

## Intranet feature checklist

## **Knowledge sharing**

- ✓ Newsfeed: Get relevant updates targeted to your team or role.
- ✓ Workgroups: Collaborate efficiently across departments and teams.
- ✓ File & document management: Manage, version and share documents securely.
- ✓ **Phonebook:** Easily find contact details for colleagues.
- ✓ Instant notifications: Stay informed in real time about important updates.
- ✓ Wiki: A central knowledge base for organisational learning.
- √ Tasks: Assign, track and manage tasks individually or in teams.
- ✓ Profile skills (smart tags): Showcase and search for skills across the organisation.
- ✓ Enterprise search: Search across all content and files quickly and accurately.
- ✓ Auto-Translation (add on): Automatically translate content across languages.
- ✓ Multiple language support: Use Colibo in multiple languages across teams.

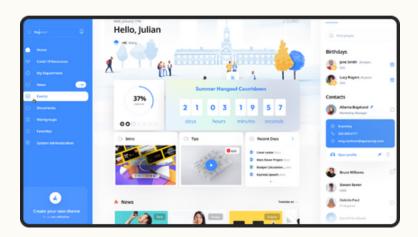
## **Productivity**

- ✓ Enterprise Chat (Add-on): Secure, integrated chat for internal communication.
- ✓ Colibot Al Chatbot (Add-on): Al-powered chatbot trained on your organisation's content.
- ✓ Mobile App + Infoscreen (add on): Access the intranet anytime, anywhere from your smartphone.
- Statistics and analytics dashboard: Gain insights into usage, content performance and search behaviour.
- Single sign-on (SSO): Access all tools with one secure login.
- Favourites and quick links: Bookmark frequently used tools or pages.
- No code solution: Configure the platform without any coding skills.
  - User permissions: Control access based on roles and departments.
  - **Custom navigation:** Tailor navigation to suit your organisation's structure.

- **Organisational diagram:** Visualise teams and reporting lines.
- **30+ widgets:** Drag-and-drop elements to customise your dashboard.
- **Mobile responsive:** Works seamlessly on any device.

## **Engagement**

- Onboarding with E-learning: Digital onboarding process with embedded learning tools.
- Notifications & Push: Never miss an update works across all devices.
- Surveys: Collection of knowledge, feedback, or data internally.
- **Events:** Plan and manage internal events and registrations.
- くくくくくくく **Likes & comments:** Encourage interaction and peer engagement.
- Birthday & Anniversary Widget: Celebrate milestones and foster culture.
- My Favourites: Save key tools and pages for easy access.
- My department: See department-specific updates and links.
- Personal Profile Page: Highlight your role, skills and contact info.
- **Animated Top Banner:** Draw attention with dynamic messaging.
- **Custom Branding:** Match the intranet to your corporate identity.
- **Events:** Add events straight into your Outlook or Google calendar.
  - **Workgroups:** Create interest-based groups to boost connection and engagement.





Website: colibo.com