for businesses over the past 12 months. From real time communication tools to video calling and task management, online collaboration has enabled knowledge
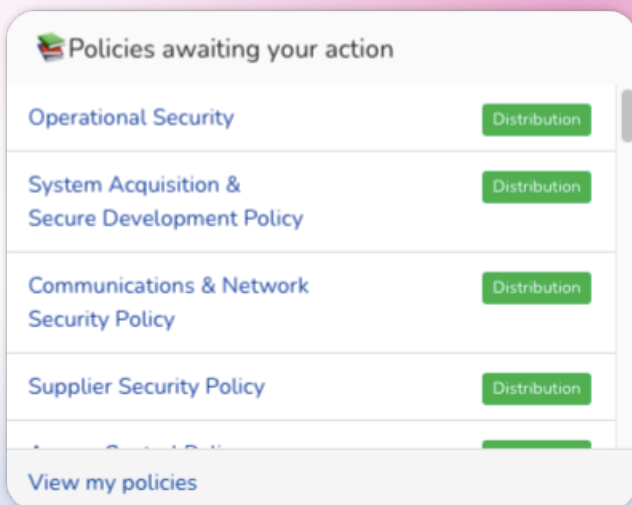
👍 Like | 0 Likes   💬 0

News article

'Mandatory reads' widget on a page

Policy Manager

Our policy management software allows you to create and distribute policies within your intranet, making it easier to track compliance rates throughout the entire policy lifecycle.

Push urgent policies front and centre by adding a 'mandatory reads' widget to your intranet homepage, so that staff know quick action is required.

Polls & Surveys

Understand your staff better with Polls & Surveys, our dedicated app that helps you uncover important insights into employee sentiment. Perfect for monitoring employee engagement levels or getting feedback on new initiatives, Polls & Surveys provides you with instant data that can be turned into actionable results, all within the home of your digital workplace.

One-question poll

For every poll or survey, you can enable 'anonymous mode' to keep identities private. This can help you get a real representation of your workforce's feelings, especially when sharing sensitive or negative feedback. Staff will see a message when anonymous mode is enabled, providing reassurance that their feedback is confidential.

Our data engine automatically aggregates poll and survey responses into easy-to-read bar charts, making it quick to interpret the results, spot patterns, and take action.

Search

Our intranet searching functionality ensures that your teams can find the information they need quickly and easily.

Furthermore, our Search Requests feature allows your intranet administrators to continually tweak intranet search results to improve accuracy over time.

Search results
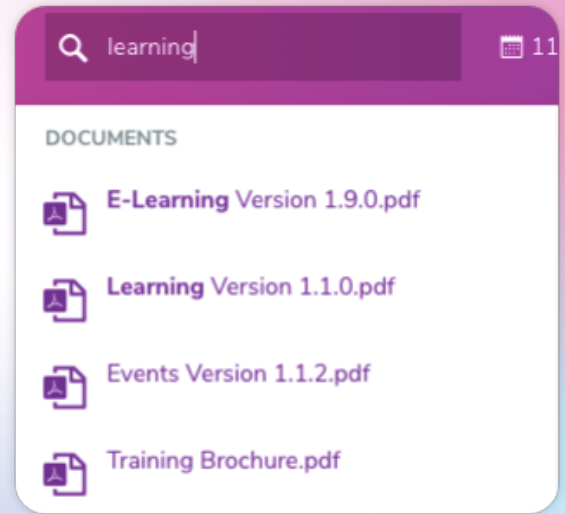
Chart showing individual page views

Statistics

See which intranet news articles, documents, Knowledge Base articles, and intranet pages are getting the most engagement with our Statistics app.

Compare visits and page views by date to see if performance has improved, and download each chart in various file types – handy for when you need to present the data in a visual format.
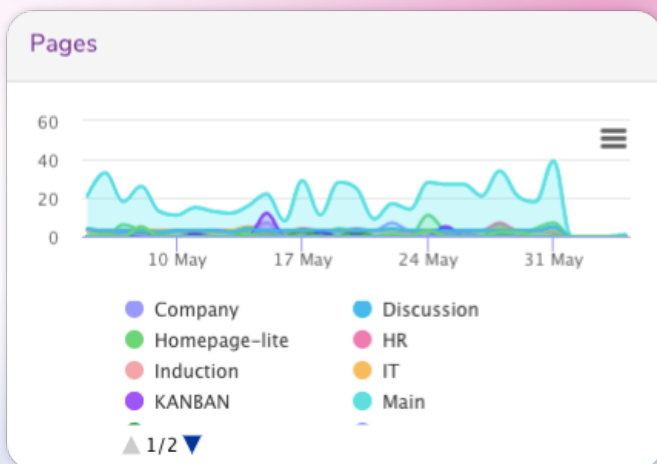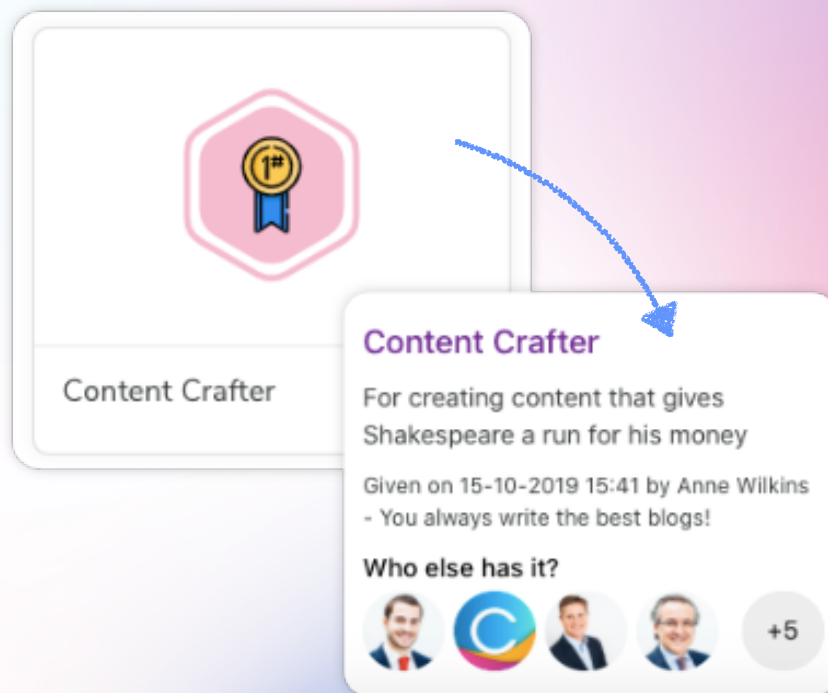
Badges

Our Badges app gives you the building blocks to create your own employee recognition program, where people's achievements are shared and promoted across the company.

Earned badges are proudly displayed on employees' profiles for all to see, encouraging transparency and incentivising others to go above and beyond too.

List of staff who've won the "Content Crafter" badge

Upload your own custom badges that match your company branding for a personalised award, or choose from our set of beautifully designed ready-made badges.

Recognise your team members' success by adding a personalised message to every badge you award, to boost their confidence and motivation levels.

Employee Profiles

Easily manage intranet user accounts and staff information using our people management app, where staff can create content-rich profiles that showcase skills and endorsements, badges, and personal bio, as well as contact details.

Quickly import user accounts by integrating with Microsoft Active Directory, which automatically keeps your intranet user database up-to-date.
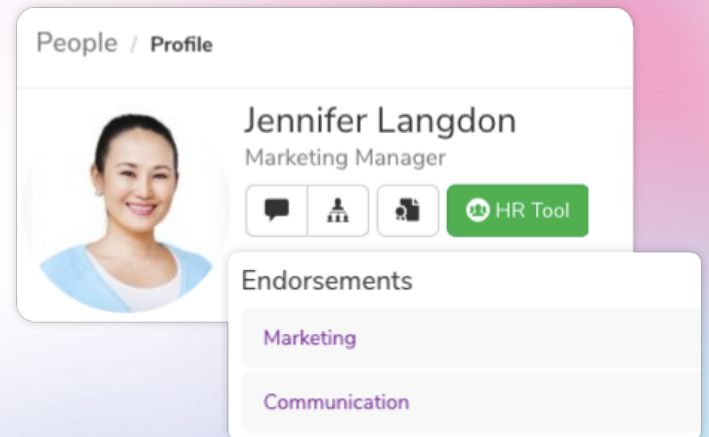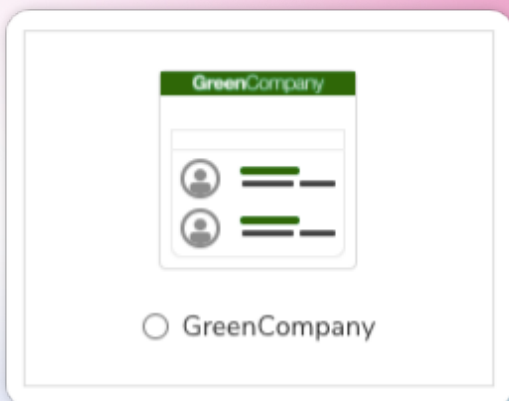

User profile displaying endorsements

Extranet area with a custom theme

Extranets

Connect your external users to your intranet with our extranet software, which give teams a central, secure space to communicate, collaborate, and share information with third-parties.

Create custom collaboration spaces for your external teams using our Pages and Design & Themes apps, and keep all your data siloed and secure using our permissions engine.
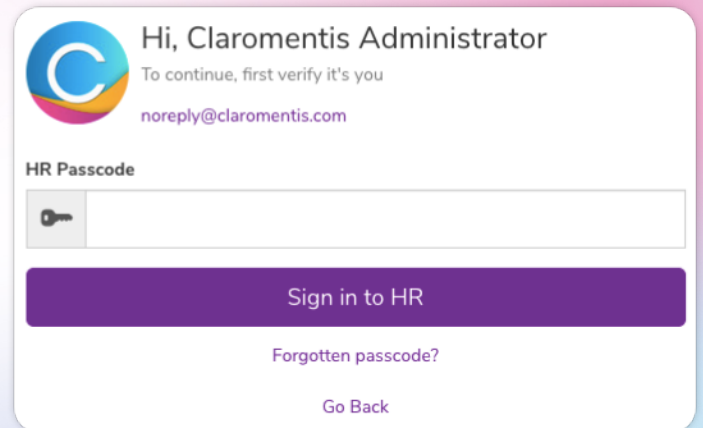
HR

Manage key HR information within your intranet with our suite of self-service tools.

Our HR app contains multiple security levels to keep confidential details – such as salary and contract details – safe and secure within a single location.

Only team members with a dedicated HR passcode will be able to access data within the HR app.

Hi, Claromentis Administrator
To continue, first verify it's you
noreply@claromentis.com

HR Passcode

Sign in to HR

Forgotten passcode?

Go Back

HR passcode screen

Question	Response Type
Does the office have a first aid kit?	PASS
Do we have a trained first aider?	+

Audit questions

Audit Manager

Automate parts of your audit and quality assurance processes with our dedicated audit management app.

Schedule, manage, and run audits on a regular basis to help your organisation comply with quality management certifications such as ISO 9001:2015, and keep a record of historical compliances.
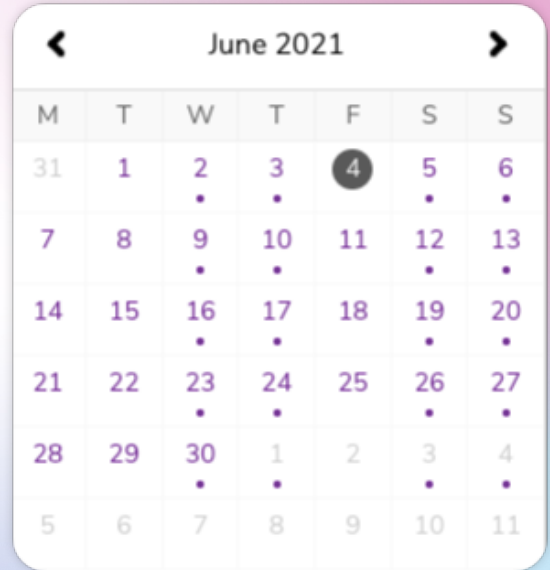
Calendar

Create and manage your teams' schedules with our easy-to-use intranet calendar.

Our calendar app allows you to schedule meetings, automate invitations, and see people's whereabouts on any given day.

Embed the calendar widget into your intranet homepage to view the day's upcoming events.
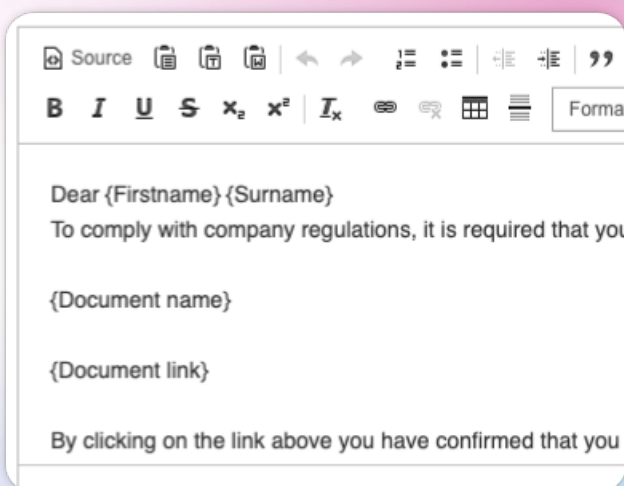

Calendar widget embedded into a page

Compliance email template

Compliance

Manage your organisation's compliance processes with our dedicated app, which allows you to create compliance workflows based on existing files or pages within your intranet.

Create email templates and target distribution to specific teams or employees. Compliance is recorded when a team member clicks the link within the email.

Events

Our dedicated events management app allows you to centrally run your corporate, social, and training events in-house.

Manage event invitations, attendee registration, and capacity, and create content-rich event pages that include maps, images, event details, and calendar integrations.

Summary Event

🕐 20:00 Monday, 30 August - 05:30 Tuesday, 31 August

This event is organised by Claromentis Administrator

Taking place at 🏢 Primrose Hill, London, UK

👤 **8** Users joined

✔ ∞ Available

You are going to this event.

✏ Edit/Cancel your booking

👥 Attendee Registration

Content-rich event details

Expenses

Make it easier for staff to submit their expenses with our app, which centralises the expense claim process and prevents spreadsheets and emails being passed from pillar to post.

Staff can submit expense details, upload receipts, and add cost codes to start the claim process, which is then automatically sent to the relevant team member in your finance department for further action.

Operational Cost

	Description
1	**Travelcard** Dept: Sales & Marketing. Expense Type: Travel. 📎
2	**Food** Dept: Sales & Marketing. Expense Type: Subsistence. 📎

Expense line items

Holiday Planner

Efficiently manage and monitor employee absences with Holiday Planner.

Staff can submit their leave requests, and the software will automatically notify their line managers that a request is pending approval.

See who's out for the day by adding a widget to your intranet homepage that displays your teams' whereabouts.

Who's out

Connor Chapman
Sickness   Half day (PM)

Vanessa Wright
Holiday   Half day (PM)

Jacob Black
Compassionate Leave

"Who's out" widget on a page

Multimedia Centre
Location: Brighton
Capacity: 3

○ Select

Room details

Room Booking

Digitise meeting room and equipment bookings by centralising the process within your intranet.

Manage capacity, check availability, and book hourly or daily slots for meeting rooms, equipment, and services.
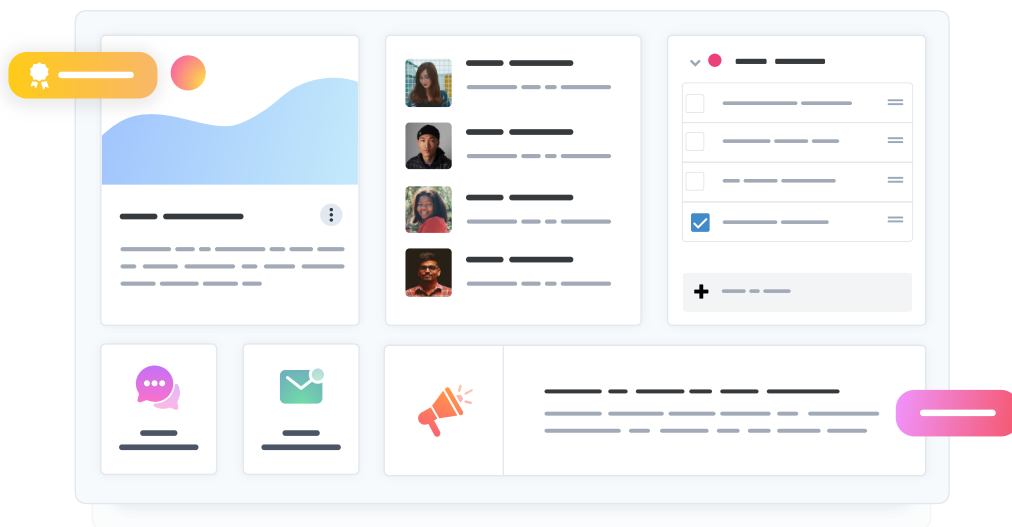
Book a personalised demo

Schedule a time to speak to our team of experts about your project goals and we'll show you how the Claromentis platform can help you achieve them.

Book a Demo

Global Headquarters

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