ENGAGE

Workplace Management & Communication tool

forte.consult LONDON

ENGAGE APP

The **ENGAGE** App is designed for all employees in an organisation, to effectively communicate their work status, location and health status to the firm. It provides the employee with multiple additional Work-from-Home features, that make working remotely much easier.

It encourages all employees in the organization to capture their information from anywhere, at anytime.

In addition, it provides management and HR with a central system from which they can effectively manage the workplace and employees safely and in a controlled way, whilst providing a full-scale and detailed reporting feature in the back-end.

ENGAGE is built on the **Microsoft PowerApps** platform, where low code platforms can accelerate business opportunities.

It can be accessed from multiple sources including:

- o Embedded in **Microsoft Teams**.
- o Web browser.
- o PowerApps desktop app.
- o PowerApps mobile app for iOS and Android.
- o USSD (Unstructured Supplementary Service Data) integration is also available.

HOME

The **Home page** welcomes the logged in user based on the user's **Microsoft 365** profile information. The two most important items on the Home Page are:

My Location   **Health Check-in**

My Location allows the employee to select where they will be working from, either for a date range or for a specific date (*configurable per option*).
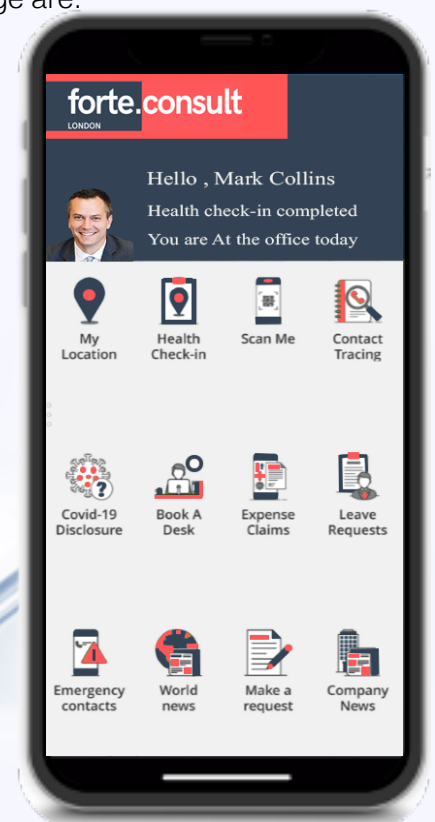
Health Check-in is where the employee will complete their daily check-in, including answering health related questions as per Government, or any other configured regulations.

ENGAGE is a communication platform not limited to the management of crises: **e.g.** Covid-19.

MY LOCATION

Employee is **working from the office** today, can be controlled via Permit Issues, number of employees allowed at the office and Health screening.

Working from home as per company policy or government guidance.

Working on-site or travelling with a valid permit issued by the company. (*Integration with Permit Management module is available*).

Employee is on **annual leave** for the day or for a certain period of days. (*Integration with the Leave Application module is planned*).

Sick leave as per the company policy. (*Integration with the Leave Application module is planned*).

Quarantined or Self-Quarantined based on contact or diagnosis with a virus. (*Optional integration with Health tracking app*).

Approved travel based on Company policy. (*Integrated with planned Travel Request and approval app*).

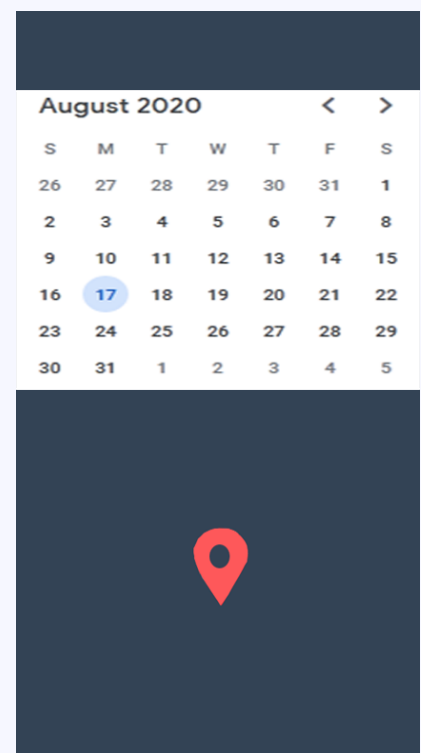**Out of Office** – this can be used to replace travel with a permit, if not required.

Additional **My Location** options can be configured.

My Location can either allow for a:

o date range to be selected or
o enforce daily selection

Integration to:

o Permit Management
o Leave Management (planned) as additional functionality is available.
o Location tracking
  e.g. Latitude and Longitude is also available if enabled on the user's mobile device or browser.

August 2020					<	>
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

HEALTH CHECK-IN

The **Health Check-in** functionality allows for the completion of a Health-related questionnaire that can be used to manage various risks in the company. The questionnaire can be customized based on company requirements or government requirements. The requirements as per Government guidance are available and any other requirements can be configured.

A company policy for the completion of the daily Health Check-in is advised. Employees working from the office during partial opening of workplace, can also complete the **Health Check-in** before or when arriving at the office to speed-up the scanning evaluation process on arrival (*see Scan Me*).

SCAN ME

Under **My Profile** on the App you will find the **Scan Me** option. Each employee's status is based on their "**Health Check-in**" for that day.

GO — Your "**Health Check-in**" is completed, you are feeling fine, have not been in contact or diagnosed with Covid-19 and a temperature check is completed – you can now access your workplace.

WAIT — Your "**Health Check-in**" is completed, you are feeling fine, have not been in contact or diagnosed with Covid-19 *but* your temperature check is not yet completed – you cannot access your workplace, just yet.
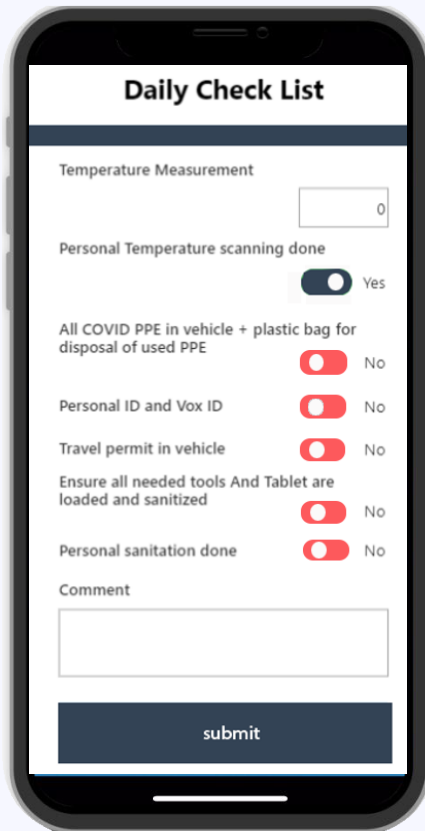
STOP — You **need to be screened further** as you have indicated that you are not feeling well or have been in contact with someone who may have Covid19. It is best that you work from home or seek medical advice.

Your **personal QR Code** allows for contactless identification and access.

Scan Me

Mark Collins
At the Office

Temp check required.

WAIT

17/08/2020 16:40
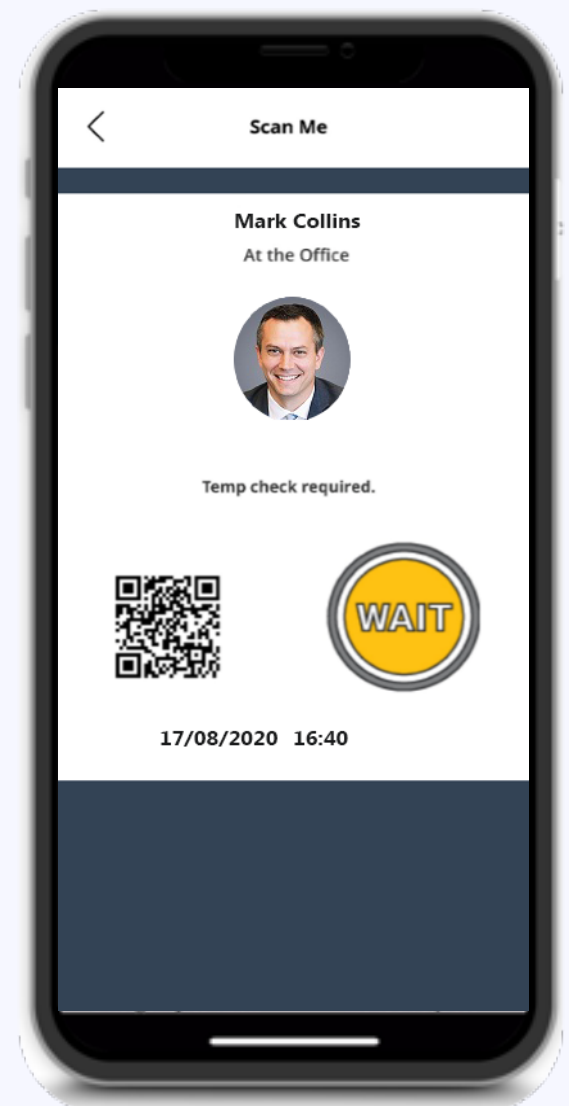
Daily Check List

Temperature Measurement

0

Personal Temperature scanning done

● Yes

All COVID PPE in vehicle + plastic bag for disposal of used PPE

● No

Personal ID and Vox ID

● No

Travel permit in vehicle

● No

Ensure all needed tools And Tablet are loaded and sanitized
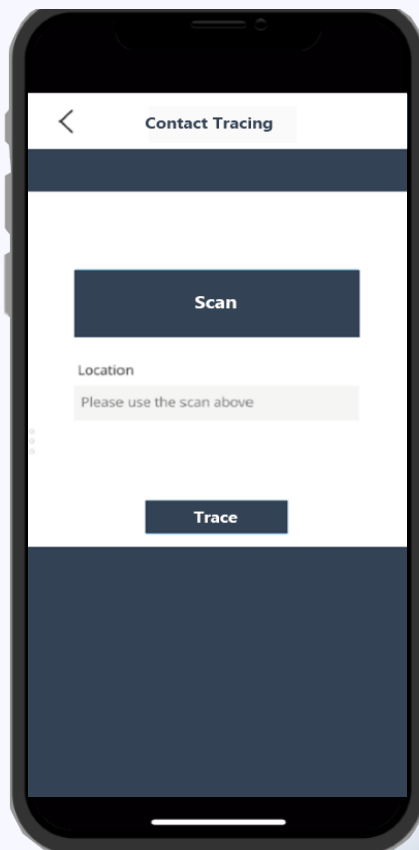
● No

Personal sanitation done

● No

Comment

submit

DAILY SAFETY CHECK

The **Daily Safety Check** is a checklist which pop-ups every day for all employee's, or only for a specified group of employees to complete.

This functionality is aimed at technicians or site workers travelling directly to site, in order to ensure that they are healthy and "safe" to attend a client's site or workplace. It also ensures that those workers have the correct protective equipment with them, to work safely at the client's site.

The list of questions can be customised based on your company's requirements or that of your client. Reports and notifications to line managers are generated.

Please note this option can be switched off if not required.

Contact Tracing

Scan

Location

Please use the scan above

Trace

CONTACT TRACING

The **Contact Tracing** functionality allows for employees' to either scan to a specific environment using a QR code assigned to a specific location within the workplace, such as reception, the board room, or a specific meeting room, or in larger manufacturing type environments, places such as the cafeteria, paint shop, bodywork shop etc. as well as, sharing their current location (*latitude and longitude*).

This enables the company to safely track and trace which employees, were in specific areas of the business or company at any particular date or time.

Please note this option can be switched off if not required.

COVID-19 DECLARATION

This section is used by employees to manage their own **Covid-19 status and exposure**. Once an employee has confirmed exposure to Covid-19, this functionality will be enabled for this employee only.

HR will have to deactivate the "**Case**" for this functionality to be disabled.

*This option requires and additional Microsoft Power Apps license per admin user."

MY PROFILE

The **My Profile** option allows for:

o **Scan me** – as previously explained.
o Maintain Personal Info of employee. This option allows for the maintenance of default office information.
o **My Requests** allows for tracking of requests submitted by specific employees.
o Terms and Conditions. This can be maintained by the system administrator in the **Config app.**
o Application Information displays information about the app

COMPANY NEWS

Company News can be added to the App, from the Admin app and once posted, will be communicated to all employees via:

- o Email
- o Teams adaptive cards
- o App push notifications
- o Text messages (*additional costs apply*).

Company News is always available for later consumption by employees.

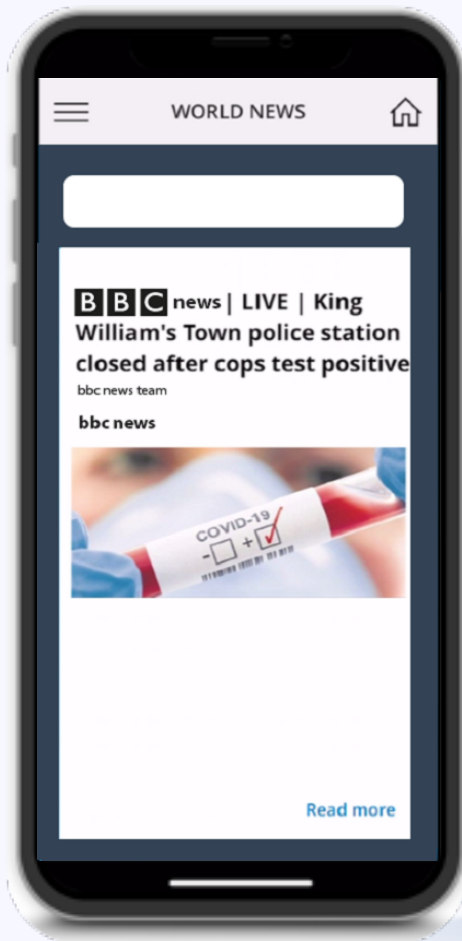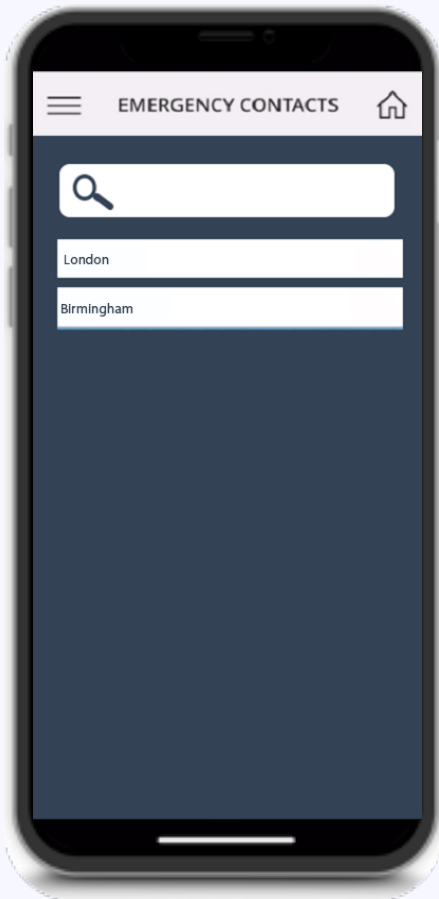* Please note this option can be switched off if not required.
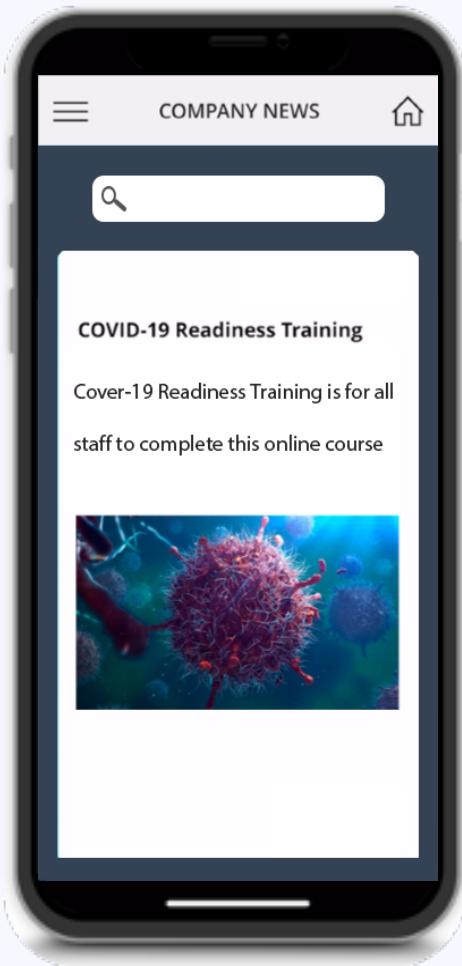
WORLD NEWS

An RSS feed can be configured for live news feeds from trusted **world news** sources

e.g. BBC News

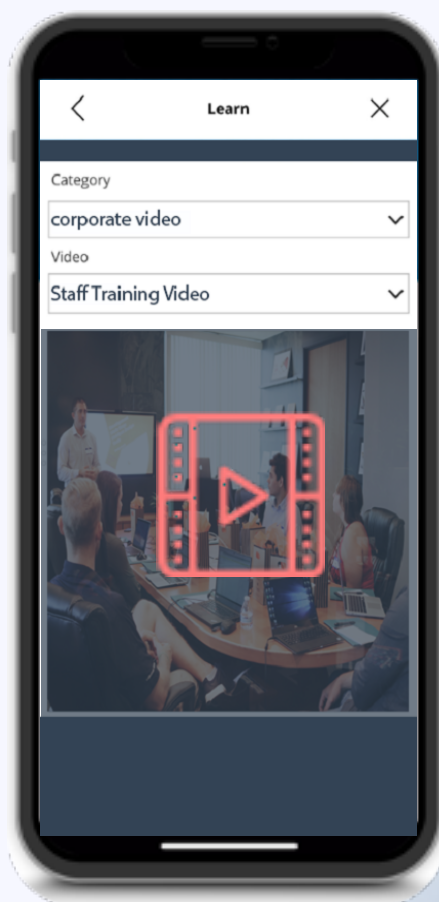* Please note this option can be switched off if not required.

EMERGENCY CONTACTS

Emergency Contacts can be maintained from the Admin app per Country / Region / City etc. as per your company's specific requirements.

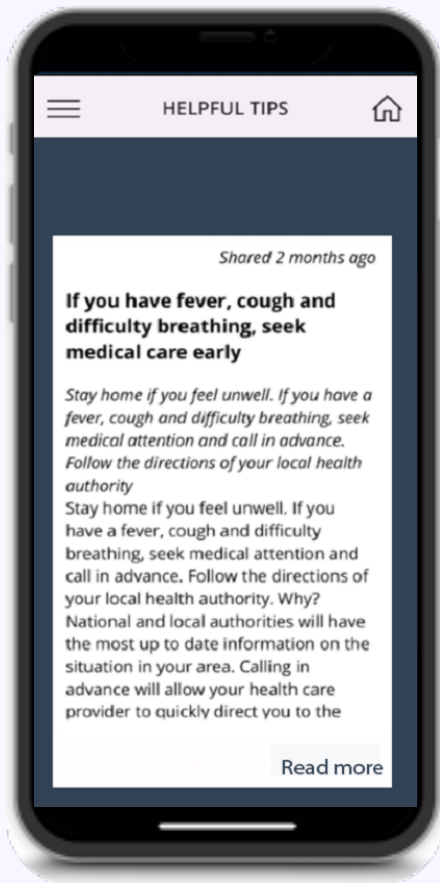* Please note this option can be switched off if not required.

LEARN

Learn allows for the sharing of videos uploaded in your company's Microsoft 365 tenant's Microsoft Stream.

Videos can be uploaded one-by-one, or they can be grouped and multiple videos per group can be loaded.

Any videos can be uploaded for the employees to view at anytime **e.g**.

- o Training videos
- o Product videos
- o Safety videos
- o Onboarding videos for new employees
- o Messages/videos from the CEO or Management

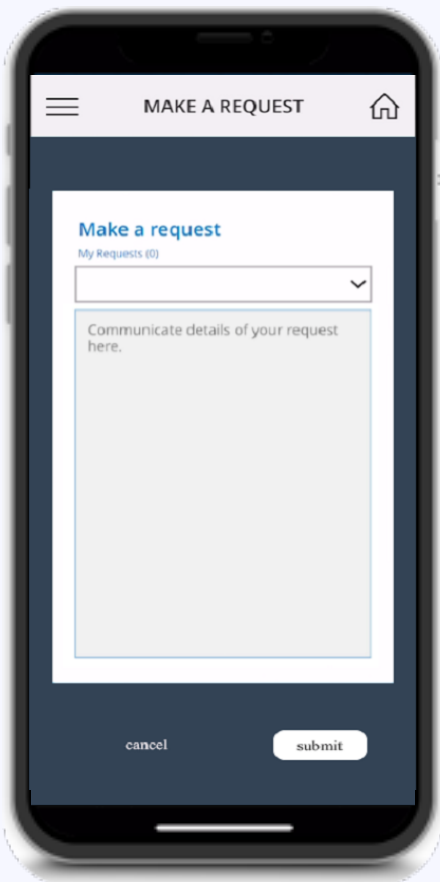* Please note this option can be switched off if not required.

HELPFUL TIPS

Helpful Tips can be loaded, updated, and pushed to users of the app.

These could be **e.g.**

o Covid-19 related tips

o Mental health tips

o Industry related tips

o Company tips

Tips are all searchable.

* Please note this option can be switched off if not required.

Shared 2 months ago

If you have fever, cough and difficulty breathing, seek medical care early

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority. Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the
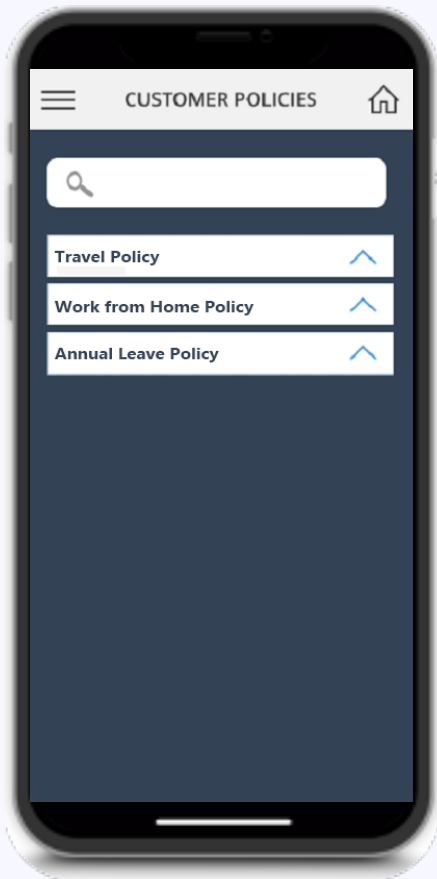
Read more

REQUESTS

Request categories can be maintained in the Admin app with a default email address for the request category.

Once a request is submitted, the request is mailed to the email address linked to that request category.

Requests can be tracked by the users; responses can be loaded using the "**Respond to Request**" functionality and the status of requests can be tracked.

Custom integrations to other systems can be quoted for and developed, if required.

* Please note this option can be switched off if not required.

MAKE A REQUEST

Make a request

My Requests (0)

Communicate details of your request here.

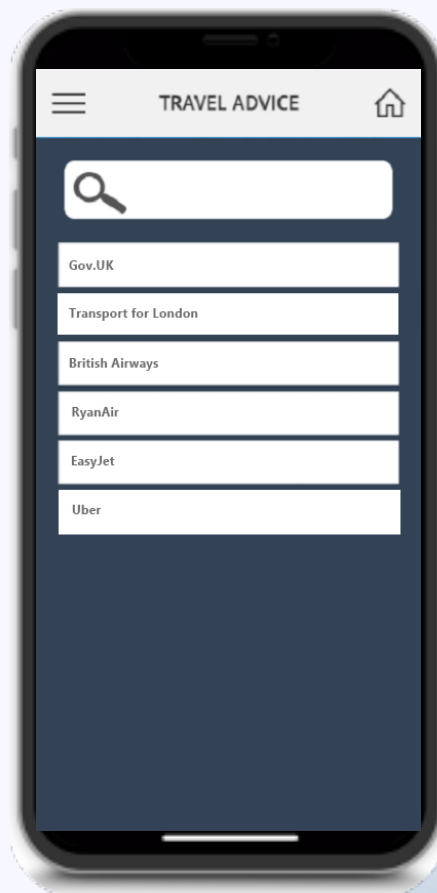cancel   submit

CUSTOMER POLICIES

Publish your **Company policies** so that they are freely available for employees to see, at any time, such as:

- o Travel policy
- o Annual leave policy
- o Expense claim policy
- o Work-from-home policy

Policies can be searched for, for ease of reference.

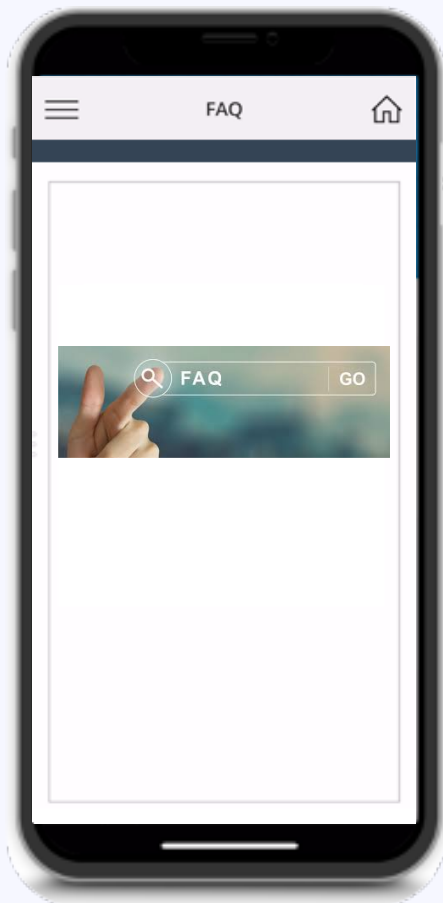* Please note this option can be switched off if not required.

TRAVEL ADVICE

Travel advice issued by Government, Travel Agencies, Airlines and/or other resources in the travel or transportation industry, can be published in this section. This ensures that employees remain updated with the latest information.

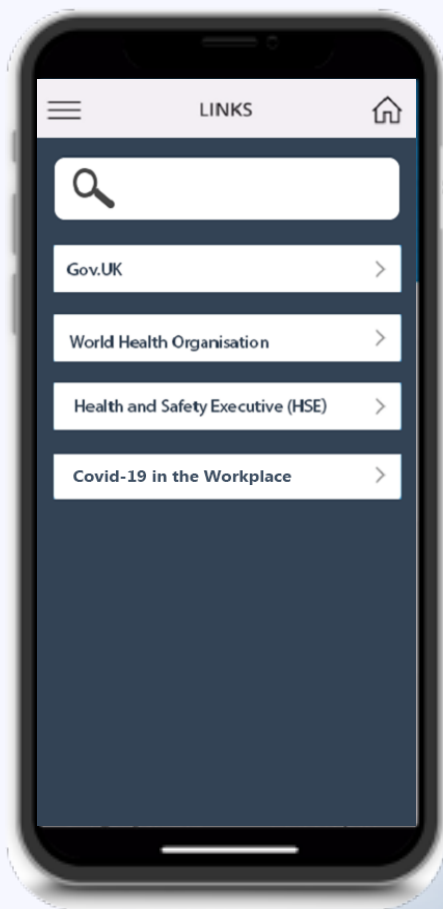* Please note this option can be switched off if not required.

FREQUENTLY ASK QUESTIONS

FAQ's can be published from the Admin app and are searchable by employees.

* Please note this option can be switched off if not required.

LINKS

URL links to useful websites can be configured from the Admin app and users can search for links, **e.g**.

- o Gov.UK
- o World Health Organisation
- o Health and Safety Executive
- o Transport for London

* Please note this option can be switched off if not required.

ENGAGE ADDITIONAL FEATURES

The **Office Monitor app** is aimed at managing access to offices and work locations.

The **Hot Desks app** allows staff to book a desk via the **ENGAGE** App for when they employees wish to work in the office.

Microsoft Power Automate is deeply integrated in the toolset for reminders notifications via emails, Microsoft Teams Notifications etc.

The **Employee Management app** is an app specifically included for HR Departments of companies to load additional metadata required against employees that are not maintained in **Microsoft 365** or Azure Active Directory.

In the **Permits app**, company management can view and manage work permits that have been issued to staff members that provide services to customers or clients.

The **Communicate app** connects to USSD and Text message Gateways allowing for two-way communication

TECHNICAL INFORMATION

The **Microsoft Cloud** is used as the base for the suite of applications. **The Microsoft Power Platform** is integral to the solution using Power Apps and Power Automate.

Microsoft Power Automate is deeply integrated in the toolset for reminder notifications via emails, text or Microsoft Teams Notifications etc.

Optimal use of the **Microsoft 365** Platform including Teams, Outlook Online and other tools are central to the solution.

Data is stored in secured SharePoint Online lists in your own tenant.

Advanced tools using the CDS (Common Data Service) are on the Road Map.

WHY CHOOSE US

TRANSFORMATIONAL EXPERTS WITH 25 YEARS OF EXPERIENCE

Our strategic partners have been transforming the organisational landscape and enriching customers' lives digitally for over 25 years, with more than 150 customers across the globe benefiting from their services. Together, we have selected the very best transformational tools and technologies that, together with their experience digitally and our business understanding, unleashes the power of your existing and new technologies and processes.

PROUDLY BRITISH

Founded in United Kingdom, we understand the unique challenges of running a successful business in the U.K, and have developed software and services specifically tailored to our local market.

SUPPORT

Our team of experts are here to provide you and your team with the training needed to enjoy the full benefits of your new solution. Our support team will also be available 24/7/365 to ensure that you're always up and running.*

*Dependent on your requirements outlined in your SLA agreement.

About Forte Consult

Forte Consult is an international management consulting and business advisory firm, which specialises in consulting for start-ups, small and medium sized businesses, non-profits and Governments. We are experts in ensuring that our clients businesses succeed

For more information visit
www.forteconsult.co.uk
email info@forteconsult.co.uk
or call +44 20 89 33 7187
London
United Kingdom

forte.consult
LONDON

forte.consult

LONDON

London

+44 20 8933 7187

info@forteconsult.co.uk

www.forteconsult.co.uk

forte consult ltd

@forteconsult

forte consult

@forteconsult_