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IOTAP – Intranet An Overview

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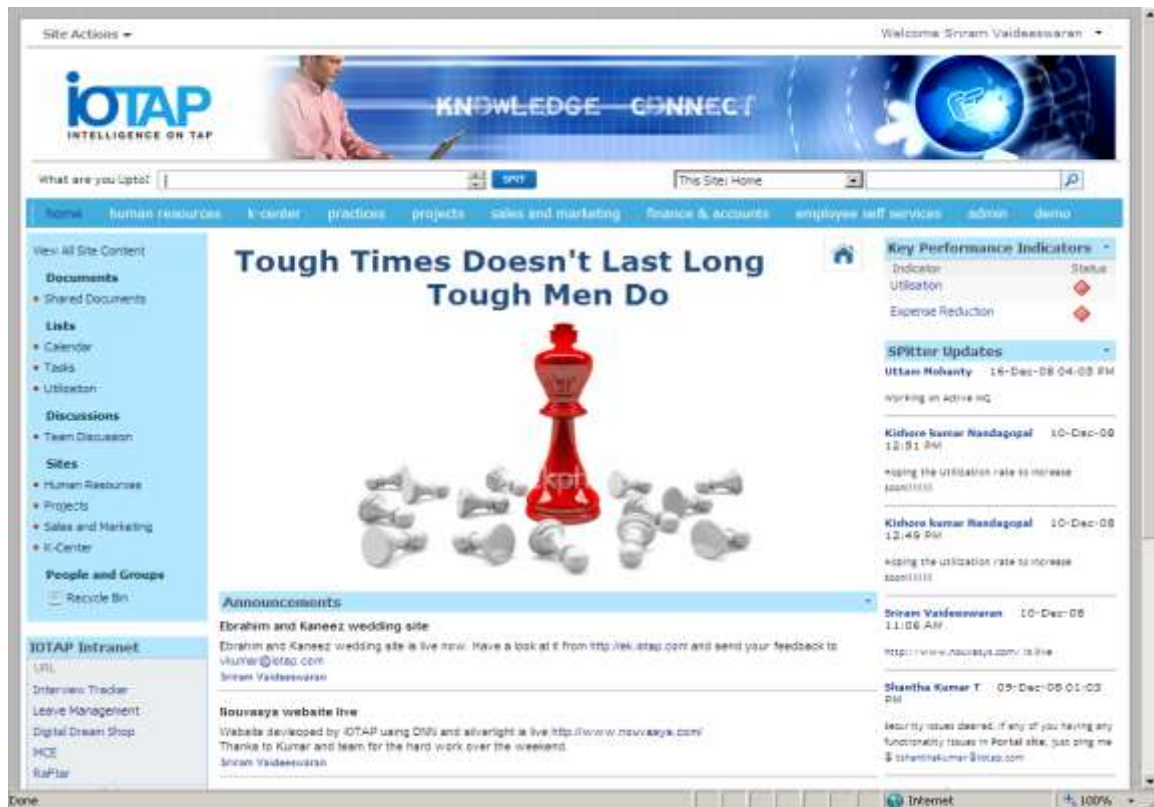
IOTAP INTRANET INTRODUCTION

IOTAP intranet is one stop portal for facilitating day to day activities of its employees. It's a hub using which employees across branches collaborate, share documents and view information. Following are some of the core sections of the intranet

1. Human Resources
2. Sales & Marketing
3. Finance and Accounts
4. Vacation Tracker
5. Interview Tracker
6. Knowledge Centre
7. Projects
8. Help Desk

SCREEN SHOT

IOTAP Intranet Home Page Screen Shot



The screenshot displays the IOTAP Intranet Home Page. At the top, there is a navigation bar with the IOTAP logo and the tagline 'INTELLIGENCE ON TAP'. The main header features a banner with the text 'KNOWLEDGE — CONNECT' and a globe icon. Below the banner, there is a search bar and a navigation menu with links to Home, Human Resources, Calendar, Practices, Projects, Sales and Marketing, Finance & Accounts, Employee Self Services, Admin, and Demo. The main content area is divided into several sections: a 'Documents' section with links to Shared Documents, Lists, Calendar, Tasks, Utilization, Discussions, Team Discussion, and Sites; a 'People and Groups' section with a Recycle Bin; a 'Key Performance Indicators' section showing Utilization and Expense Reduction; a 'SPitter Updates' section with entries for Uttam Mohanty, Kishore Kumar Mandagopal, and Srikanth Vasudevarao; and an 'Announcements' section with entries for Ebrahim and Kaneez wedding site and Novusys website live. The footer shows the system tray with the date and time.

TECHNOLOGY

IOTAP intranet is built using Sharepoint Server 2007(MOSS) platform supported by other allied Microsoft technologies.

Server

Operating System: Windows Server 2003

Platform: Sharepoint Server 2007, .Net 3.5

Database: SQL Server 2005

Development

Tools: Visual Studio 2008, Silverlight

Platform: .Net 3.5

Language: C#

Users

Operating System: Windows Server 2003, Windows XP, Windows Vista

Tools: Office 2007

INTRANET SECTIONS

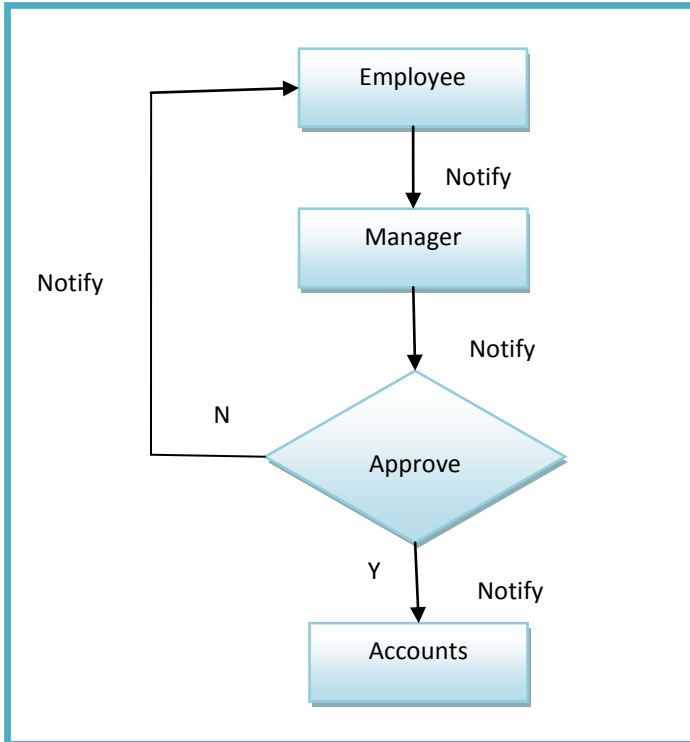
HUMAN RESOURCE

The human resource section of intranet will contain all employee details, documents related to the human resource policies and procedures. HR documents include employee handbook, travel policy, vacation policy, leave policy etc.

VACATION TRACKER

Vacation tracker is sub section of HR section, which allows employees to apply for leave and managers to keep track of vacations. Managers can also see a calendar view of employee vacations. Workflow is setup for the entire process as depicted below

Vacation Tracker Workflow



INTRVIEW TRACKER

Interview tracker is a subsection of HR section which facilitates the hiring process. Interview tracker supports the entire hiring process right from creating a hire request to extending offer to a candidate. Workflow is setup to ensure that appropriate person is notified at each step and action is taken immediately.

SALES AND MARKETING

The Sales and Marketing section contains literature related to marketing department such as pre sale presentations, brochures, case studies etc. It is integrated with our MS CRM system so that the exchange of data is also tracked.

FINANCE AND ACCOUNTS

Finance and Accounts section contains documents related to the accounts department such as client invoices, payments etc. All employee salary and tax documents can be downloaded from the section so that paperwork is eliminated.

KNOWLEDGE CENTRE

Knowledge centre is the place where all technical documents are uploaded. This section also contains blogs on various topics run by our in-house technical experts. Knowledge section is further divided based on different LOB practices in IOTAP and each practice has its own wiki and discussion forum.

PROJECTS

Projects section is the top level site for all project work carried out from IOTAP. It contains templates and checklists for the entire software project life cycle. Under the top level projects section workspaces are created for individual projects. The project workspaces contain information about particular project such as status reports, minutes of meeting etc.

HELP DESK

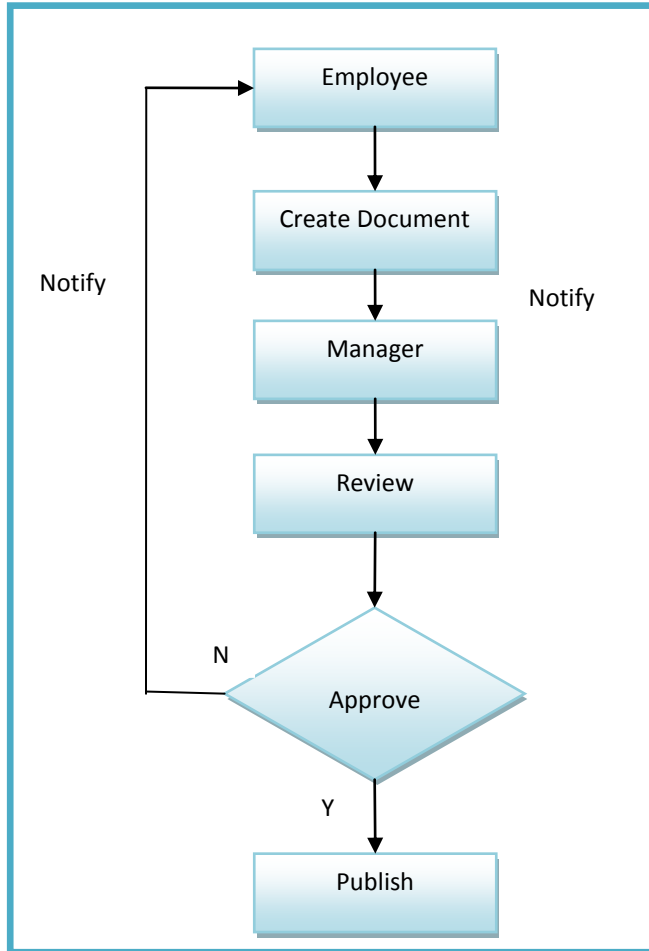
Employees can raise software installation/download tickets to the network team through the help desk section. Network team gets notified when a ticket is raised and they act upon it immediately.

ADVANTAGES OF IOTAP INTRANET

BUSINESS PROCESS IMPROVEMENT

IOTAP business process is streamlined with the use of Sharepoint workflows. No document is published on the intranet unless it is reviewed and approved by appropriate authority. Following diagram depicts a typical workflow

Typical Workflow



ACCESS FROM ANYWHERE

Intranet site is available on a public IP and IOTAP employees can access it from any machine that has an internet connection. All the user need is standard web browser to user the intranet and need not install any extra software or plug in.

SECURITY

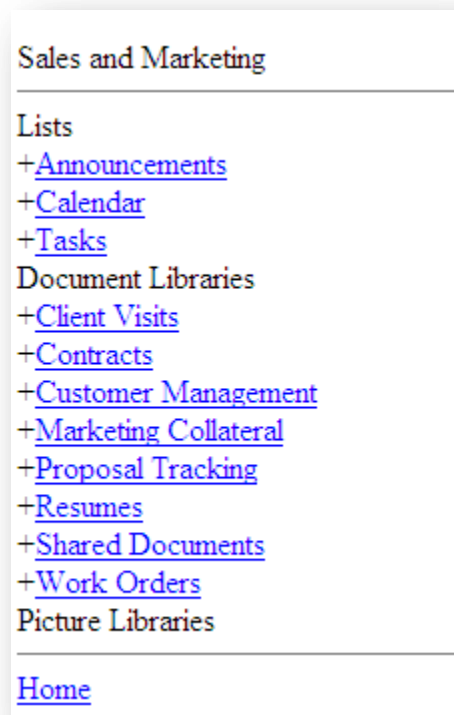
Users are added to Sharepoint groups and rights are assigned based on their roles. Permissions are setup at section, library and sometimes even at document level, so that information is available only on a need to know basis.

MS OFFICE AFFINITY

Thanks to SharePoint's tight integration with MS Office line of tools, users can work with documents in an environment familiar to them. Users can directly create, edit and view documents on the intranet without leaving MS office environment.

MOBILITY

IOTAP intranet is mobile enabled and the layout of intranet automatically switches to a view that is more suitable for mobile devices. This allows IOTAP employees to access documents even when they are on the go. Below image displays a mobile view of the sales section of intranet



OTHER NICE FEATURES

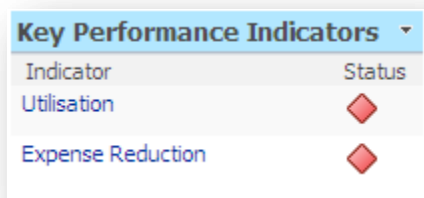
SPITTER

Spitter functions like Twitter but within the intranet boundaries. This allows effective collaboration between employees as we know up to the minute status of what each of them is doing. Below is a sample screen shot of Spitter updates



KPI

Key performance indicators allow management to keep track of organization goals. KPIs are displayed in a neat graphical representation as shown below



Indicator	Status
Utilisation	◆
Expense Reduction	◆