

claromentis

# Intranet Software

Software for sharing, collaboration, and information  
management

# Brief Overview

## The Digital Workplace; transforming the way you work

Organisations worldwide have long been experiencing the numerous benefits associated with deploying a comprehensive intranet system. Regardless of organisation size or industry, intranets contribute to the growth and success of many businesses by providing an efficient and cost effective platform.

However, as business needs develop and change, so too does the software that helps contribute to its success. The way people work is constantly adapting to the current environment, with the most notable change being the transformation from a material to an online workplace.

Claromentis offers a Digital Workplace comprising four integrated platforms; Intranet, Business Process Management, Learning, and Projects. Our software allows your business a place where people can collaborate, work smarter, learn, and get things done.

# Contents

Brief Overview	2
Intranet Software Benefits	4
Intranet Software - Summary	5
Intranet Framework	6
Intranet Applications	9
Core Features	15
Working With Claromentis/Contact Us	16

# Intranet Platform Benefits

## Increased collaboration

A collaborating corporate community generates innovative ideas, whilst creating an open environment where employee thoughts and opinions are highly valued.

## Personalised user experience

Our Pages and Design applications provide all employees with a personalised user experience, complete with individually customised team sites and drag and drop components.

## Cost reduction

An intelligent digital workplace enables organisations to improve their processes and procedures, resulting in a more efficient organisation benefitting from significant cost savings.

## Increased employee productivity

Publishing documents and important information to one central location provides users with the ability to communicate and coordinate with various departments within your organisation.

## Promoting employee self-sufficiency

Providing users with an online information resource, allowing users to quickly access relevant information to increase their knowledge and awareness on a multitude of topics.

## Compliance

Our Policy Manager application ensures that your organisation is adhering to company law and quality standards.

# Intranet Software - Summary

Share information and collaborate

Creating an intelligent web platform that meets all of your precise business needs and requirements, as well as fulfilling future goals and objectives, can be a difficult process. We have the extensive knowledge, expertise, and experience in building and designing a digital workplace that provides exactly what you need.

Our Intranet software consists of multiple powerful applications that will revolutionise your business processes, create a collaborative community where ideas and knowledge are openly shared, and ultimately provide users with a central online resource.

# Intranet Framework

## Choice

We deploy our open source extendable solutions on Linux CentOS and Windows, on a perpetual license model or as a Software as a Service (SaaS) in the Cloud.

## Visual Interface

Out of the box our intranet is completely user customisable. Administrators can design multiple intranet themes and team sites for each and every staff member.

## Localisation

Our ability to support any language is a key requirement in providing organisations around the globe with innovative products.

## Security

Our SaaS solutions are hosted using Google Compute Engine, which provides high-level security features including multi-level firewalls, Fail2Ban detection, and 24/7 monitoring services.

## Single Sign On

Allowing users to seamlessly login to their intranet without having to enter their credentials, where we support Microsoft Active Directory, Okta, and SimpleSAML.

## Permissions

A secure system allocating permissions based on individual users, groups, roles, and location.

## Scalability

We support both MSSQL and MySQL databases on Windows installations, and MySQL on Linux CentOS.

## User Management

Providing administrators with the ability to control multiple aspects of their intranet.

## Deployment

We offer you the freedom to deploy our software either in the cloud, or on your own server.

### In the Cloud

A single monthly payment provides you with the software, hardware, and technical support. There are no upfront capital costs, and this particularly suits small to medium sized enterprises.

### On your server

With the additional security provided by corporate firewalls, the intranet can be integrated easily with Active Directory and Single Sign On. Hosting an intranet on your own server allows additional flexibility and control, particularly suiting larger enterprises.

## Active Directory

For most customers, Active Directory provides a single point to manage new employees and exits from the business.

We fully support Active Directory both in the cloud and on your own server, allowing authorised administrators to add further information as required, and to allocate users to their specific group and role, so that their permissions are appropriate within the Claromentis web platform.

## A Complete API

Our comprehensive API allows for rapid custom development to meet your specific requirements.

We offer an accelerated prototyping service and end-to-end development from our Development team, as well as training classes to enable your technical staff to develop applications using the API we provide.

We have delivered a wide range of applications, from major comprehensive systems to smaller products.

## Database Integration

Claromentis fully supports MySQL and MSSQL databases. When choosing the most appropriate database that fits the needs of your organisation, there are three main factors to consider:

- What are your current backup procedures?
- Which database is your in-house technical team familiar with?
- The cost and availability of each database.

## Visual Interface

Our easy-to-use software comes ready with intranet design tools, allowing administrators to build a fresh and engaging intranet that reflects company branding.

With almost 20 years of UI and UX expertise behind us, we know exactly what clients need from an effective intranet design. Out of the box our intranet comes with Pages and Design, a powerful combination of applications that let administrators build their own intranet.

Company logos, colour schemes, page layouts, team sites, favicons and much more can be completely customised, creating self sufficient intranet management without the need to rely on external developers.

## Permission System

The Claromentis framework contains a secure permission system ensuring that the correct information is made available to the correct users.

### Main permissions

The framework allows permissions to be allocated according to individual users, groups, roles, and extranet areas. Permissions can be overlaid with security levels to further restrict access to certain confidential information.

### IP Ranges

Security levels can be automatically adjusted to coincide with the users' location, restricting access to the office only.

# Intranet Applications

Applications in the Claromentis Intranet software

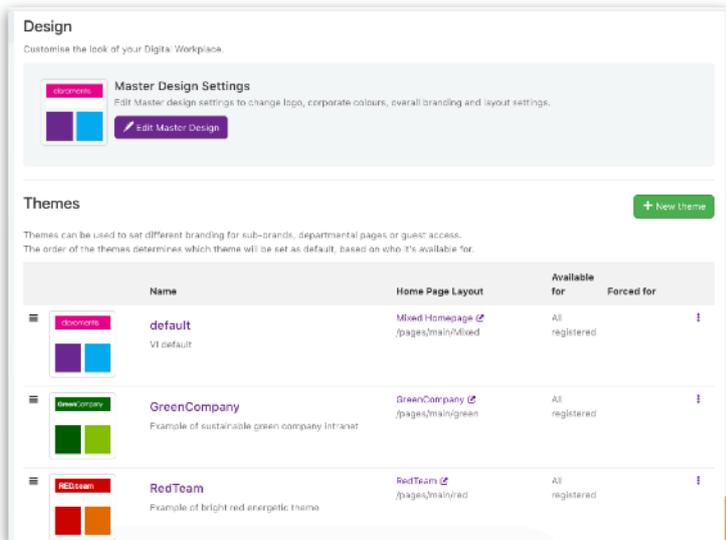
The Claromentis Intranet provides businesses with a fully comprehensive and integrated platform to boost productivity and collaboration throughout the organisation.

With applications such as corporate social networking, document management, and people management, the Claromentis Intranet Platform provides businesses with a wide array of functions and tools to

transform the physical office into an efficient digital workplace.

The look and feel of your intranet is completely user-customisable, meaning administrators can update intranet layout and design without relying on external developers or designers.

# Intranet Design & Team Sites



Our Design application allows administrators to build the perfect digital workplace for their organisation.

Branding and intranet themes can be customised within the intuitive Design interface, where administrators can configure hundreds of colour and styling options to mirror the organisation's identity.

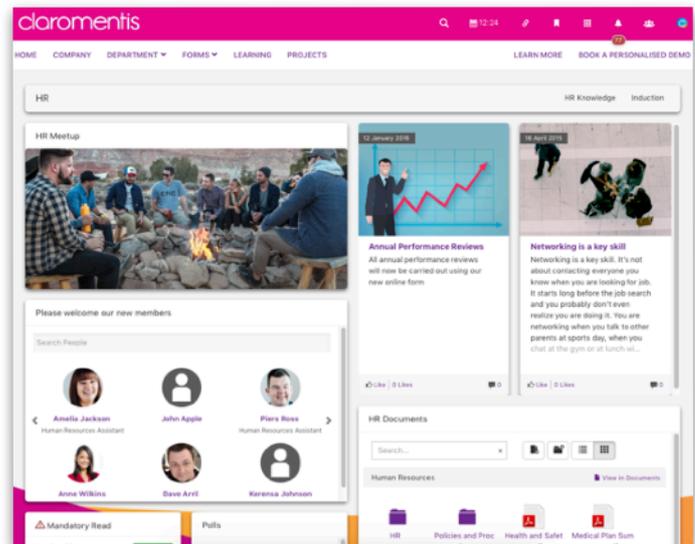
Update your intranet themes using the Claromentis Design app

Each department, team, or office can have its own theme to reflect their unique branding.

# Content Management System (CMS)

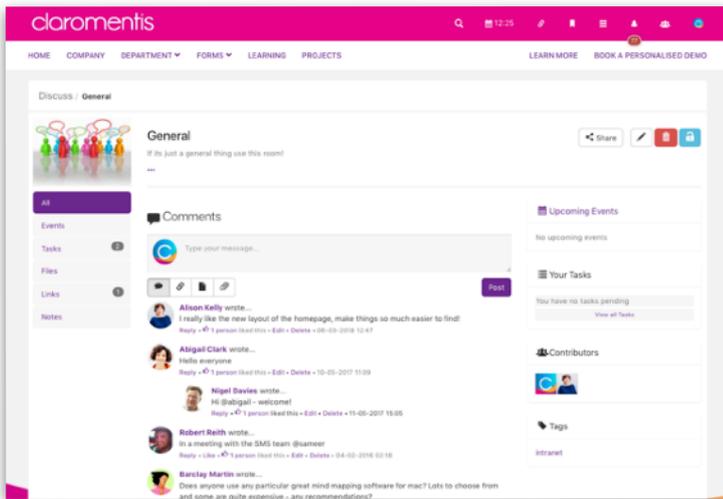
Our CMS Pages is an easy to use drag & drop platform that lets administrators create multiple intranet pages and sites, enabling efficient targeting of content to specific teams.

Our application allows you to create, manage, and update content by dragging & dropping over 40 configurable components. It eliminates the need to alter or create complicated coding to make important changes to internal web pages.



Create intranet content using the Claromentis Pages app

# Corporate Social Networking



Corporate social networking in Claromentis

Claromentis provides several social collaboration applications, including our corporate social networking tool and social project management feature.

These platforms allow multiple users within an organisation to instantly engage and collaborate in an online corporate community, generating crucial employee interaction and feedback, as well as improving team spirit and productivity.

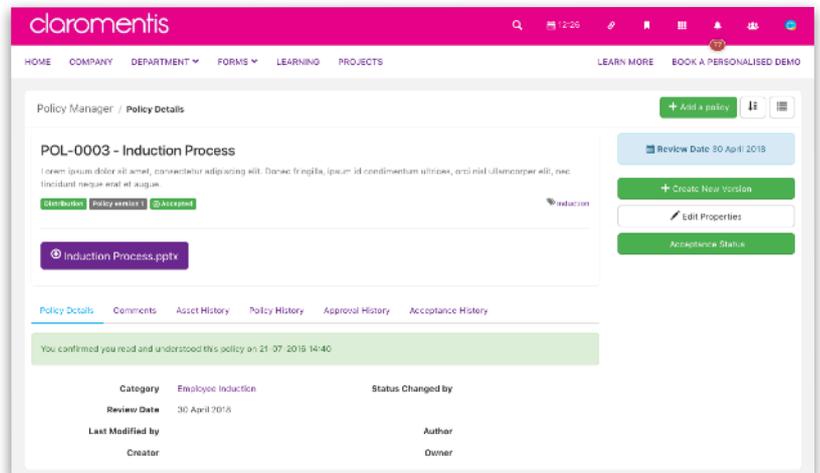
# Policy Management

Our Policy Manager application helps organisations to proactively and efficiently manage their internal policies.

When new policies are created, the appropriate employees can be automatically notified to review or contribute new information.

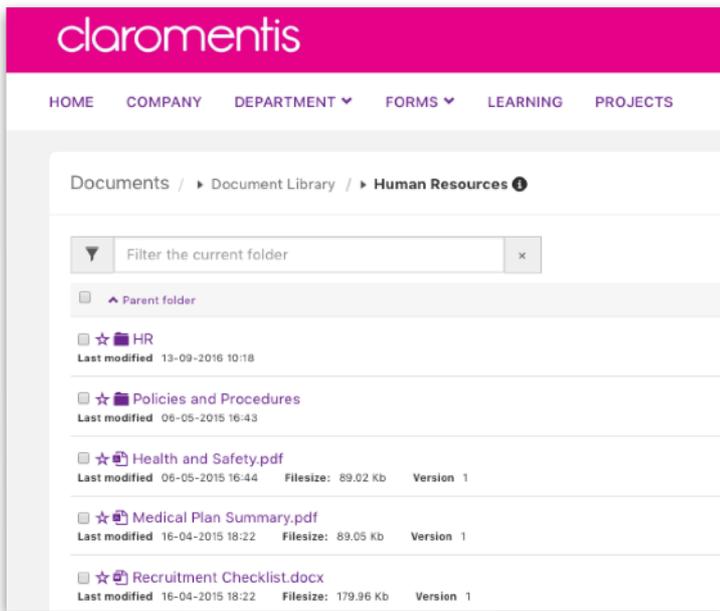
The application also allows for policies and procedures to be categorised, resulting in specific lists which can then be filtered and made available to the appropriate departments.

Mandatory policies can be targeted to users via the homepage with our dedicated “Mandatory Read” intranet component.



Policy details in the Claromentis Policy Management application

# Document Management



Document Management System in Claromentis

We provide industry-strength, enterprise-level document management software as a core product within our digital workplace framework. It provides robust version control, permissions, indexing, tagging, full content searching, record types, and customisable metadata.

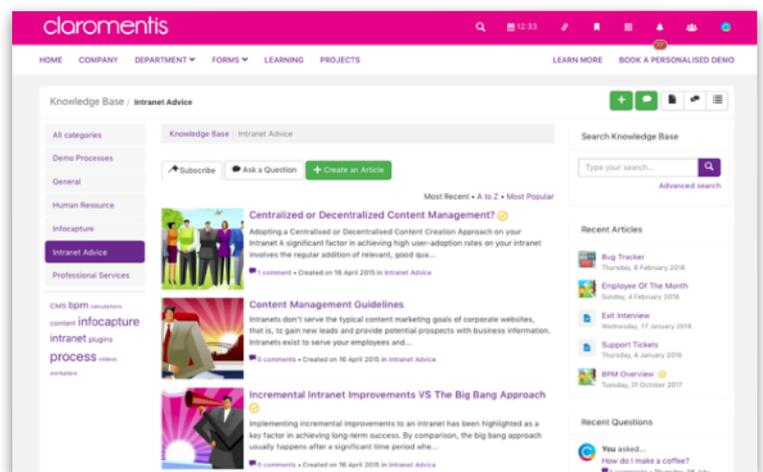
The Claromentis Document Management System (DMS) provides users with the ability to store, retrieve, and manage information in version-controlled files.

An extensive range of file types can be stored and managed in our DMS, and we also integrate with Google Docs and Microsoft OneDrive so that access to all your important files is in one central place.

# Knowledge Base

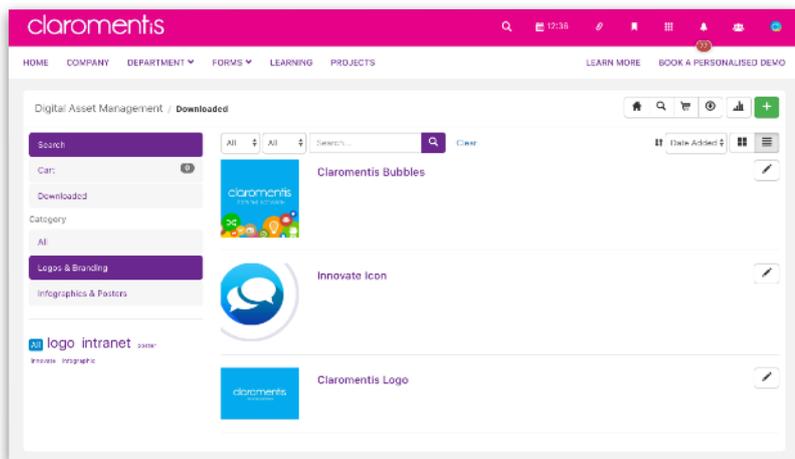
Our Knowledge Base application provides organisations with a centralised collaborative area where information can be easily created, securely stored, retrieved, and shared with the appropriate users or groups.

Our Knowledge Base app, coupled with our intranet/extranet functionality, provides employees and external stakeholders with a complete digital workplace to share knowledge, collaborate, and fulfil business tasks and activities in one central hub.



Knowledge Base homepage in Claromentis

# Digital Asset Management (DAM)



DAM system in Claromentis

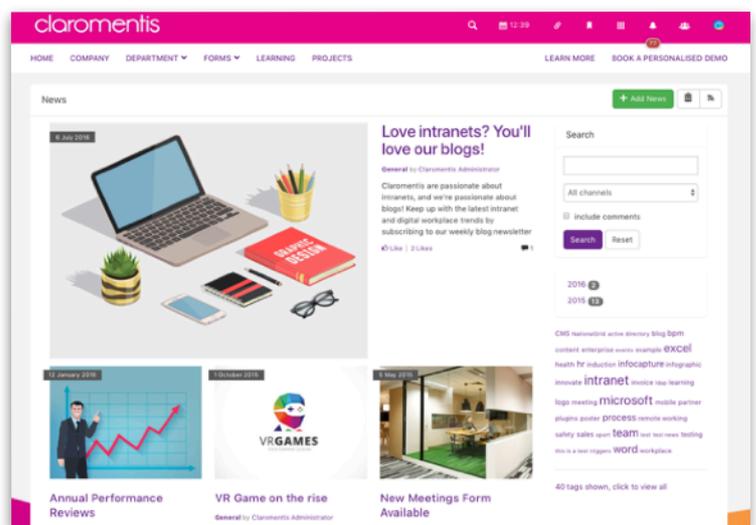
Our Digital Asset Management module allows your organisation to take complete control of your digital materials, enabling easy management of the distribution and categorisation of images, videos, and files.

Our secure permissions system ensures that only the relevant team members have access to your digital assets, and those with access rights will receive notifications that a new asset has been uploaded.

# News and Blogs

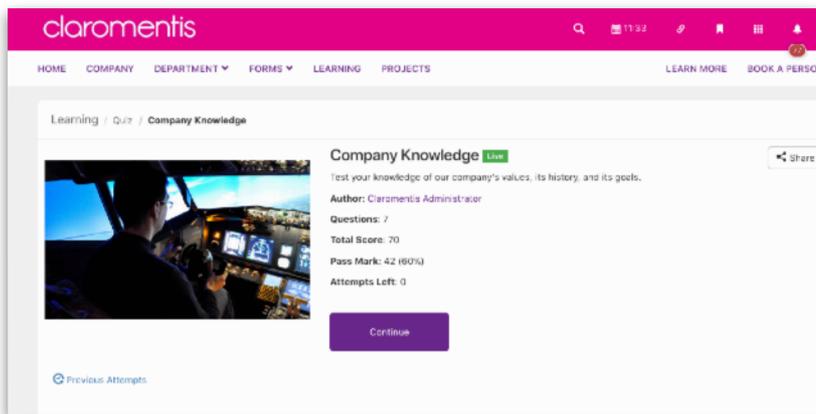
We offer dedicated news and blogging applications, allowing organisations to share stories, company news, and critical announcements.

By using customisable channels, news articles and blogs can be shared only to the relevant users or teams, ensuring efficient content targeting to the appropriate departments.



News homepage in Claromentis

## Quiz



Quiz landing page in Claromentis

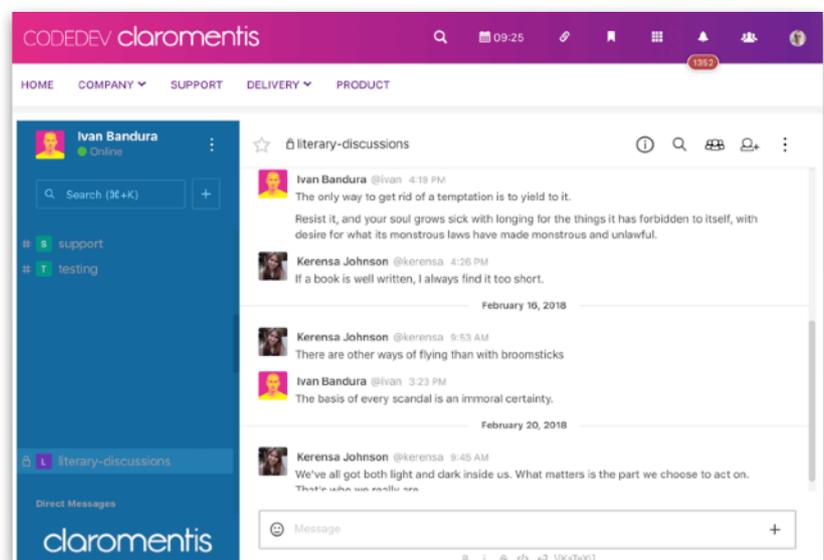
Our Quiz module allows users to create interactive quizzes and tests that can be shared amongst colleagues to encourage collaboration and team spirit.

A fun and easy to use app, Quiz can be used as a standalone module or integrated with our Learning Platform, where quizzes can contribute to a user's course progress.

## Chat

Our Chat application integrates popular open-source software RocketChat into Claromentis, providing instant-messaging capabilities within your intranet.

Chat allows users to communicate with each other in real time, enhancing team culture and internal comms. No additional login credentials are needed - Chat accounts are created automatically based on existing user details.



Chat instant-messaging app in Claromentis

The screenshot shows the 'claromentis' HR application interface. The top navigation bar includes 'HOME', 'COMPANY', 'DEPARTMENT', 'FORMS', 'LEARNING', and 'PROJECTS'. The user profile for 'Abigail Clark', Human Resources Assistant, is displayed. The 'Salary' tab is active, showing a table of salary and pay rate information. The table has columns for Effective Date, Pay Rate, Contract Type, Weekly Hours, Notes, and Actions. A '+ New Pay or Term' button is visible in the top right corner of the table area.

Effective Date	Pay Rate	Contract Type	Weekly Hours	Notes	Actions
25-09-2018	£ 20 Per Hour	Freelance	35		

“Salary” tab in a user’s profile

Our HR application provides HR teams with a secure place to manage, store, and update key employee data.

Access to confidential information is restricted to HR administrators only, who are required to set up an additional password providing an extra layer of security.

Contracts, benefits, and salary information can be managed within the HR app, and custom fields can be added to capture company or employee-specific data, such as pension or student loan details.

**Intranet** 11:45

People Infocapture Holiday Planner

### Configure Your Workplace for a Culture of Innovation

25 June 2018

Ever heard of a casual collision? Clue: It has nothing to do with nonchalant motorists. This is all about employees meeting, talking and happening upon an idea so game-changing it ...

Like 0 Likes 0

Expenses

Discuss

Calendar

Learning

**Form List**

Billing Dashboard	Employee Referral Scheme	Feedback
All 0	All 1	All 7
Submitted by me 0	Submitted by me 1	Submitted by me 7

**Happy Birthday!**

- Simon Glynn**  
4 days
- Tim Jules**  
17 days
- Erica Romaguera**  
80 days
- Joy Swift**

**Meet the experts**

Search People

Name	Job Title
<b>Abi Jones</b>	Art Director
<b>Erica Romaguera</b>	Social Media manager
<b>George Glynn</b>	Head of IT & Operations

**#Intranet** 12:12

People Infocapture Holiday Planner

**Good Afternoon Claromentis Administrator**

Expenses

Discuss

Calendar

Learning

**Announcements**

**New version of Claromentis is out**  
by Claromentis Administrator

A new version of Claromentis has been released. Click to see the release notes

Like 0 Likes 0

**Configure Your Workplace for a Culture of Innovation**  
by Claromentis Administrator

Ever heard of a casual collision? Clue: It has nothing to do with nonchalant motorists. This is all about employees meeting, talking and happening upon an idea so game-changing it ...

Like 0 Likes 0

**Absence requests**

Awaiting your approval

Claromentis Administrator	Tuesday, 1 May	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>H7</b> Holiday Requested	1 day		

Your requests

Claromentis Administrator	Tuesday, 1 May	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>H7</b> Holiday Requested	1 day		

**LONDON WEATHER**

**25°C**  
Clear

Monday	29°C	16°C
Tuesday	27°C	13°C
Wednesday	27°C	15°C
Thursday	27°C	16°C
Friday	28°C	14°C
Saturday	27°C	15°C
Sunday	29°C	16°C

**NEW YORK WEATHER**

**20°C**  
Partly Cloudy

Monday	27°C	17°C
Tuesday	26°C	17°C
Wednesday	24°C	20°C
Thursday	29°C	22°C
Friday	33°C	22°C
Saturday	35°C	25°C
Sunday	37°C	26°C

**Recent Articles**

**Reporting bugs- FAQs**  
Wednesday, 20 June 2018  
Test

**Mandatory Read**

No policies

Example Claromentis homepages built using Pages

# Core Features

Our Intranet Platform comes complete with multiple integrated modules, allowing you to work productively and effectively. As part of our standard Intranet Platform package, our solution includes additional core features such as:

## People

Organise and search your entire staff directory in one central contacts hub. Our Endorsements feature allows you to search your whole organisation to locate those with particular skills and talents.

## Calendar Management

Arrange meetings, events, and manage your own and team member's calendars using our Calendar application.

## Holiday Planner

Manage your company's annual leave workflow using our Holiday Planner app, which comes complete with Calendar integration.

## Expenses

Company expenses can be transformed into an automated workflow with ease using our

## Forums

Increase collaboration and encourage communication with the intranet Forums module.

## Image Gallery

Organise, categorise, and share your company photos in our Image Gallery app.

## Working With Claromentis

We have 20 years of experience in building, designing, and deploying digital workplaces for both large and small organisations, across a wide range of industries.

Our extensive experience, coupled with outstanding technical support and custom development, ensures that we meet and surpass all of your diverse needs and expectations. We pride ourselves in our consultative approach; creating a holistic environment which supports your business through continual growth and development.

Working closely with our customers and viewing every organisation as a unique entity sets us apart from the competition. Actively listening to your precise business needs and requirements allows us to deliver exactly the software you need.

REL needed a platform that allowed us to share information and knowledge with all our colleagues in an engaging way securely. Claromentis has provided us with a solution that matches our needs exactly and we are delighted with the uptake from our people and the flexibility of service provided.

- Stephen Gordon, Managing Director

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