



Features Overview

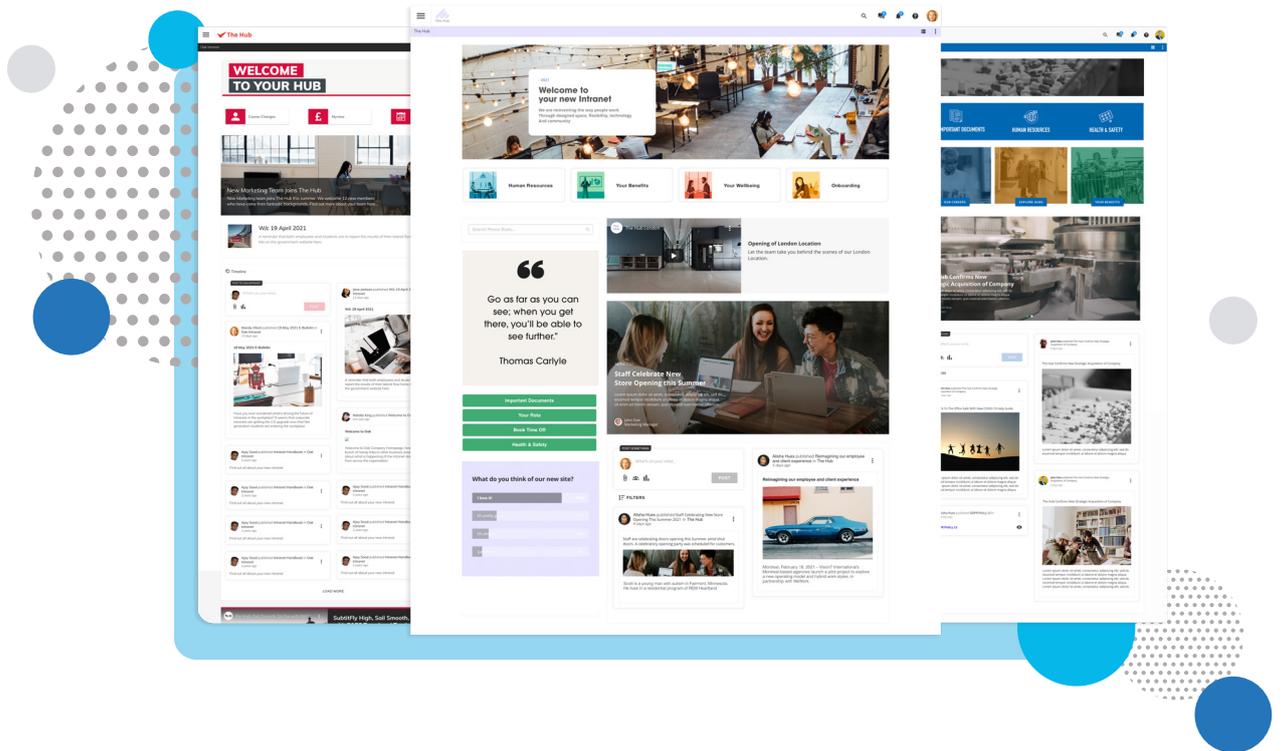


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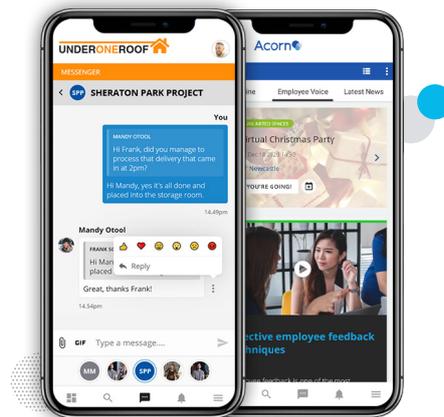
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Introduction

Oak, at its heart is an Intranet. It does everything you expect and require from a well designed intranet; file hosting, search and somewhere to showcase news. But Oak is so much more than this. Every aspect of the platform has been designed around improving and enhancing employee engagement. Oak is intuitive, helpful, encourages collaboration, employee wellbeing and productivity. Below we'll take a look at some of the key features of Oak, how they solve solutions that many businesses experience on a daily basis and why Oak is the perfect partner for you.

We've made Oak accessible to all your employees, no matter their job role, shift pattern or where they're based. We work with companies globally that have many deskless workers working around the clock, and we specialise in ensuring these employees continue to be engaged and up to date through the Oak mobile app. Easy to use and available on iOS and android from the app store, our app means that no matter where your employees are based, if they have a company email or not, or are out of the office, they stay connected to the business.



Oak is fully customizable to your brand, and we do mean fully customizable. Every aspect of the platform from colours to fonts, styles, logos and more can be tailored to you and your business. We want to ensure that employees connect to you through Oak. We know the benefit of having a branded platform that employees will relate to and recognize instantly.

Oak, either through mobile or desktop, acts as a great homepage experience for your employees to start using the platform. We know that one size does not fit all. That's why we take the customization aspect of Oak one step further, ensuring that the content shown on your intranet is relevant to your business, industry or specific needs through additional Oak's Applets. These Applets are useful tools and features that you can add in as needed to help offer the best experience possible and all help to do different things. Some of the more commonly used applets are detailed below and show how they can have a positive impact on employees.



Engagement & Wellbeing

Employee engagement is one of the core fundamentals of Oak. Engagement and wellbeing are always at the forefront of what we do and all the features within Oak reflect this. Here's just some of what Oak can do -

Intuitive Design

Your employees already know how to use Oak. With an instantly recognisable feel, layout and social media familiarity, Oak encourages people to dive straight in. By making it so accessible and intuitive, the platform itself promotes employee engagement as it's something that people will want to use on a daily basis.

Trending news / news / social feeds

Oak ensures all staff are up to date with the latest news direct from the homepage. With our trending content feature, Oak also delivers relevant content based on what other people in your organisation are viewing or searching, meaning your employees are more likely to be up to date with the news you need to showcase.

Hubs

The hubs applet allows employees to connect to each other through shared interests encouraging collaboration on work projects. Hubs help to encourage productivity, feedback and efficiency. Beyond work, hubs can be used to bring employees together over various hobbies or interests. This all works towards encouraging users to interact with Oak as a blend between social and workspace and helps to build a great community within your workplace.

Push notifications / mandatory read

The use of push notifications and, if required, mandatory read functionality has a lot of uses for ensuring that all employees gain regular communication updates. With this feature, you can ensure all employees are informed at the same time about the latest announcement, or schedule it if you know you're going to be away. The benefits to your employees means they all receive notifications first hand rather than them being lost in email, or heard about at a later date from a colleague.

Employee recognition software

Employee recognition contributes massively to overall staff engagement and wellbeing, which in turn has a positive impact on business performance and staff turnover. Oak's employee recognition applet allows you to not only thank their employees but allows for interaction between other colleagues to comment and like on the post. This encourages a rich culture of engagement, a positive working environment and morale boosts from employees based around recognition of their hard work. The functionality of the applet is also inclusive of work anniversaries and birthdays with a built-in timeline feature.

Instant messenger

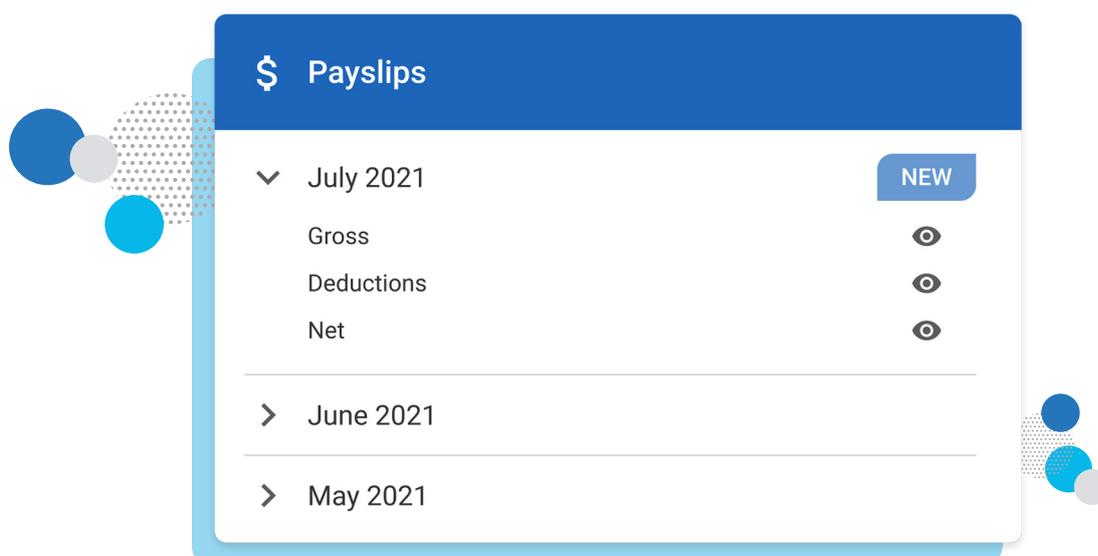
Oak's instant messenger ensures that all employees are kept in the loop with communications and team chats. Much like other communication platforms such as Facebook's messenger or Whatsapp, Oak's messenger enables you to set up group chats or have individual chats with team members but all within a safe work environment. You can share to messenger directly enabling you to quickly send documents directly to colleagues at the click of a button.

Payslips / Rotas

Oak can integrate with various programmes to ensure processes are streamlined, however, integrating pay software and adding rota functionality can have great benefits for employees, especially when adapting to using the new platform. As well as being incredibly useful, it encourages uptake of using the platform as everyone wants to know when they're working and what they're being paid.

Multimedia support

Oak's content isn't just limited to text and image, you're able to embed and share video content, PDF's and all documents that you need.





Organisation & Productivity

While employee engagement and wellbeing are fundamental for Oak, ensuring that the platform works as a cutting edge business tool is just as important. Oak has features that make day to day working easier for everyone in your organisation.

Search

Oak's intelligent built in search means you can find the right information easily, exactly when you need it. You no longer need to search through endless drives to find what you need, saving you and your organisation time so you can be more productive.

Document Storage

Oak can still operate and offer everything you would expect from a traditional intranet - document storage is no exception. With Oak being a cloud based solution it has vast storage capabilities so no matter what you need to give your employees access too, it can all be put in the same place, attached to news stories, sent via messenger or simply searched for.

Quick Polls

Oak's innovative and versatile tool allows you to simply gain insight into your employees engagement and gather data in real time. Our survey tool will allow you to measure opinion, gauge sentiment and gather data all in one place.

Calendar / Who's Off & People Directory

The combination of these applets can streamline communications within your business. The 'who's off' functionality within the calendar means you can plan around people's time off or just quickly check to see who's in. The people directory is a great way to find a contact who works in Finance, Legal or any other department so you can quickly get in touch with the right person. This can be especially useful for new hires who might need to speak to someone in Payroll to get set up once they start.

Integrations

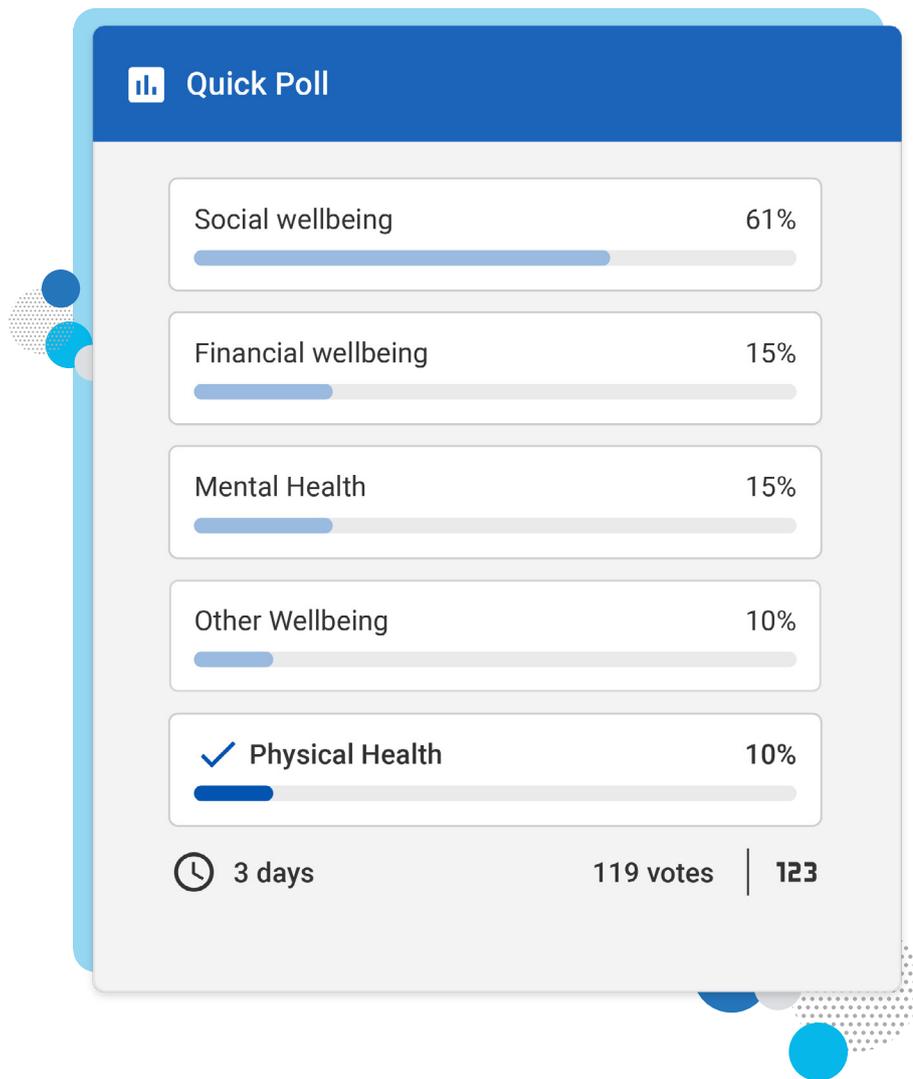
Oak is fully capable of integrating with all your business platforms that you use now, making it the gateway to your digital workplace. This can vastly improve on efficiency and productivity as your employees know everything can be accessed from a single platform, wherever they are.

Q&A

Free up HR, IT and other departments with Q&A. If a question has been asked and answered before, your employees will be able to find this efficiently so other departments aren't spending more time than necessary answering the same questions. These can be added to and are only ever one click away, it's a great living resource for your employees.

Extranet

Oak makes using external 3rd parties easier with its extranet functionality. You can set up hubs, or give limited access to external parties so they can get all the information they need, without having full access to your entire intranet. This way they can be more productive and are not reliant on needing to be sent so much information or individual documents.





How this works for you

The features of Oak don't stop there. We know the importance of being able to report and monitor usage and engagement whilst also getting results quickly to make better decisions. Oak has full reporting capabilities designed for you to get the most out of the platform.

Data / Reporting

Full reporting is available and can be quickly accessed by you, whenever it's needed to get the specific metrics you require. Monitor the health of your workplace community, see who's connected and engaged whilst collecting actionable, real data.

Oak Academy

The Oak Academy is there to support you along the way from implementing the Oak platform. With bite size easy to follow steps and videos you can learn at your own pace on everything from the fundamentals of Oak right through to the specifics on whatever you want to know.

Knowledge Base

Included within Oak is the Knowledge Base. This is the first port of call for any questions you might have on how something works, how to create an article, or for any frequently asked questions. Available 24/7 Knowledge Base is a handy feature available to everyone in your organisation.

Customer Success

We're very proud of our people here at Oak and know they make us better from our competitors. As well as the Academy and Knowledge Base, our experts are on hand to help guide you through anything you need and ensure you're getting the best out of Oak.

Features Overview Table

<p>Mobile App Allows employees to access Oak wherever they are, regardless of desktop access</p>	<p>Latest News & Mandatory read Discover the latest news & events within your company and make sure that your employees see important updates and information</p>
<p>Branding Create an immersive and cohesive experience within your intranet</p>	<p>Instant Messenger Send messages to a person or group to facilitate better collaboration and more efficient communication</p>
<p>Extranet Collaborate with external parties via our extranet</p>	<p>Social Timeline Help employees socialise & stay connected via our social timeline</p>
<p>Push Notifications Make sure that employees see your latest updates and news</p>	<p>Media Gallery Upload a variety of media formats to your intranet</p>
<p>Rotas / Payslips Provide access to the latest shift information within our dedicated rotas applet and access payslips from one place</p>	<p>Advanced Search Find what you need when you need it - instantly</p>
<p>Push Notifications Let your employees know you care by celebrating important occasions and recognising anniversaries</p>	<p>Hubs Create dedicated pages for teams, groups or locations</p>

Features Overview Table cont.

Document Management

Store your content in one central location

Systems Integrations

Integrate with a range of 3rd party apps

Helpdesk

Assign and manage tickets through relevant departments

Q&A

A dedicated space for employee questions

Publishing Privileges

Assign permissions and privileges within your company

Analytics & SSO

Review your intranet's performance and engagement rates

Languages

Oak supports various language packages ensuring easy communication to all staff

Calendar

Track appointments and meetings within Oak

Knowledge Base

An area full of tips, tricks and walkthroughs on how best to use Oak



Case Studies



90% engagement rates with Oak Engage

Industry: Retail | **No. of users:** 41,000 | **Areas:** UK & Ireland



With more than 850 stores in the UK and Ireland; Aldi UK decided to partner with Oak in 2017 to launch their intranet app, MyAldi.

The challenge

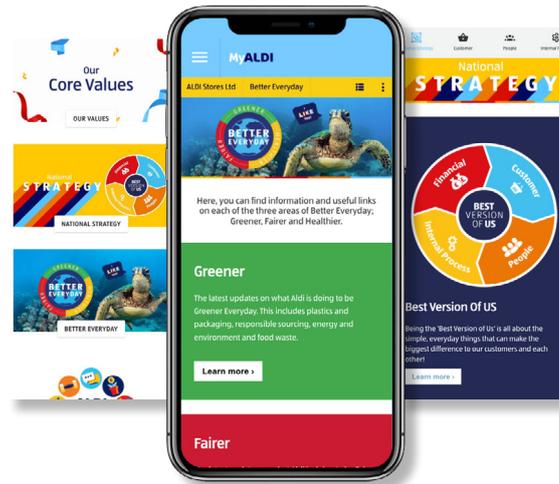
Aldi UK were looking to revolutionise the way they communicated with their large workforce. From the very beginning, innovation was at the heart of the project with the objective to deliver an intranet that allowed all of their employees to contribute to the company conversation. Aldi were looking for a unique way to communicate with their 40,000 workforce; many of which were warehouse and store based with little or no access to a desktop or company emails.

Connecting colleagues to improve alignment, celebrate achievements or even share news within the company was difficult. Before Oak there was no opportunity for two-way communication between colleagues and head office. Aldi UK was in desperate need of a tool that was accessible to colleagues without company email addresses and easy to use on the go.

- Mobile-first approach using their own company branded app
- Access to rotas, payslips and holiday allowance as well as single sign of for fast access to important information and colleague benefits
- In-app notifications to enable personalised communication with their 40,000 strong workforce across the UK and Ireland

MyAldi

After comparing multiple intranet solutions, Aldi chose to partner with Oak. Together we developed their My Aldi solution, which utilises Oak technology to overcome their specific colleague engagement challenges.



What's next?

The Aldi team continues to look at new ways to improve internal engagement with My Aldi. Knowing that the employee engagement trend line has consistently gone up since implementing Oak, Aldi UK are now adding new features to MyAldi. Aldi UK's Internal Comms team are currently piloting our Employee Recognition applet to drive inter-colleague feedback amongst their user base. In the first four days of just one trial region's pilot phase, the team saw a fantastic response of over 3,000 'praises' sent between colleagues!

Aldi's results:



95% MyAldi
Sign Up
Rate



90% Monthly
Engagement
Rate



Customer service
'Wow Comments'
visible



OEC see Increased Employee Engagement with Oak Engage



Industry: Manufacturing | **No. of users:** 1,100 | **Areas:** North America

Established in 2000, OEC provides high-quality technology solutions to automakers and their franchised dealers all over the world.

The challenge

With so many employees globally, OEC faced the challenge of connecting and communicating with everyone quickly and efficiently. They also experienced issues with employees not having access to the same documents at the same time, which was important to them in order to give everyone the same experience and the chance to engage with those not in their office.

How Oak helped

Content Sharing & Management

Oak's document manager allowed OEC to upload documents and other content to one centralised area, using a simple drag and drop tool. This means all their employees, no matter where they're based, can access the same document, which in turn means everyone gets the exact same information.

Reaching employees globally

By utilising push notifications within Oak, OEC can instantly send company-wide updates to everyone. OEC can even make messages mandatory to read, ensuring all critical updates and policy changes reach everyone.

How Oak helped

Shared Experience

Employees are not only connected to one another, but also to the head office where they receive news, updates, and other important information — an important improvement as now everyone can enjoy the same experience and engage with everyone, including remote workers.

OEC's results

OEC saw increased engagement in their global offices, with employees having access to documents in one centralised area. All employees are also directly connected to the corporate office and seeing real time updates.



Centralised
Documents



Real Time
Updates



Increased
Engagement



Connecting MFA's Deskless Workforce with Oak Engage



Industry: Agriculture | **No. of users:** 1800 | **Areas:** North America

Established in 1914 MFA Incorporated is a cooperative built by farmers for farmers with over 45,000 members manufacturing and selling a range of products.

The challenge

With an extensive workforce working over a large decentralised area, MFA needed to find a way to efficiently communicate with and update their workforce. Many of their employees have no access to desktop workstations, and instead required a more modern, mobile solution to stay in contact with the rest of the company. An easy to use system that was simple to update, was required. One which was intuitive and responsive.

How Oak helped

24/7 Access to information

Collaboration between MFA and OAK has provided a unique branded mobile app experience, tooled to their specifications. Controlled via MFA's own MDM system, they have full control over the look and feel of the app and are able to push out notifications, news and make sure their users have access to all their work systems. Wherever they are, MFA workers can utilise to all their core tools direct through their fingertips.

How Oak helped cont.

Intelligent Onboarding

Through the use of audience based controls, their site also provides an all in one location for onboarding their new starters, having relocated all their training materials and videos to Oak for ease of access. Once a worker has been with the company for a fortnight, Oak seamlessly allows them access to the full site, completing their integration into MFA.

Document Management

As a centralised, online environment accessible anywhere, control over and access to documents within MFA has never been easier.

MFA's results

MFA have achieved great engagement through a mix of passive and active content. During the covid pandemic, MyMFA, provided a digital place to conduct normal face to face activity, including virtual farmers markets. This has proved a great success and will continue beyond the pandemic.



Improve Internal
Comms



Easy information
access



Increased
engagement

Customer Quotes



The Oak team are both incredibly helpful and knowledgeable. Oak worked with our Internal Comms team to ensure that My Aldi is the most engaging, connective platform possible; and they're always ready to offer ideas for new developments and technical support. ”



Oak provided us with key contacts throughout the process. They kept us updated and provided support whenever needed. On the technical side of things, they were superb with keeping everyone included on the progress made with our HR & Payroll integration; either through weekly calls or emails. ”



One of best things about Oak is how intuitive it is. Within a few hours the team was up to speed with how to manage and deliver key comms. We're now in our 4th year with Oak, and the platform is fantastic. ”



Next steps

Find out more about our features and more with a demo that's tailored to your needs. Speak to one of our engagement experts today.

