

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 – AI Chatbot (Add-on):** AI-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.
- ✓ **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.

