

A single app for employee self-service and internal communications:  
the ultimate digital workplace

# Impact x Insight = Engagement

Want to take your workforce scheduling and internal communications to the next level? Putting your employees in charge will translate into gains across the board. An employee self-service app gives employees insight, autonomy, and ownership over their work schedule. With the app, employees can view and edit their schedules, swap shifts, and request leave.

Moreover, integrating organizational news in the same app is a great way to foster employee engagement. By adding chat functionality, employees can even use the app to communicate easily and securely. Top it all off with personalized news, with everything tailored to your organization's corporate identity.

These features and functionalities are all at your fingertips with ORTEC's new Employee Self Service (ESS) app on the Relevance platform.





## Shift scheduling with the app

With the ORTEC ESS app, employees get direct access to their schedules on their smartphones, tablets, laptops, and desktops.

A quick glance at some of the features:

- View your own schedule and those of your teammates
- Submit your availability and sign up for open shifts
- Submit preferences and requests
- Submit and manage leave requests
- Submit shift swap requests
- Record actual hours worked
- View various balances, such as leave and overtime
- Receive notifications of schedule changes
- Self-scheduling

For the scheduler, the ESS app reduces administrative tasks to simply reviewing and then approving or rejecting actions in their workflow.

## Impact

With the ESS app, ORTEC combines the strengths of its workforce scheduling solution suite, ORTEC Workforce Scheduling, and its internal communications platform, ORTEC Relevance.

By integrating these ORTEC features, employees get more control with just a single app. It's a real one-stop shop that does it all, from showing their schedules to chat functionality to the latest news. By giving employees more control over their

• schedules, you make them jointly responsible for the overall plan.



## Insight

The world has gone digital, regardless of whether you work in an office, in the field, or on a factory or hospital floor. An optimal Digital Employee Experience (DEX) plays a key role in attracting and retaining employees. Increase employee engagement by fully customizing the ORTEC ESS app and offering both general and personalized news. Put insight and overview at everyone's fingertips: 24/7 access to schedules and the latest news, keeping everyone up to date at all times.



## Internal communications with the app

Make your internal communications more relevant and accessible. The app is built on the ORTEC Relevance platform, which is easy to use and fully attuned to people's modern mobile lifestyles.

News is at the heart of the Relevance platform. Send local and global messages with the push of a button or share targeted, relevant content tailored to the needs and wishes of your employees. By personalizing the news, employees have 24/7 access to a branded digital environment with information that is relevant to them. Add features that

employees enjoy and actually use, such as a social wall, chat, polls, and questionnaires.

Thanks to the ORTEC Relevance Editor's Dashboard, you can even optimize communication to and between employees with clear analyses and insightful data. Get to know your people by finding out what they read and what they ignore. Involve everyone fully and encourage interaction, all to improve the Digital Employee Experience and increase Employee Engagement.

## Three versions: pick the ultimate online environment for your organization

Employee Self-service functionalities*	ESS	ESS+	Relevance ESS
Direct access to your schedule	+	+	+
Insight into schedule changes	+	+	+
Insight into colleagues' schedules	+	+	+
Submit availability	+	+	+
Submit shift preferences	+	+	+
Submit leave requests	+	+	+
Swap shifts	+	+	+
Sign up for, or bid on, open shifts	+	+	+
Self-scheduling	+	+	+
Time registration	+	+	+
Insight into balances, such as your leave balance	+	+	+
ESS push notifications	+	+	+
Reports**	+	+	+

Relevance Platform	ESS	ESS+	Relevance ESS
Multi-platform distribution	+	+	+
Single sign-on	+	+	+
-Analytics dashboard		+	+
Analytics reports		+	+
User management		+	+
Relevance CMS		+	+
Fully configurable in your corporate style			+
Manage channels and sources			+
Manage internal comms push notifications			+
Create polls and questionnaires			+
Generate newsletters			+
Narrowcasting			+
Link to an external CMS			+
(Third-party) API/plugin support			+

Internal communication functionality	ESS	ESS+	Relevance ESS
Group chat functionality		+	+
Private chat functionality		+	+
Share general news		+	+
Likes and comments on news		+	+
Personalize and target news			+
Share Personalized content from colleagues			+
Social Wall with comments and likes			+
Polls, questionnaires, and quizzes			+
People Finder			+
Notification Center			+
Internal comms push notifications			+

\* Features depend on your ORTEC Workforce Scheduling configuration

\*\* Only available on the laptop/desktop version

The ORTEC ESS app is the perfect tool to take employee engagement to the next level and provide your employees with a complete digital workplace.

The table shows the three versions of the ORTEC ESS app and the corresponding features

### Optional extensions

- Facilities plugin
- Happy slider
- Safety plug-in
- Weather plug-in
- World cup game for ultimate engagement
- Relevance Quizz

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