



FEATURE SET OF THE MOBILE EMPLOYEE APP

A product by plazz AG

The MEA – your megaphone for information, communication and interaction. It offers you a **flexible building block system** in which new content can be easily added and changed at any point in time.

This **modular approach** ensures the necessary flexibility of your employee app, which allows you to remain agile at all times.

By assigning people to certain groups, you can release specific content and **control your communication effectively**. Thus, you ensure that every employee receives information on topics relevant to them.

The following **feature set** of the MEA gives you an overview of the different functions our employee app has to offer.

You will not only get to know each feature better, but also learn where and how it can be **implemented in your company** in the best possible way.

5 Top Arguments For An Employee App

- Targeted distribution of information
- Effective bundling of already existing content
- Creating inclusion and unity
- Customization according to your CI
- Become available 24/7 for your employees

PEOPLE

Employee Profiles

Each staff member of your company receives his or her own employee profile. In this profile you can store all kind of **useful information**, such as department, position, e-mail address or telephone number.

List Of Persons

These lists are ideal for depicting groups of people and easily providing information about **contact persons**.

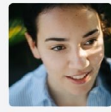
Expert Tip

Your employees can mark contacts as **favorites**, so that they always have quick and easy access to them.

Below are some inspirations for lists of persons:

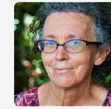
- Departments
- Partners
- Instructors/trainees
- App contact persons
- Speakers
- Reception desk

A



Nina Abbatelli
Marketing

H



Marlis Haffner
Human Resources



Thomas Hartmann
Customer Support

S



Prof. Dr. Tyler Smith
Design



AGENDA

Digital Schedule

With the agenda you can **communicate important dates** and upcoming events across the board or for specific departments.

Individual Agenda

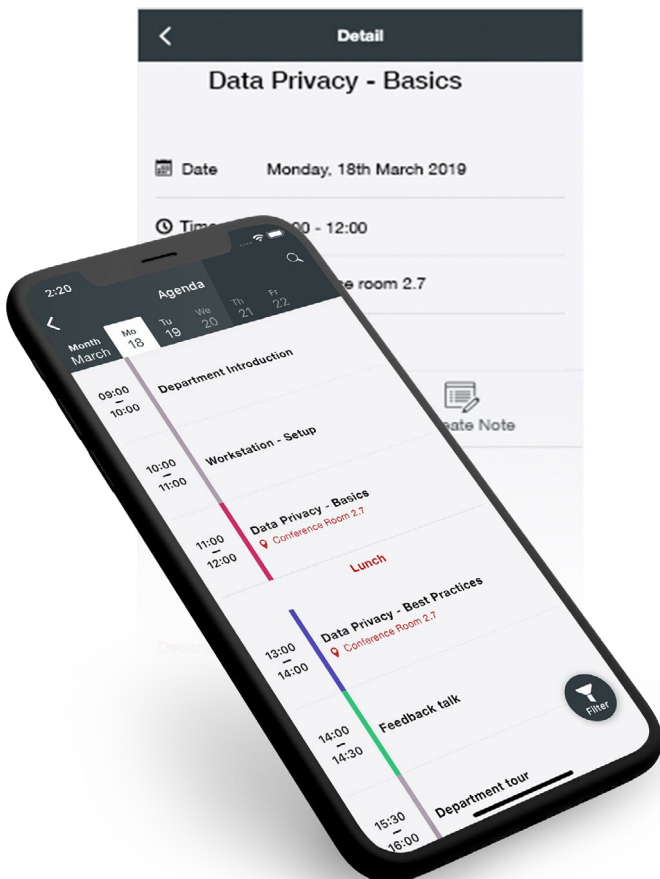
Via „My Planner“ your employees can create their **own agenda** to get an even better overview.

Agenda Booking

Use the „Agenda Booking“ function, for workshops and sessions with limited space, to effectively **regulate the number of participants**.

Expert Tip

Export the individual agenda to a smartphone calendar. The „**Reminder**“ function can also be used to set a **timer**, which announces the respective appointment via push notification.





DOCUMENTS

Digital Bulletin Board

Share important documents with your **entire workforce** or just a selected group of people.

Central Access Point






These can be presentations of a workshop, **forms** from the human resource department or shift schedules and the canteen menu.

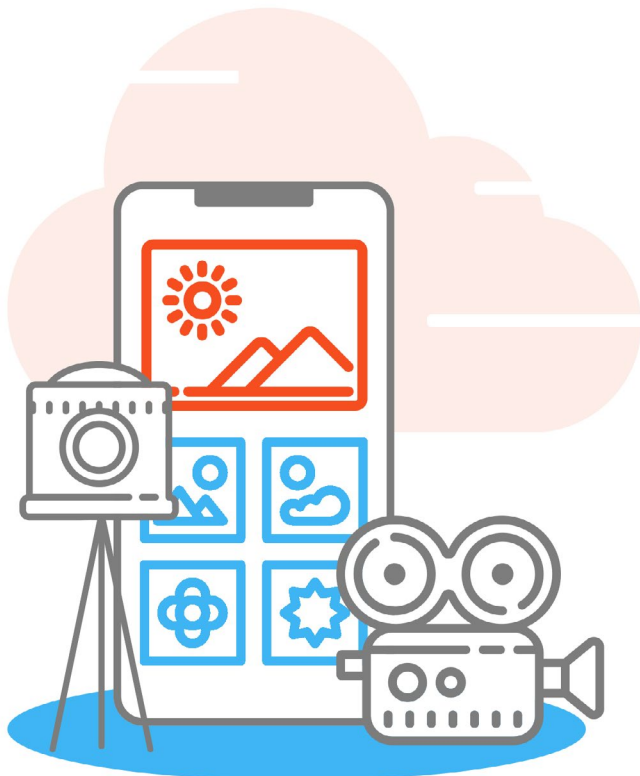
Versatile Integration

Embed uploaded documents in different locations within your app by easily **linking** it with the respective file.

Expert Tip

Link documents on various pages in the app, for example within an agenda item as an **attachment**. Your employees can also download these documents.

 Guide for presentations and meetings 2.5MB 03.23.2019	 Presentation summary v.04 512kB 04.07.2019
 Presentation slides for 03.23. - Thomas R. 1.7MB 02.15.2019	 Quarter planning 753kB 07.30.2019
 Collaboration staff event May 2020, Aller Park 573kB 05.20.2019	



MEDIA

Picture Gallery

You can **create albums** for different occasions. Upload several images at the same time and allow your users to export pictures.

Videos

Upload videos or use links from YouTube and Vimeo that can be opened and played **within the app**.

Expert Tip

In your **onboarding** process, you can share first impressions of the assigned departments with your new colleagues, effectively familiarizing them with their new work environment.



LOCATION MAPS

Optimal Overview

Provide [digital site plans](#) of your location. Or link rooms to your agenda items and give your staff a better overview.

Interactive Maps

The uploaded floor plans can furthermore be [linked](#), to display more information or additional content.

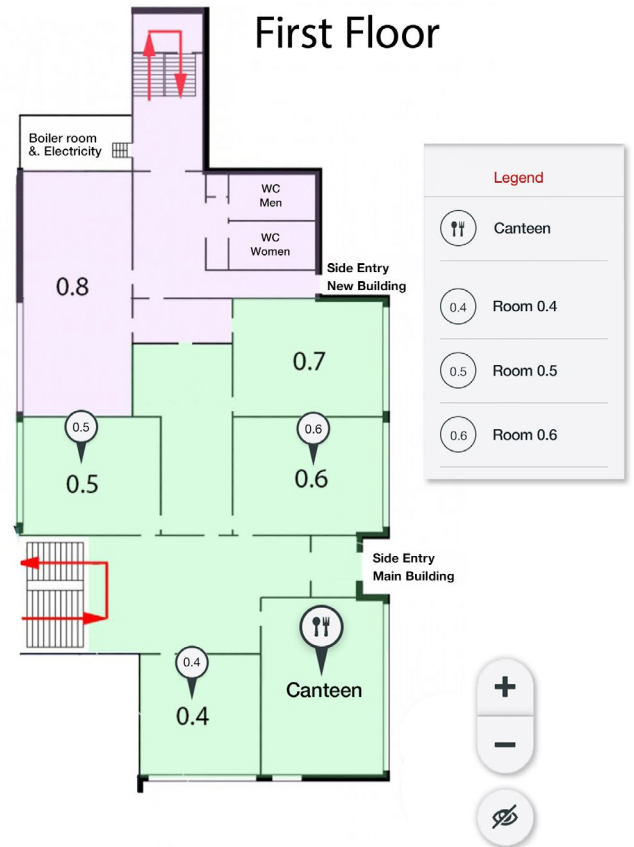
Alternative Use Case

Upload an [overview of your departments](#) and refer to detailed information in which each department briefly introduces itself.



Expert Tip

Do you have several [company locations](#)? Illustrate them here and ensure an improved understanding of your corporate structure. The overview is also ideal for employee assignments within the company.



CUSTOM PAGES

Coordinated Content

Here you can display a wide variety of content with ease via [drag and drop](#). Available are headlines, buttons, text blocks, images, videos and many other elements.

Personalized Appearance

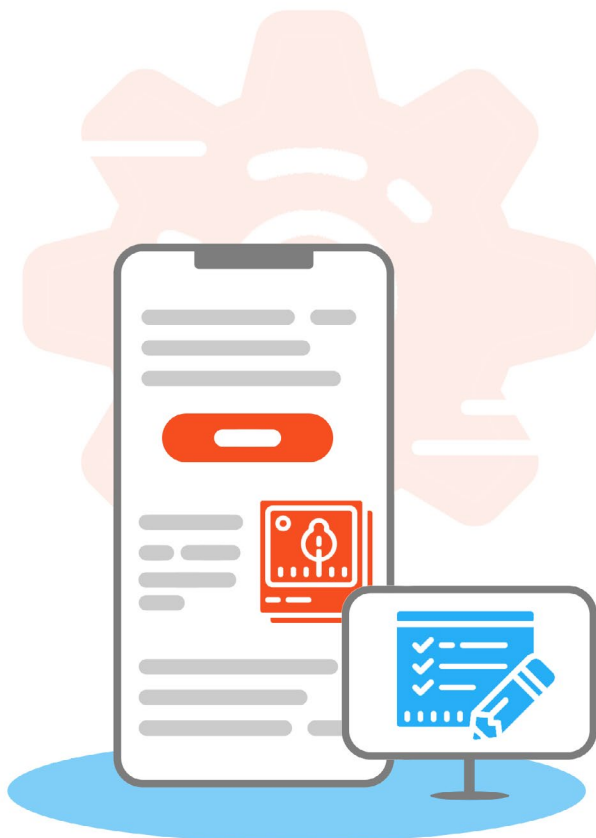
Design pages that are tailored to your target audience and help to [accurately convey your information](#).



Expert Tip

Following below are some inspirations for custom pages:

- Company events
- Survey results
- An overview of your products
- Code of conduct
- Monthly highlights
- Hotel information for events



CHAT

One-On-One Chat

Via direct chat, your employees **always stay in touch** and can exchange information quickly and easily.

Increased Collaboration

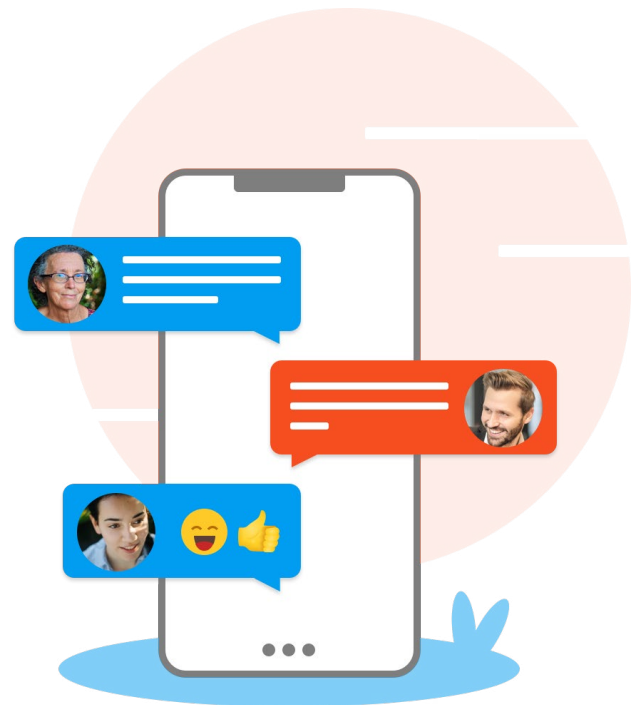
The constant availability **increases the productivity** of your employees and simplifies the exchange when working on joint projects.

More Speed


Enable your employees to **clarify situations faster** and to reach suitable contact persons directly via chat.

Expert Tip

Within the **privacy settings** the chat function can be activated or deactivated independently by each employee at any time.




Reminder Now

 **Only 15 Minutes left until:
Meeting Quarter Planning**


15 min

Push Message 08:00 AM

 **Please don't forget to send in
your registration for the summer
festival this year!**

∨

News 08:00AM

 **Innovation Award**
Our latest project has been nominated!
Find out more in our blog!

[Open Link](#) [Close](#)

PUSH MESSAGES

Digital Meaphone

Reach all employees or selected target groups **instantly and 24/7** directly on their smartphones.

Automatic Transmission

Push messages can be scheduled, which allows you to **optimize your planning** even further.

Referencing

Easily insert links that lead to content **inside the app** or outside, like to external websites.

Expert Tip

In our experience, push messages **increase participation** and interactions such as filling out surveys, especially if users can access them directly via a provided link.



WALL OF IDEAS (WOI)

Digital Exchange

On the Wall of Ideas, your employees share **pictures or posts** and can also respond to them with likes and comments.

Moderation & Control

Define which **groups of people** are allowed to read, link or comment. You can also configure to publish messages only after approval by a moderator.

Alternative Use Case

It is also possible to create Wol's whose content only you can post & edit and which you can use like a **digital bulletin board** for your employees.



Expert Tip

Below are a few inspirations for Wol's:

- > Q&A sessions
- > Brainstorming
- > Exchange and Collaboration platform
- > Selfie challenge at events



Nina Abbatelli
18 minutes ago

Sorry, but did someone take notes during today's first workshop? My Bus had a flat tire. :(

5 Comments



Max Dorr



Take a look in the menu under "useful documents". They've uploaded the presentation. But if you'd like we can also meet up in the canteen and I'll give you my notes.

11 minutes ago Like Answer



David Fischer

Erm, can I get those notes, too? And follow-up question.. how do I get to the canteen? 😊

7 minutes ago Like Answer



Nina Abbatelli



Thanks Max, that would be great! Oh and David, look into the app menu for "floor plan". You'll find it there. When do you wanna meet up? I am stuffed with meetings until 12.

5 minutes ago Answer



NEWS

News Portal

Here you can share the news of your company. Especially important contributions can be **permanently positioned** at the top of the page as „sticky“.

Precise Distribution

In addition to company news, the launch of products or **location-specific content** can also be communicated to specific groups of people.



Expert Tip

News can also be distributed via **push messages**, so that they are delivered quickly and directly to your selected target group.





SOCIAL WALL

Integrating Social Media

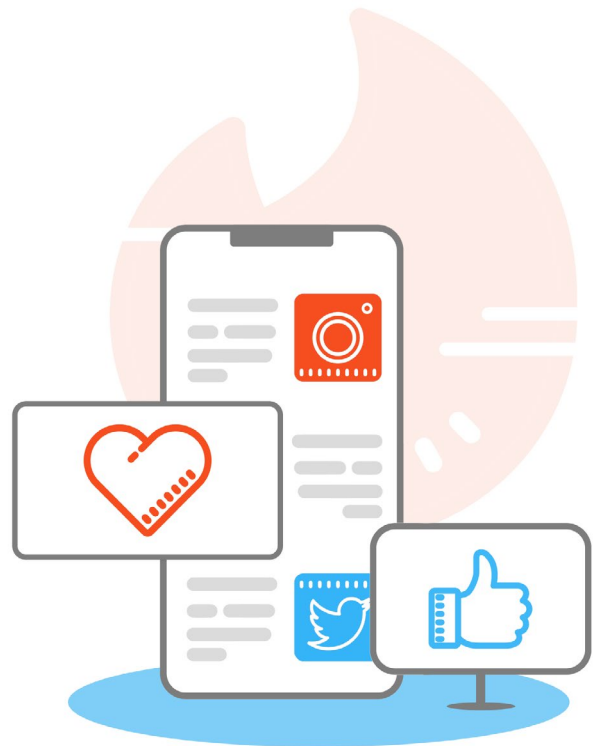
Here you can display a **variety of hashtags** and your company profiles from Twitter, Facebook and Instagram.

Overview & Interaction

The Social Wall shows all posts for the respective hashtag and enables app users to **participate directly** through likes and comments.

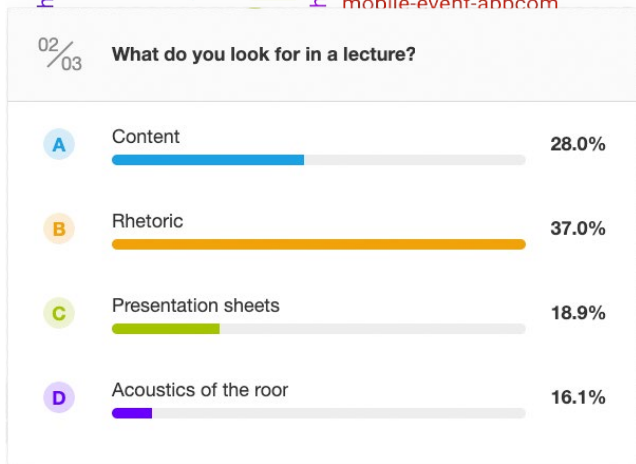
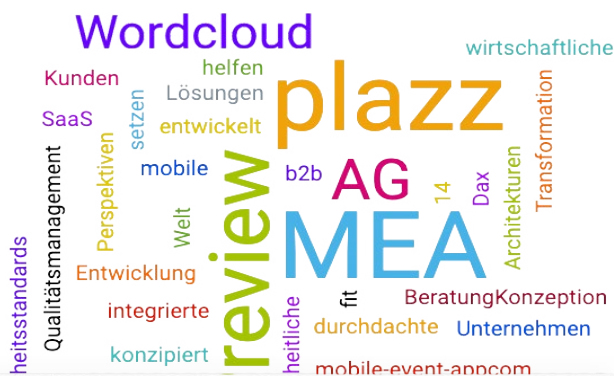
More Engagement

Include popular hashtags and keywords and encourage your employees to **get more involved** in your business.



Expert Tip

Your employees won't leave your app, when **interacting** with the social channels. Likewise, it is not required to have an account to view the content.



FEEDBACK

Surveys

Choose between single, multiple and free text answers. You then define the start and end time so that the survey is **published on schedule**. In addition, you decide to which group it will be distributed.

Live Votings

All survey results can be evaluated in **real time** and displayed as a line chart, pie chart or word cloud.



Expert Tip

The best way to distribute surveys is via push messages to reach each target person directly and immediately. This way a **wide reach and high response rate** can be achieved.

TRACKING

Data Collection

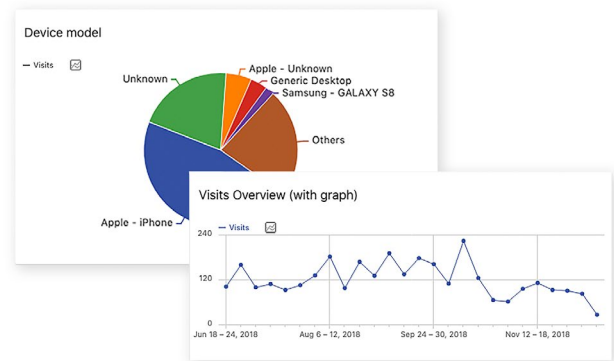
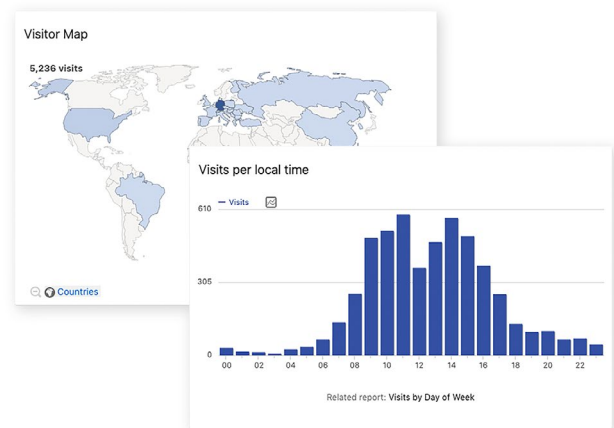
Track the user behavior in your employee app in a **completely anonymous** way. Of course, each employee must first actively agree to the tracking (opt-in procedure).

Matomo

Depending on the configuration, many different metrics, such as the number of page visitors, can be **measured and evaluated** via the integration of Matomo.

Expert Tip

The results provide you with a good indicator of which app content is particularly well received by your workforce and how you can best **optimize** it.



CONTACT

Did the highlighted features pique your interest? Boost the communication in your company with relevant information and **inspire your staff**.

If you take on these values and implement them with our solution you will turn an employee app into **your employee app**.

With the trust of **14 DAX-listed enterprises** we continue to enthuse our partners with effective and innovative solutions.

Beyond that our solution complies with modern design & usability demands and stands at the forefront in the areas of **data security & privacy** regarding enterprise requirements.

Contact us for your personal quotation.

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