



c4.TeamsPortal



## c4.TeamsPortal

### Your Portal to Exchange Files and Information

Efficiently integrate your stakeholders into your Microsoft Teams structure



Boost Teams Efficiency



Customer Cockpit for File Exchange



Responsive for Mobile



Multiple Languages



Multiple Tenants

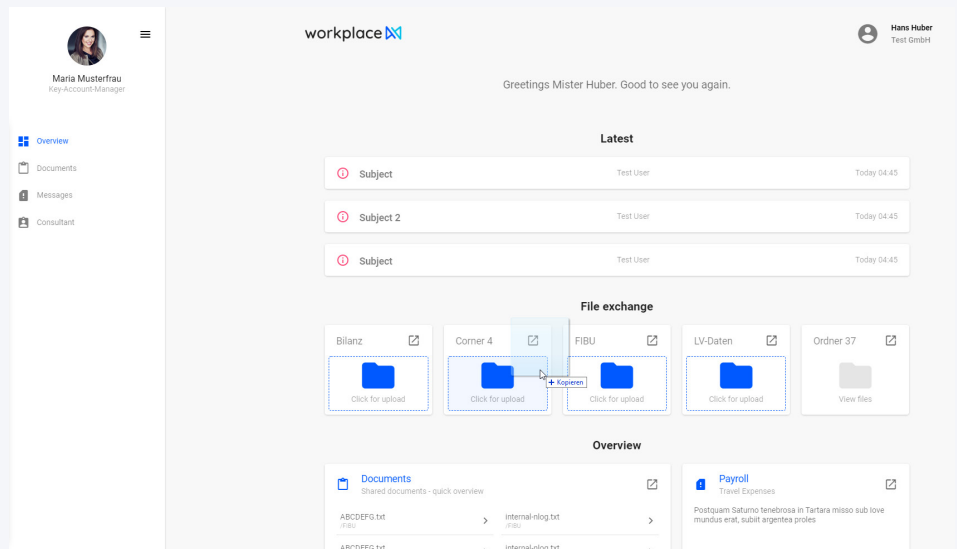


GDPR-Conformity



This is a sample of what a dashboard you provide for your stakeholders could look like.

The corresponding MS Teams structure can be found on the next page.



Microsoft Teams continues to grow in importance and user numbers. The integration into the Windows and Office environment elevates the ease of implementation. In order to generate value added, the integration of stakeholders into your Microsoft Teams environment plays an important role. Therefore, we developed c4.TeamsPortal.

## File Exchange with Teams

Often, your customers, partners, suppliers have yet to implement Microsoft Teams in their companies. Hence, documents even if they contain confidential information are still sent via email.

c4.TeamsPortal is used as an interface to your customers, partners, suppliers, etc. while your Microsoft Teams is used as file storage. Thereby, stakeholders are not required to download any programmes. Only an up-to-date browser is necessary. Users do not know you are working in Teams.

Enjoy all features you are accustomed to, which include file

structures, search function, multi-upload, file editing, auditing, etc.

You provide c4.TeamsPortal to your stakeholders who receive online access to the application.

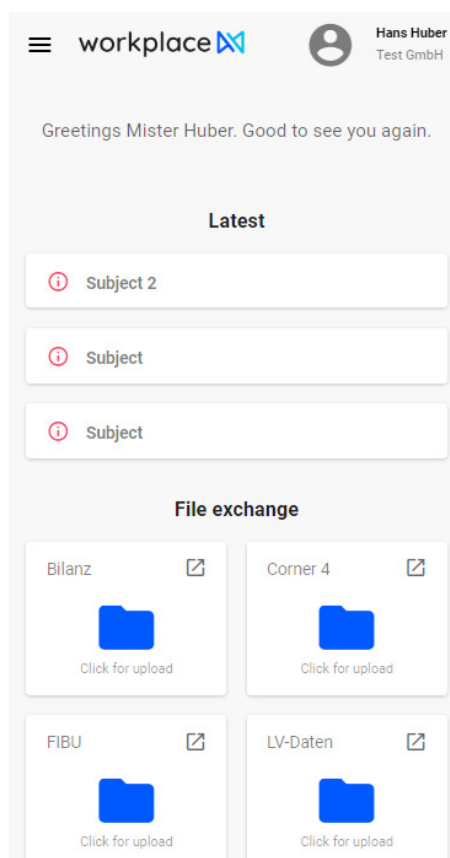
Main feature of the product is to simplify an efficient file exchange

e.g. between you and your customers. This is ensured by the c4.TeamsPortal dashboard.

## Dashboard

As soon as you give your stakeholders access to c4.TeamsPortal, they can log into their dashboard to use the tool's features. You can define which features your users can access in the portal. Configurations include tile and list views e.g. for online forms or link collections, various text components, tiles for quick uploads via drag & drop, a view of documents last edited, etc.

Additionally, users can access information about their respective account managers directly in the portal including contact information and channels, all documents and messages, various settings for the user profile, notifications, the responsive design enables your users to exchange or view files on the go.

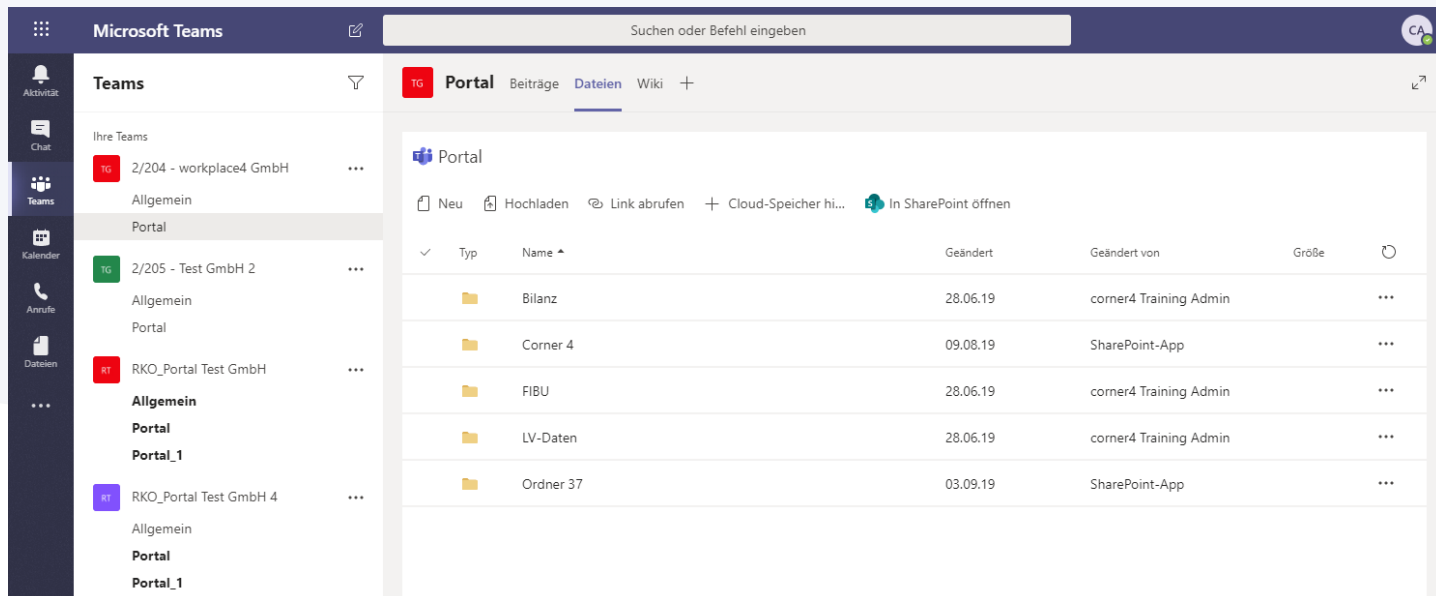


option to change the password or switch language settings.

## CI Branding

In order to promote and support customer relationships, c4.TeamsPortal can be adapted to your corporate design (logo, colors, etc.). The respective account

Stop sending confidential information via email! Quick and easy file exchange with **c4.TeamsPortal** brought to you by **workplace4**.



This is what MS Teams would look like for your employees. Everything that is presented to the stakeholder in c4.TeamsPortal can be found directly in Microsoft Teams. Here your employees can access files and information that were exchanged with customers/partners/suppliers through c4.TeamsPortal.

manager of the user is shown in the dashboard as well. Thereby, the feeling of direct and personal contact is presented front and center.

## Email Notifications

In order to keep all involved parties up to date, c4.TeamsPortal provides various possibilities to set notifications.

As soon as a stakeholder uploads a file, the respective account manager receives a notification via email. This email contains information regarding the file/folder edited as well as a link to the respective file/folder. The same feature is provided

to stakeholders. As soon as a file is edited or uploaded internally, the stakeholders receive a notification via email about the changes. This message also includes the relevant documents and links to the respective files/folders. The notifications for both parties can be configured individually.

### Example:

Stakeholders (customers, partners, etc.) shall receive bundled email notifications only once per day. Internally, notifications shall be retrieved every 5 minutes.

Additionally, email templates can be set to display the corporate

identity to further strengthen relationships to stakeholders.

## Account Manager Profiles

Different profiles enable you to allocate multiple account managers (internally) to one external user. Furthermore, stakeholders can switch between different profiles with single access information. This is especially useful when c4.TeamsPortal is used e.g. for project management. Thereby, users can be involved in various projects and easily join the collaboration on documents, etc. c4.TeamsPortal enables quick and simple switching between projects the stakeholder has access to.

## Onboarding

The integration of c4.TeamsPortal into your Microsoft Teams environment enables a seamless user experience for your internal users. At the same time, stakeholders can exchange files and information with you without the need to install or use Microsoft Teams.

Depending on the use and how you want to integrate the portal into your environment, connections to customer management systems can be configured, the creation of users in the portal, as well as the respective channels in Teams, can be automated. Additional security features such as „change password“ notifications and two-factor authentication fulfil prerequisites for your individual compliance regulations.

The overview in both desktop and mobile view can be customized to your preferences. Our widget system allows individualized page setups.

# Your features and functions in a new environment. Extend the use of Microsoft Teams with c4.TeamsPortal.

## Next Steps

You want to simplify the communication and exchange of information and data with your customers, partners, and suppliers?

Contact us for an appointment with one of our experts. Together we will define how to integrate c4.TeamsPortal into your existing system. For more information about our product or to contact us, please visit our website.

The screenshot displays the Workplace4 Overview dashboard. At the top, there is a navigation bar with the Workplace4 logo on the left and a user profile for Hans Huber (Test GmbH) on the right. The main content area is titled "Overview" and contains four widgets:

- Documents:** A section titled "Shared documents - quick overview" showing a list of documents. The list includes files like "ABCDEFG.txt" and "43\_some\_pdf\_2.pdf (1).pdf" with their respective folders. A link "ALL (26)" is visible at the bottom of the list.
- Payroll:** A section titled "Travel Expenses" with a placeholder text: "Postquam Saturno tenebrosa in Tartara misso sub love mundus erat, subiit argentea proles".
- Employee:** A section titled "Minimum registration" with a placeholder text: "auro deterior, fulvo pretiosior aere. Iuppiter antiqui contraxit tempora veris".
- Online Forms:** A section titled "Easily access all forms online" showing a grid of form links, including "form1-en", "form2-en", "form3-en-doc", "form4-en", "form5-en", "form6-en", "form7-en", "form8-en", "form9-en", "form10-en", "form11-en", and "form12-en".