

Claromentis Application Guide

ENHANCE INFORMATION SHARING

Documents

Manage files in a repository that is version controlled and permissions managed.

Pages

Create pages with drag & drop tools, for use as your homepage, team sites, and company information.

News

Keep employees up-to-date and informed. Employees can comment on articles and provide feedback.

Knowledge Base

Create and share information with appropriate intranet users or groups.

Quiz

Create multiple choice quizzes. Tie them into an E-Learning course, or use them for staff engagement.

Digital Assets

Store digital assets such as branding artwork and marketing communication images.

E-Learning

Manage staff learning with online courses, as well as organising training events and 'learning path' syllabuses.

BOOST EFFICIENT WORKING

Infocapture

Create e-forms with customised approval workflows and notifications, such as purchase order forms and help desk tickets.

Policy Manager

Allow users to view and confirm their compliance with company policies.

Expenses

Users can record expenses for approval by their managers.

Holiday Planner

Plan and manage absences. Users can see their remaining holiday quota and managers can update this at any point.

Calendar

Create personal and group calendars to help track company events, schedule meetings, view common holidays etc.

Events

Post events for staff to browse and join, such as training sessions and social occasions.

Audit Manager

Record internal audits and their results, tracking details of any non-compliance and their necessary follow-up actions.

Projects

Collaborate on internal projects. Create events, organise files, assign tasks, allocate priority levels, and use discussion streams.

ENCOURAGE EMPLOYEE ENGAGEMENT

Discuss

Social discussion tool for collaborating, sharing files and links, and encouraging user engagement with the site.

Gallery

Create albums to share photos, ideal for staff social events.

People

Staff user directory, with the ability to store whatever information you wish. Control what information is changed by administrators, and what can be input by the users.

Chat

Instant messaging, available through the browser, or applications for Windows, OSX, Android, and iOS. Available at additional cost, speak to us for more details.

Blog

Keep staff updated with regular small updates from an individual or team, such as CEO's thoughts for the month.

Org Chart

Diagrams of reporting lines within the company, that populate from manager information defined in the People application.