sesame

Internal Communication

Communicate more efficiently with your team with

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file, we will explain what the "**Internal Communication**" tool is and how you can install it in your dashboard.
We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

1. Announcements

1.1 What are announcements?

Announcements are a **fast channel of communication between the company and its employees**.

The aim of this platform is to quickly share information with employees and have them receive it via dashboard, mobile and email.

Announcements are usually messages about a specific situation in the daily life of the company that contain interesting and useful information for employees.

Installation

In order to send announcements you first need to install the "Announcements" functionality from the **Apps** section.

Make sure to personalise your announcements uploading your company logo in **Settings >> Company**. Each time your team receives an email notification from Announcements, it will be completely personalised.

📢 **Announcements**

Foster a strong company culture and keep your team connected by sending internal announcements. Notify your employees with real-time information of interest.

Install

1.2. How to send announcements?

Once you've installed this functionality, you may find it in the Internal Communication section on the left side of your dashboard. Follow this route to create an announcement:

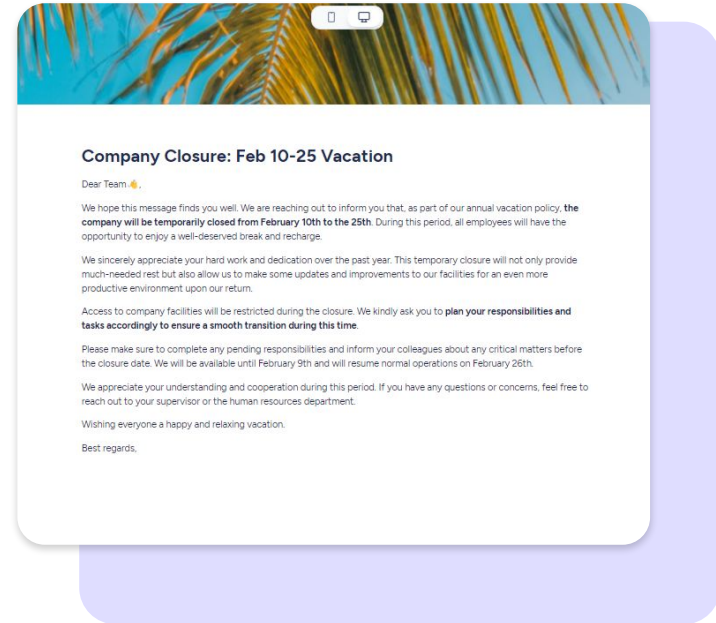**Internal communication >> Announcements >> Create announcement**

*Only **higher** or **communicator roles** will be able to send announcements.

1º Write the announcement in the text box available. Add all the information you need.

2º Add **push notification and choose to whom** you want to send the announcement. You can choose to manually publish it or schedule it. If you decide to schedule it, enter a **time** and **date**. You can also choose send it **periodically**.

Company Closure: Feb 10-25 Vacation

Dear Team 👋,

We hope this message finds you well. We are reaching out to inform you that, as part of our annual vacation policy, **the company will be temporarily closed from February 10th to the 25th.** During this period, all employees will have the opportunity to enjoy a well-deserved break and recharge.

We sincerely appreciate your hard work and dedication over the past year. This temporary closure will not only provide much-needed rest but also allow us to make some updates and improvements to our facilities for an even more productive environment upon our return.

Access to company facilities will be restricted during the closure. We kindly ask you to **plan your responsibilities and tasks accordingly to ensure a smooth transition during this time.**

Please make sure to complete any pending responsibilities and inform your colleagues about any critical matters before the closure date. We will be available until February 9th and will resume normal operations on February 26th.

We appreciate your understanding and cooperation during this period. If you have any questions or concerns, feel free to reach out to your supervisor or the human resources department.

Wishing everyone a happy and relaxing vacation.

Best regards,

1.3. How will employees receive them?

You can see a preview of how announcements will look like for employees from your dashboard.

Employees will receive a **notification** letting them know they have announcements to read. Besides, they'll be able to view announcements in their **dashboard** and **app**.

In order to make sure that your entire team is up to date with your announcements, you will be able to **see all those employees who have viewed them.**

Please note that **only higher roles** will be able to see who has viewed the announcements.

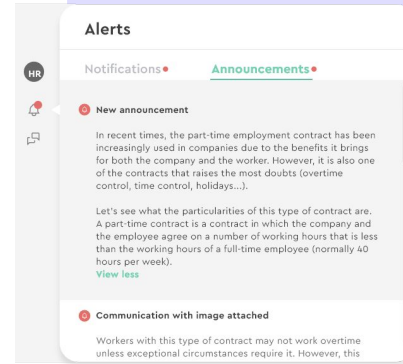To activate this, go to **Settings >> Automations >> Section visibility** and activate the option: **"Show employees that have seen the announcement".**

Once the configuration is done, you can see who has seen your announcements both from **your dashboard** and from the **Announcements section.**

App view

Company Closure: Feb 10-25 Vacation

Today at 18:07

Dear Team 👋,

We hope this message finds you well. We are reaching out to inform you that, as part of our annual vacation policy, **the company will be temporarily closed from February 10th to the 25th.** During this period, all employees will have the opportunity to enjoy a well-deserved break and recharge.

We sincerely appreciate your hard work and dedication over the past year. This temporary closure will not only provide much-needed rest but

View from 'alerts', in the dashboard

Alerts

Notifications •   **Announcements** •

HR

🔔

💬

⊙ **New announcement**

In recent times, the part-time employment contract has been increasingly used in companies due to the benefits it brings for both the company and the worker. However, it is also one of the contracts that raises the most doubts (overtime control, time control, holidays...).

Let's see what the particularities of this type of contract are. A part-time contract is a contract in which the company and the employee agree on a number of working hours that is less than the working hours of a full-time employee (normally 40 hours per week).

View less

⊙ **Communication with image attached**

Workers with this type of contract may not work overtime unless exceptional circumstances require it. However, this

2. Articles

2.1. What are articles?

Articles in Sesame are used to send more content to your employees. This is more extensive information and can be very useful for their day-to-day work.

Articles can be labelled as either **News** or **Resources** and in both cases can be consulted at any time.

Installation

In order to send articles, you first need to install the "Articles" functionality from the **Apps** section.

💬 **Articles**

Send extended information with Sesame Articles. They can be labelled as News or as Resources, and they can be accessed by your team at any time.

Install

2.2. How to create articles?

Once you are done with the installation, you will find this functionality in the Internal Communication section.

Internal communication >> Articles >> Create article

To begin with, choose a title and assign it as many labels as you need (by department, team, topic, etc.).

The next step is to choose the section in which it will be placed (News or Resources) and the position in which it will be shown to employees inside these sections. If you choose the Draft section, the article won't be published.

Add a cover and choose which workers you send the article to. You can send it to the whole company or filter by:

-    Workplace
-    Department
-    Employee

Important:
You can only write articles from your dashboard, however they can also be viewed from the app (it is essential to have the latest version of the app and to activate the HR view for your employees from the configuration menu of the app itself)
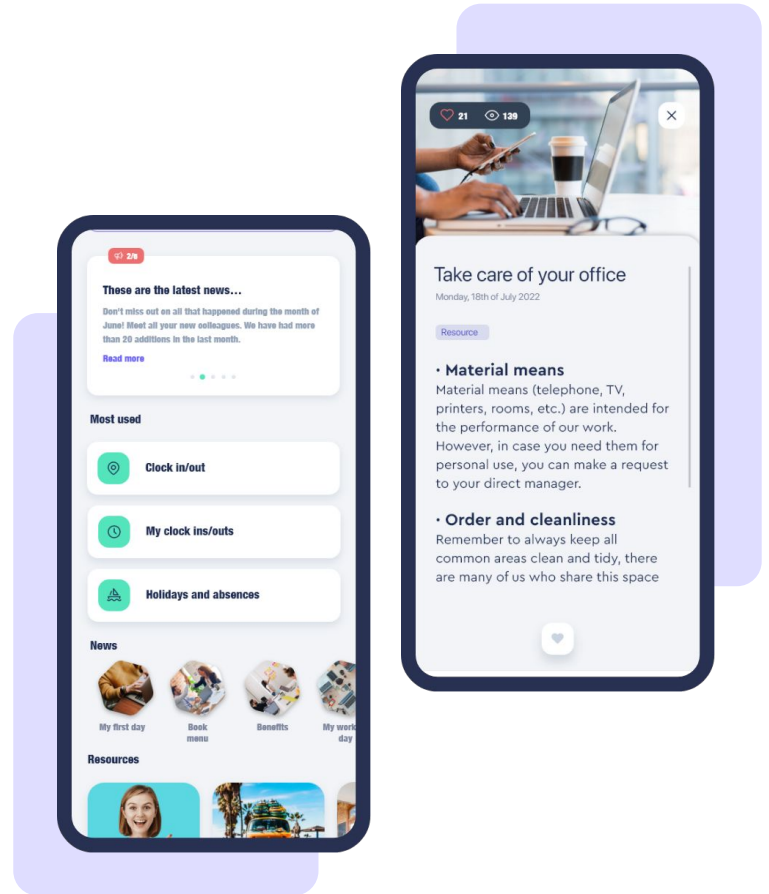
2.3. How will employees receive them?

Employees will only be able to check articles from the Sesame HR App.

In the Home of the app, they will see articles in the News and Resources sections, right below the section for their most used functionalities.

The next images show how employees will vie articles in the app from the HR view:

2.4. Essential actions

Important:

For 'Articles' to work properly you must be clear about these guidelines:

- As an administrator you can only create articles from the dashboard.

- Your employees will only be able to view articles from the Sesame HR App.

- Both you, as the administrator, and your employees must have the latest version of the Sesame App.

- As an administrator, activate the HR view in the Sesame App. Menu > Configuration > Administrator and activate the "Enable HR view" switch

Enable HR view
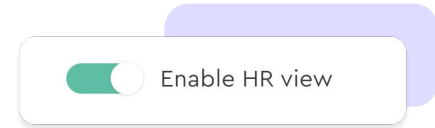
Grow your company.
Empower your team**!**

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**