

**Passageways Standard Features - Employee Portal Suite**

- 1 Rich Employee Profiles with Web 2.0 functionality (New)
- 2 Employee Directory
- 3 Department, Team, Committee, Branch Directory
- 4 Personal Pages for each portal User
- 5 Reservation for assets like laptops, projectors, conference rooms etc.
- 6 Alerts and Notifications (multiple ways to receive them)
- 7 Discussion Boards
- 8 Surveys and Polls (Anonymous and Non Anonymous)
- 9 RSS Feeds Viewer
- 10 Photo Albums
- 11 Rich Text Publishing on portal Pages including Text, Video, Images, and Sound
- 12 Ability to embed websites or web applications
- 13 Ability to have Public Pages within Workgroups
- 14 Reports for gauging usage by users and workgroups
- 15 Several page layouts for each portal page to choose from
- 16 **Integration to view Local Outlook Inbox, Calendar, Contacts and Tasks**
- 17 **Group Announcements**
  - All staff Announcements, Team Announcements, My Announcements
  - Includes Ability to add comments
  - Include Read Receipt
- 18 **Calendars**
  - Includes ability to allow sign up for events
  - Includes ability to export events to Outlook
  - Consolidated View of all your Calendars, List view and Calendar View
  - Ability to subscribe to calendars
- 19 **Centrally administered UI preferences including dynamic and customizable**
  - Headers
  - Toolbars
  - Start Pages
  - Navigation Styles
  - User Profiles
  - Search Layouts
  - Themes
- 20 **Social Tools (New)**
  - Status Updates on each portal user profile (micro-Blogging)
  - Ability to add comments and rating on Comments
  - Ability to Follow and Un-Follow colleagues
  - Activity Feed
  - Privacy settings
  - Ability to Follow someone
  - Ability to add custom fields to User Profiles
- 21 **Document Management**
  - Document Linking and Viewing
  - Document Versioning (New)
  - Full Text Document Search
  - Ability to link to Network folders
- 22 **Extensive Search Capabilities**
  - Searching Documents
  - Searching Announcements
  - Searching Employee profiles
  - Searching Discussions
  - Searching Photo Albums
  - Searching Portal Pages
  - Searching Team (workgroups)
  - Searching all portal resources in a single search
- 23 **Workgroups for teams**
  - Ability to have an organizational Workgroup
  - Ability to create groups for projects, departments, Branches etc
  - Ability to have multiple group managers with different responsibilities
- 24 **Advanced User Management and Authentication**
  - Integrated Authentication to by-pass Login screen within network
  - Active Directory sync for Portal Users
- 25 **Lists Options**
  - Ability to create user lists (New)
  - Ability to create document lists
  - Ability to create web link lists