

Home Page Webparts

- 1. Top Navigation
- 2. News and Announcements
- 3. Breaking News
- 4. Quick Links
- 5. Department News
- 6. People
- 7. RSS Feed
- 8. FAQs
- 9. Upcoming Events

Department Template Page

- 10. Department Hero Banner
- 11. Department Links
- 12. Top 3 Department Goals
- 13. Department Policies
- 14. Department News
- 15. Gallery

Employee Resources Page

- 16. Employee Resources Banner
- 17. Resources Links
- 18. Important Documents
- 19. Share Your Ideas
- 20. How Can We Assist You?
- 21. Trainings
- 22. Newsletter

Policies & Procedures Page

- 23. Policies & Procedures Hero Banner
- 24. Recently Policy Updates
- 25. Policy Categories
- 26. FAQs
- 27. Contact HR & Legal Teams
- 28. SOPs (Standard Operating Procedures)

Configuration setups

- 29. Hub-Site Configurations
- 30. Viva Connections Configurations
- 31. Brand Center Configuration
- 32. Home Site Setup
- 33. Admin Webpart

1. Pre-Built Homepage

Ready-to-deploy homepage with customizable branding elements including logo, colors, and layout.

2. Custom Subpages

Add-on option for Department Page, Employee Resources, and Policies & Procedures Page.

3. Update & Maintenance

Lifetime updates included with no annual renewal fees.

4. Installation Time

Can be deployed within 2 days with the help of your tenant administrator. No direct access to your environment is required.

5. Training

Includes 2–4 hours of admin training to ensure seamless management.

Design 1: Corporate Edge - Home Page

SharePoint

DESIGNS

Search

Home

Departments

Employee Resources

Policies & Procedures

Share

Follow

+ New

Page Details

Published 23/03/2024

Edit

LOREM IPSUM DOLOR SIT AMET CONSECTETUR

Amet consectetur eliusmod adipiscing elit.

READ MORE

SED DO EIUSMOD

March 23

Sed Ut Perspiciatis Unde Omni
Iste Natus Error Sit Empor Ut
Voluptatem

READ MORE

CUM SOLUTA NOBIS

March 22

Quis Nostrud Exercitation
Ullamco Laboris Nisi Ut Aliquip
Ex Sat Commodo

READ MORE

BREAKING NEWS

Lorem Ipsum Dolor Sit Amet, Consectetur Adipiscing Elit, Sed Do Eiusmod Tempor Incididunt Ut Labore Et Dolore

Service Lines

Payment

Library

Finance

Payroll

Teams

QUICK LINKS

Documents

Library

Discussions

Report Center

Teams

Settings

NEWS

All | Government | Departments

Sort by

20 June 2024

FMCG Steps Up Marketing Spends

Quite A Few Large IT Firms In India Are Encouraging...

READ MORE

19 June 2024

Rise Of Legal Funding Startups

Litigation Funding Startups In India Are Looking To Cash...

READ MORE

19 June 2024

How Retail Giants Fared In Q1

India's Retail Giants Have Announced Their Financial...

READ MORE

PEOPLE

Search...

Olive Peterson

ORD55-520

Johny Smith

ORD55-500

Paul Ward

ORD55-521

Grace Brown

ORD55-567

RSS FEED

20 June 2024

How Retail Giants Fared In Q1

India's retail giants have announced their financial...

20 June 2024

FMCG Steps Up Marketing Spends

Fast-moving consumer goods (FMCG)

19 June 2024

Olympics gets an AI Touch

Tech giant Intel is the official AI platform partner...

18 June 2024

Rise Of Legal Funding Startups

Litigation funding startups in India are...

FAQ'S

What are the advantages of our readymade template over a custom design?

How long would it take to setup an intranet site for a small/medium/large company?

What is the post-production support plan?

How can I keep my intranet site up-to-date after launch?

What should i do if i do not have a Microsoft license?

UPCOMING EVENTS

June 07 | 1:30 pm - 2:00 pm

New Joiners Induction

ADD TO OUTLOOK

June 17 | 2:00 pm - 3:00 pm

IT Security Training

ADD TO OUTLOOK

June 27 | 2:30 pm - 3:30 pm

Six Sigma Training

ADD TO OUTLOOK

March 2024

SUN

MON

TUS

WED

THUR

FRI

SAT

27

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01

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Features and Specifications

1. Top Navigation

- **Intuitive Menu:** Sleek top navigation for effortless access to key intranet areas.
- **Customizable Links:** Tailor menus to suit your organization's needs.

2. News and Announcements

- **Central Updates:** Keep everyone informed with company news.
- **Professional Display:** Present announcements clearly and formally.

3. Breaking News

- **Urgent Alerts:** Highlight critical updates prominently.
- **Adjustable Notifications:** Control appearance and duration.

4. Quick Links

- **Essential Resources:** Provide easy access to frequently used tools and documents.
- **Clear Icons:** Use formal icons and labels for better navigation.

5. Department News

- **Team Updates:** Share department-specific news.
- **Structured Layout:** Organized sections for each department.

6. People

- **Employee Directory:** Comprehensive staff profiles and contact info.
- **Easy Search:** Find colleagues with advanced filters.

7. RSS Feed

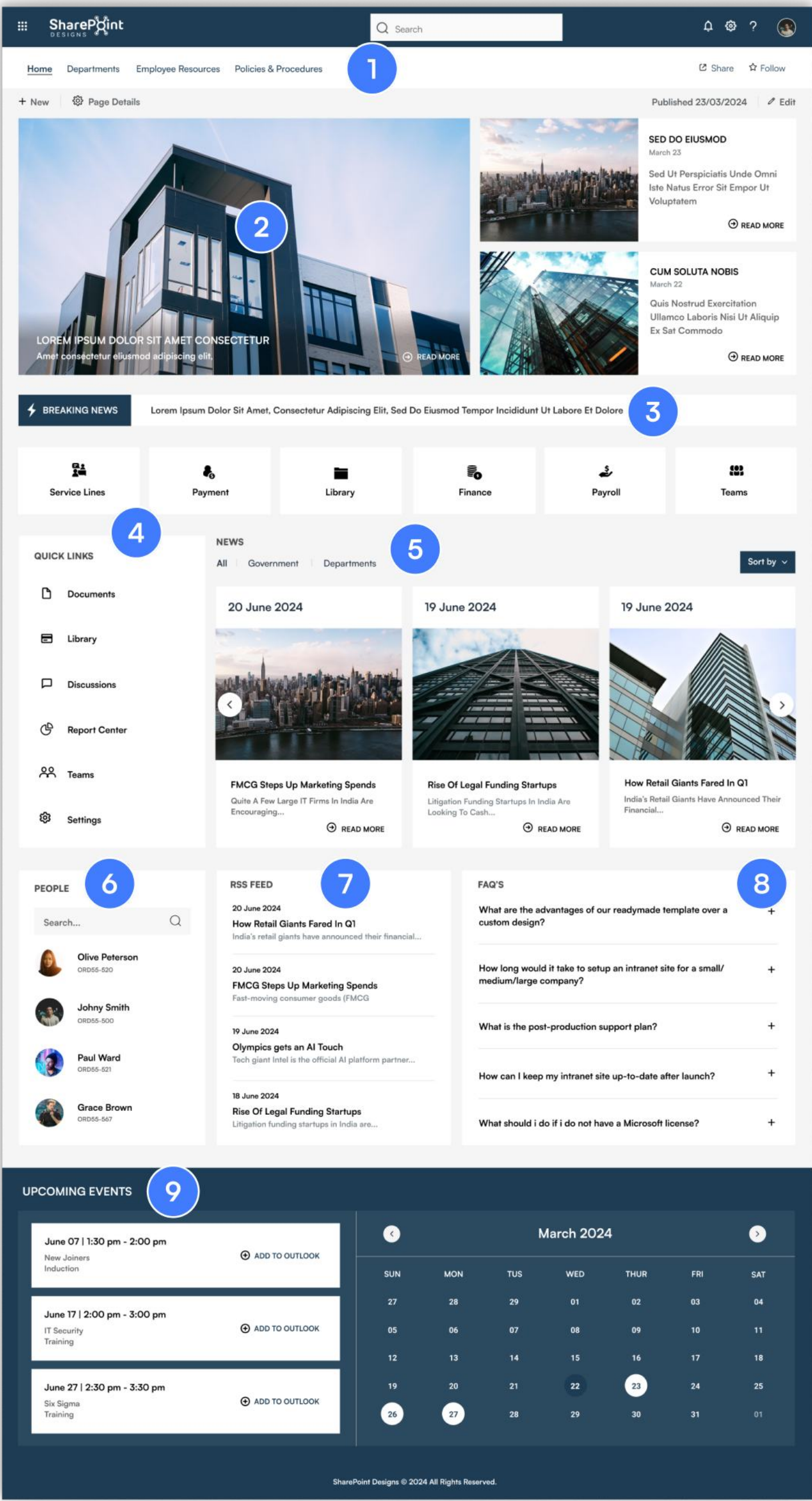
- **External News:** Integrate relevant industry updates.
- **Consistent Design:** RSS feeds match the formal aesthetic.

8. FAQs

- **Knowledge Base:** Answer common questions in one place.
- **Organized Categories:** Easy navigation through topics.

9. Upcoming Events

- **Event Calendar:** Display meetings and company events.
- **Detailed Info:** Include dates, times, and locations.



Design 1: Corporate Edge - Department Template Page

SharePoint

DESIGNS

Search

Home

Departments

Employee Resources

Policies & Procedures

Share

Follow

DEPARTMENT NAME

Antoinette Hirthe

Department Manager

Yolanda Sanford

Department Quality Manager

DEPARTMENT LINKS

Link 1

Link 2

Link 3

Link 4

Link 5

TOP 3 DEPARTMENT GOALS

Goal #1

Increase revenue by 20% through upselling and new client acquisition.

Goal #2

Improve lead conversion rate by 10% using a new CRM tool.

Goal #3

Launch three new client retention initiatives.

DEPARTMENT POLICIES

Policy 1

Policy 2

Policy 3

Policy 4

See all

DEPARTMENT NEWS

02 Jan 2025

Foxconn Beats Estimates With Record

Taiwan's Foxconn , the world's largest contract electronics maker...

READ MORE

02 Jan 2025

Rise Of Legal Funding Startups

Litigation funding startups are looking to cash...

READ MORE

01 Jan 2025

How Retail Giants Fared In Q1

Retail giants have announced their financial...

READ MORE

01 Jan 2025

IT Leads Hybrid Adoption

Quite a few large IT firms are encouraging their employees to

READ MORE

GALLERY

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Features and Specifications

1. Banner & Department Name

- Large hero image with department title and key managers' profiles to establish context.
- Highlights leadership, setting the tone for department-specific content below.

2. Department Links

- Quick-access icons/tiles directing users to frequently used resources.
- Simplifies navigation by grouping critical department tools in one place.

3. Top 3 Department Goals

- Prominent cards illustrating clear, measurable objectives (e.g., revenue growth).
- Keeps everyone aligned by showcasing priorities at a glance.

4. Department Policies

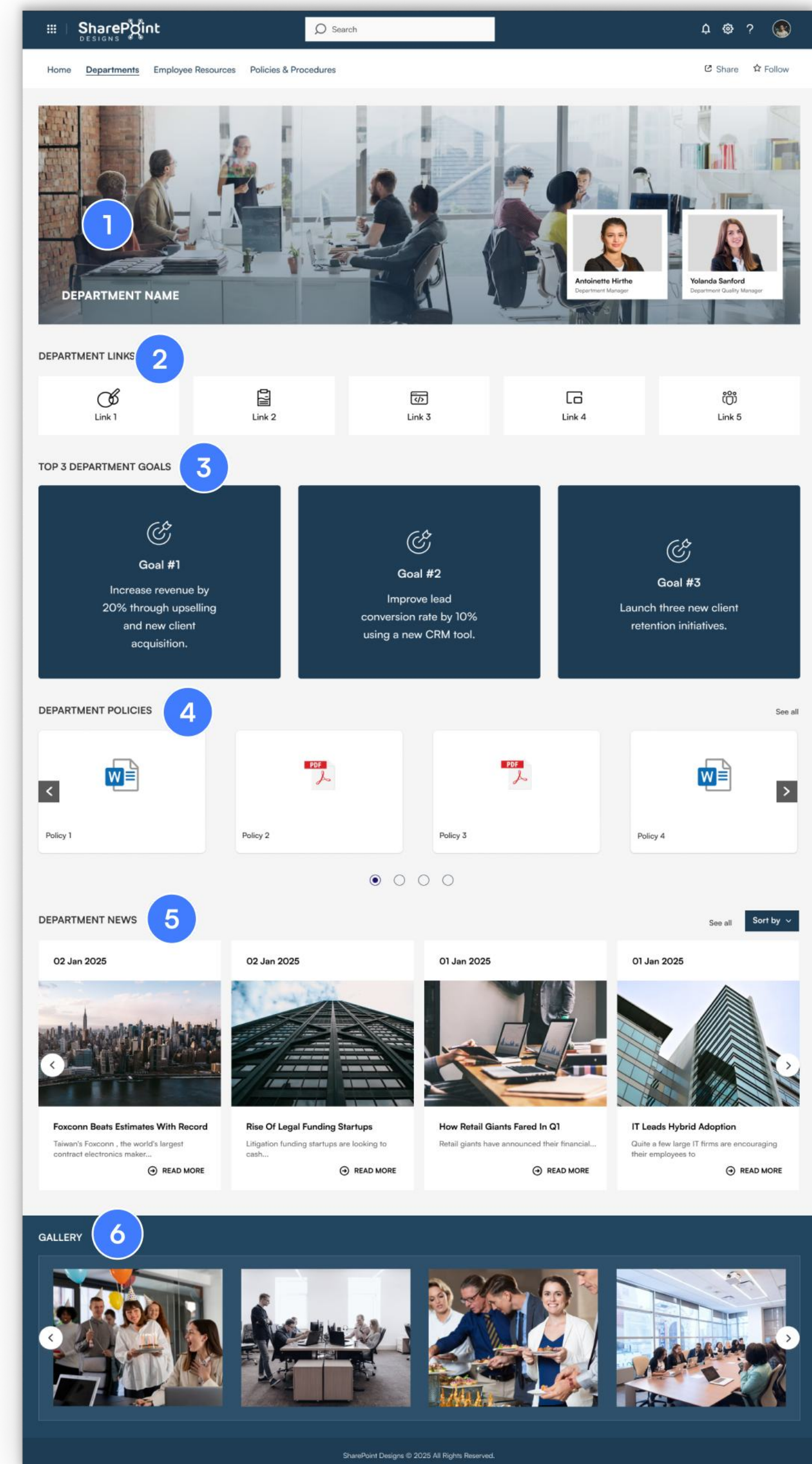
- Horizontal carousel or tiles for policy documents (Word, PDF) with quick previews.
- Ensures staff can easily find and reference key procedural docs.

5. Department News

- Date-stamped announcements or articles with brief summaries.
- Provides timely updates on departmental or industry developments.

6. Gallery

- Image carousel displaying team events, office culture, or milestone celebrations.
- Adds a visual, engaging touch reflecting workplace activities.



Design 1: Corporate Edge - Employee Resources Page

SharePoint

DESIGNS

Search

William

Home

Departments

Employee Resources

Policies & Procedures

Share

Follow

Employee Resources

IT HELP DESK

TRAVEL

MARKETING

HR CONTACTS

OFFICE LOCATIONS

RESOURCES LINKS

Link 1

Link 2

Link 3

Link 4

Link 5

Link 6

Link 7

Link 8

Link 9

IMPORTANT DOCUMENTS

Employee Handbook

Workplace Policies

Compliance And Safety Guidelines

SHARE YOUR IDEAS

Click here

HOW CAN WE ASSIST YOU?

We're here to help with any inquiries or issues you may have.

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sales@sharepointdesigns.com

TRAININGS

New course

Password Management Training

Educates employees on creating and managing secure passwords....

Deadline Approaching

Secure Data Handling Training

Explains proper data access, storage, and sharing practices....

New course

Phishing Awareness Training

Teaches employees to recognize and avoid phishing scams....

NEWSLETTER

Volume 1

January 2025

Read More

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Features and Specifications

1. Employee Resources Banner

- Illustrated hero section showing various employee service categories (IT, HR, etc.).
- Helps staff quickly spot essential support areas and request help.

2. Resources Links

- Icon-based shortcuts to critical internal portals or tools (travel, marketing, contacts).
- Speeds up navigation to commonly accessed services.

3. Important Documents

- Card layout featuring essential policies and handbooks in downloadable format.
- Centralizes employee manuals for quick reference and compliance.

4. Share Your Ideas

- Interactive card or button prompting employees to submit suggestions.
- Encourages engagement and continuous improvement via employee feedback.

5. How Can We Assist You?

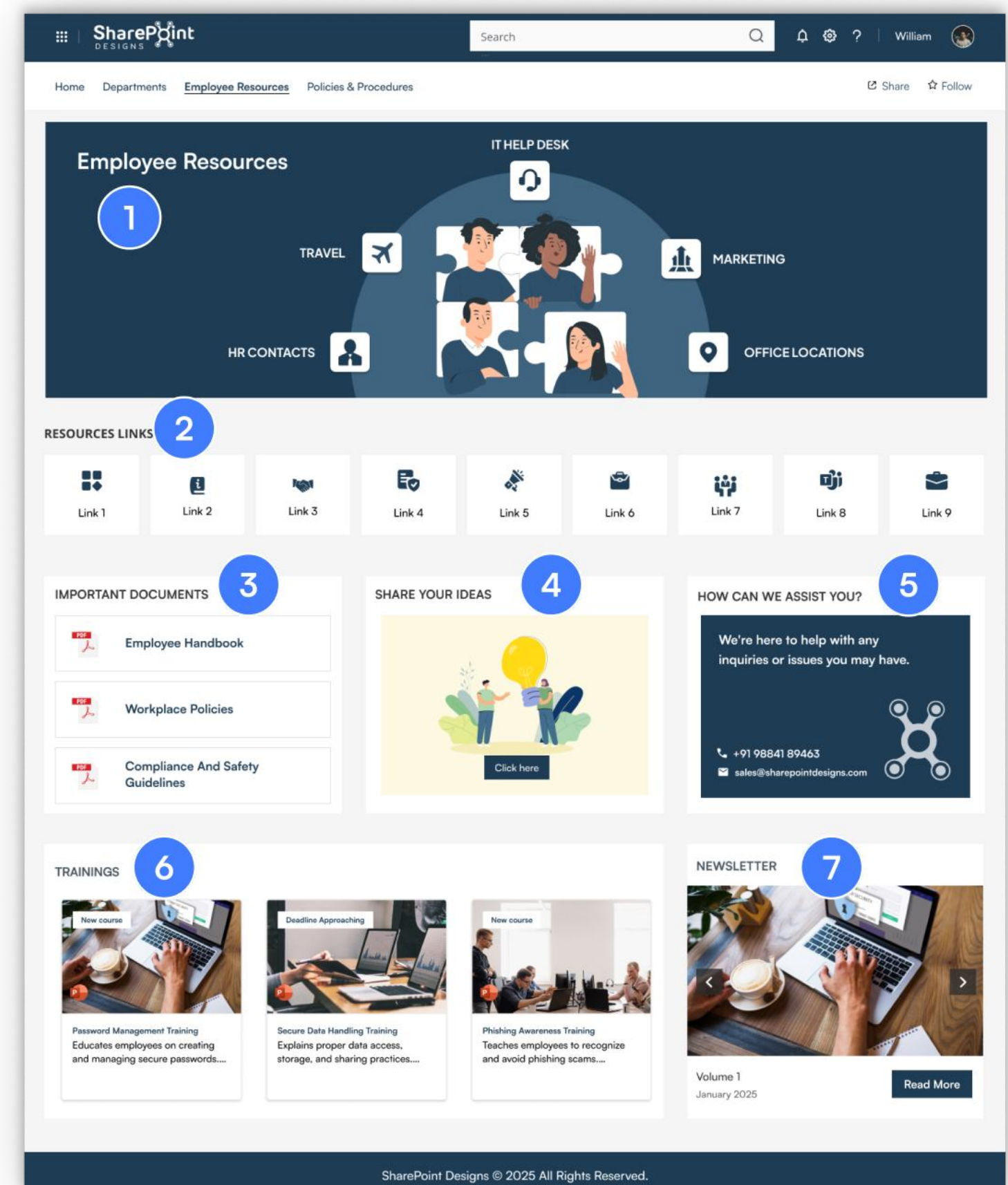
- Contact info and prompt for support inquiries (phone, email).
- Ensures staff know where to turn for immediate help or questions.

6. Trainings

- Highlighted course cards with brief descriptions (security, phishing awareness).
- Promotes professional development and compliance training opportunities.

7. Newsletter

- Section featuring monthly/quarterly updates, insights, and corporate news.
- Keeps employees informed of broader organizational happenings.



Design 1: Corporate Edge - Policies & Procedures Page

[Home](#) |
 [Departments](#) |
 [Employee Resources](#) |
 [Policies & Procedures](#)
 Share Follow

Policies & Procedures

Sustainability Policy

DEI Policy

Grievance Handling Policy

General Policies

Legal and Compliance

IT Policies

HR Policies

RECENTLY POLICY UPDATES

REMOTE WORK POLICY	Starting February 1st, Employees can opt for a hybrid work model, combining remote and in-office workdays.
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[HR Policies](#)

[Sustainability Policy](#)

[DEI Policy](#)

[IT Policies](#)

[Remote Work Policies](#)

FAQs

- What types of personal data do you collect, how is this data stored securely, and what measures do you take to ensure compliance with data protection regulations like GDPR or CCPA? >
- What is your process for handling refund requests, including eligibility criteria, required documentation, and the typical timeline for approval and reimbursement? >
- How does your organization ensure transparency and accountability in policy changes, and how will I be notified if there are significant updates to your terms or conditions? >
- Under what circumstances do you share personal information with third parties, and what safeguards do you have in place to prevent unauthorized access or misuse of shared data? >

CONTACT HR TEAM

Kristopher Mann
Human Resources
[Link title](#)

Enter a tagline for this person. 50 characters max.

CONTACT LEGAL TEAM

Aaron Collins
Legal Team
[Link title](#)

Enter a tagline for this person. 50 characters max.

SOPs

Data Security

Incident Management

Configuration Management

DEI BCP & Disaster Recovery

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Features and Specifications

1. Banner & Title

- Focused hero image with hexagonal icons outlining major policy categories.
- Quickly orients users to key procedural topics (legal, HR, IT, etc.).

2. Recently Policy Updates

- Announcement bar with new or revised policies (e.g., remote work policy).
- Draws attention to current changes for timely awareness.

3. Policy Categories

- Tiles for HR, sustainability, DEI, IT, and remote work policies.
- Clusters documents by theme for straightforward navigation and reference.

4. FAQs

- Expandable list addressing common queries on data collection, refunds, and transparency.
- Guides employees through key concerns in a concise Q&A format.

5. Contact HR & Legal Teams

- Profile-like cards with names, roles, and direct links for support.
- Streamlines access to departmental experts for policy-related questions.

6. SOPs (Standard Operating Procedures)

- Document carousel offering PDFs on data security, incident management, and more.
- Provides step-by-step instructions to maintain consistent, compliant operations.

