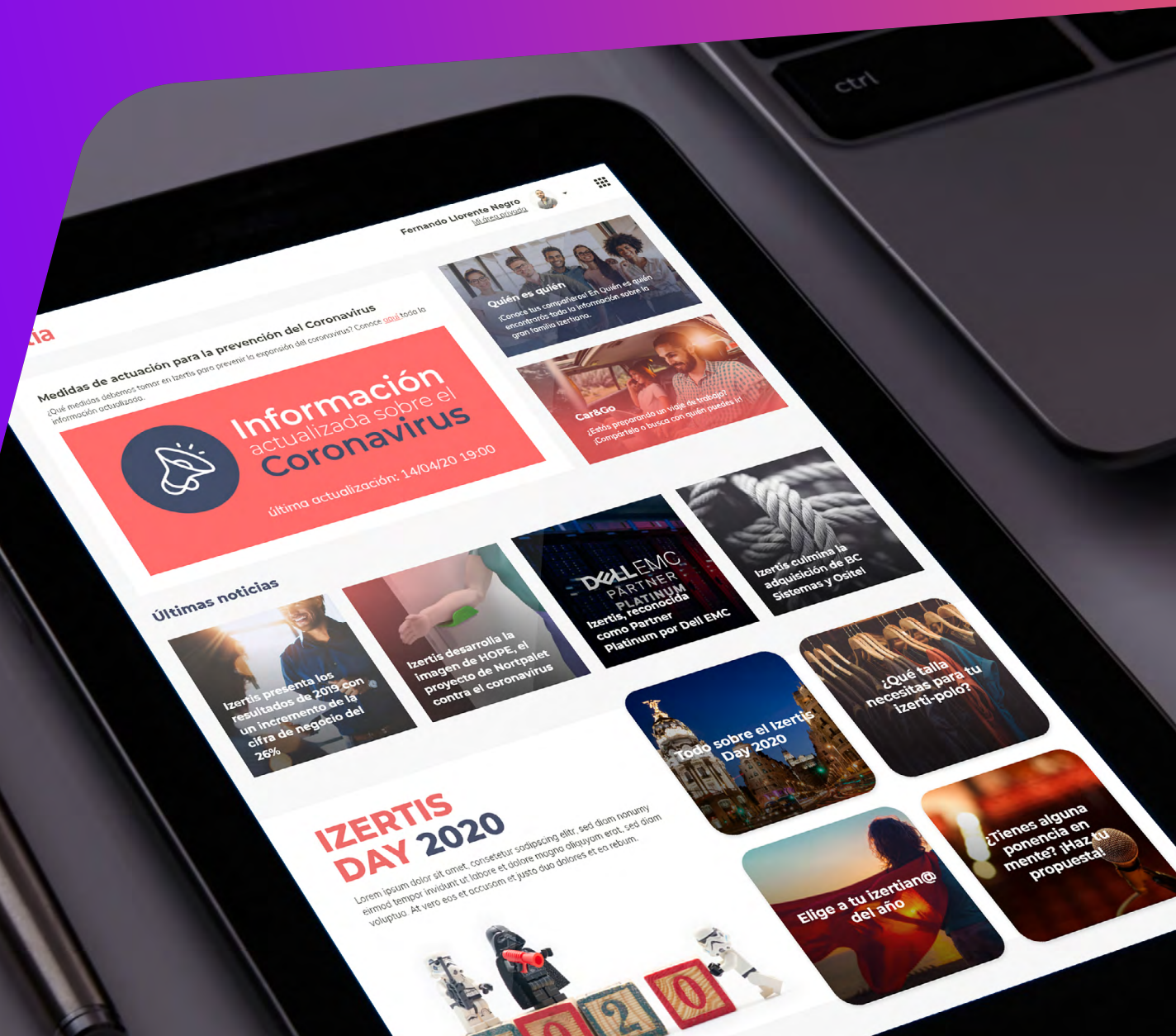izertia

# DIGITAL WORKSPACE

## WE HELP YOU WITH THE CULTURAL TRANSFORMATION OF YOUR COMPANY

# Manage the de-escalation of the COVID-19

1. Enable your employees to **select the location of their workspace** from their mobile.

2. Check the **availability of each position in real time** and the available capacity of the office at any time.

3. **Free and lock jobs** from the control panel to respond to day-to-day incidents.

4. **Generate reports** on the use and occupation of each office to optimize your spaces.

## Health questionnaire

Generate **internal questionnaires** to check the health status of all workers at all times.

## Efficient cleaning management

Generate **reports for cleaning staff** to increase cleaning in the positions used every day.

## Information repository

**Unify the information related to COVID-19** in a centralized repository with documents, tutorials, infographics, videos, etc.

# Connect with your employees

## Improve your communication with your employees

Create a communication channel with your employees and connect with them through a personalized, agile and social proposal.

## Create a mobile experience

Allow access to employees through any device, anywhere in the world, via the web or via the app.

## Facilitate the exchange of knowledge

Break the silos with wikis, chats and social networks where you can share internal knowledge and facilitate the exchange of ideas.

## Increase employee satisfaction

Using social gadgets: discount section, car sharing platform, health applications, travel guides, buying and selling apps, etc.

## Develop your people & culture philosophy

Unify in one place the talent management, know the opinions of your employees through surveys, enable an academic secretary, communicate through internal social networks, etc.

## Speed up administrative procedures

Manage on-line the procedures of the employees: time registration, holidays, expenses, payroll, etc. Greater agility and lower administrative costs with standardized processes.

# Administrative steps

## Procedures

- **Time registration.** Enables time registration to comply with current legislation.
- **Payroll.** Access to the employee's payroll history.
- **Certificates.** Access to personal income tax deduction certificates.
- **Advances.** Space for requesting advances.
- **Vacations and leaves.** Application with approval flow by the responsible for each employee.
- **Expenses and per diems.** Management of expenses and per diems with approval flow.

## Company

- **News,** events, key projects, success stories, company culture, partners and customers, quality policies,...
- Corporate **documentation.**
- **Procedures.**
- **Social and environmental commitment** of both the company and the employees.

## Talent

- **Management of selection processes,** including API for connection to third-party applications.
- **Management of employees' CVs.**
- Management of internal **vacancies and internal promotion.**
- Platform for **internal virtual training.**
- Management of **employee registrations and terminations** with integration with the company's areas.

## Travel

- **Reservations.** Management of reservations associated with business trips (tickets, hotel, rental cars).
- **Visa.** Information on visa management, minimum requirements, processing times and visa issuance.
- **Expenses.** Application for advance payments and travel card.
- **Travel assistance** and contingencies.

# Social Communication

## Socializer

- **Who's who.** Employee search engine, with access to the information file and the employee's status.
- **Social network.** Where employees can publish any post, accompanied by a photo or video. In addition, the company has public profiles (channels) so that its contents can be seen by all employees.
- **Forums.** Thematic.
- **Chat.** Between employees.
- **Wiki.** For knowledge management internal, procedures, howtos, etc.
- **Surveys.** To collect opinions from employees.

## Social gadgets

- **Car&Go.** Allows car sharing between employees.
- **Health4U.** Platform to promote and encourage healthy habits and achieve a higher quality of life for employees. It includes a blog, a health channel where different videos are posted, individual challenges for employees. It can be connected to IoT devices such as Fitbit and Garmin Connect.
- **Benefizer.** Section with direct discounts for employees in different stores and services.
- **Travelizer.** Travel guides to different cities, as well as tips, ideas, places to eat, stay, and visit. Use the geolocation offered by mobile devices so that users can view travel guides for the nearest cities based on their geographical proximity through the application. In addition, the application detects when a user visits a new city and a notification is sent to access the travel guide for that city.
- **Buy4U.** Second-hand products among the employees.

# DIGITAL WORKSPACE

## MODULAR

**Activate the functionalities that your organization needs at every moment**

## INTEGRABLE

**With the rest of the applications of the company**

## ROBUST

**Developed on**

Liferay

**Selected by Gartner as a Leader in Digital Experience Platforms**

## SAFE

**Keep your company information safe**

**DEVELOPMENT UNDER PRACTICES**
OWASP Top 10
CWE / SANS Top 25

**PROTECTION AGAINST:**
HQL and SQL injection
Cross Site Scripting (XSS)
CSRF attacks
Clickjacking

## FLEXIBLE

**To adapt to changes in every organization**

# Want to know more?

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