

Ergon Intranet User Manual

ERGON | INTRANET
a company that works™

HOME OPERATING UNITS RESOURCES HR LINKS COMPANY LINKS DIRECTORY

Welcome, Cathy!

Ergon Asphalt & Emulsions
The largest asphalt, polymer & emulsions operator in the U.S.

SEARCH: FORMS, SERVICES, PEOPLE, ERGON NEWS, JOB POSTINGS...

HR Featured Benefit: Grant-in-Aid Applications for the 2016 - 2017 Academic Year Now Available
Grant-in-Aid applications for the upcoming academic year are now available.
[HR Portal](#)

New To Ergon: J.D. Wynne
J.D. Wynne joined the Business Process Management Department as an Industrial Engineer.
[View Recent Employees](#)

Job Opening: Shipping/Receiving
ErgonArmor has an opening for a Shipping/Receiving position at the Kansas City, KS, facility.
[View More Jobs](#)

Ergon Facilities Recognized for Safe Environments
At Ergon, we are committed to providing workplaces that allow our employees, contractors and visitors to remain healthy and whole. Congratulations to the facilities that did not have an OSHA recordable injury during the 2015 calendar year.
[View All Safety Articles](#)

Welcome to the new and improved Ergon Intranet!

What's new?

The new Intranet is more search-centric than ever and designed to be simple and easy to navigate. Content is more organized and best of all, groups and departments will be able to edit and update most of their own information.

A Personal Update.

Not only has the Intranet been updated, the integrated Employee Directory is getting an update as well. You can now go into your profile and tell us a little more about yourself. Share what you do at Ergon, education and special certifications, and even what you love to do when you aren't at work.

The Power of Search.

From the ground up, the new Intranet is designed to be searchable in an effort to further promote an enterprise-wide resource that benefits everyone. Not only can you search for basic content that has been uploaded onto the platform, but also as you use the tool and upload resources to your area, the information will be easier for your coworkers to access.

Help!

This Intranet comes loaded with features and the capacity to add more, but it also comes with a User Manual. So if you have questions, please refer to the online help resource located under Welcome on the Navigation Bar...and if you can't find what you need there, contact the Communications Department.

Ergon Intranet User Manual

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Home Page

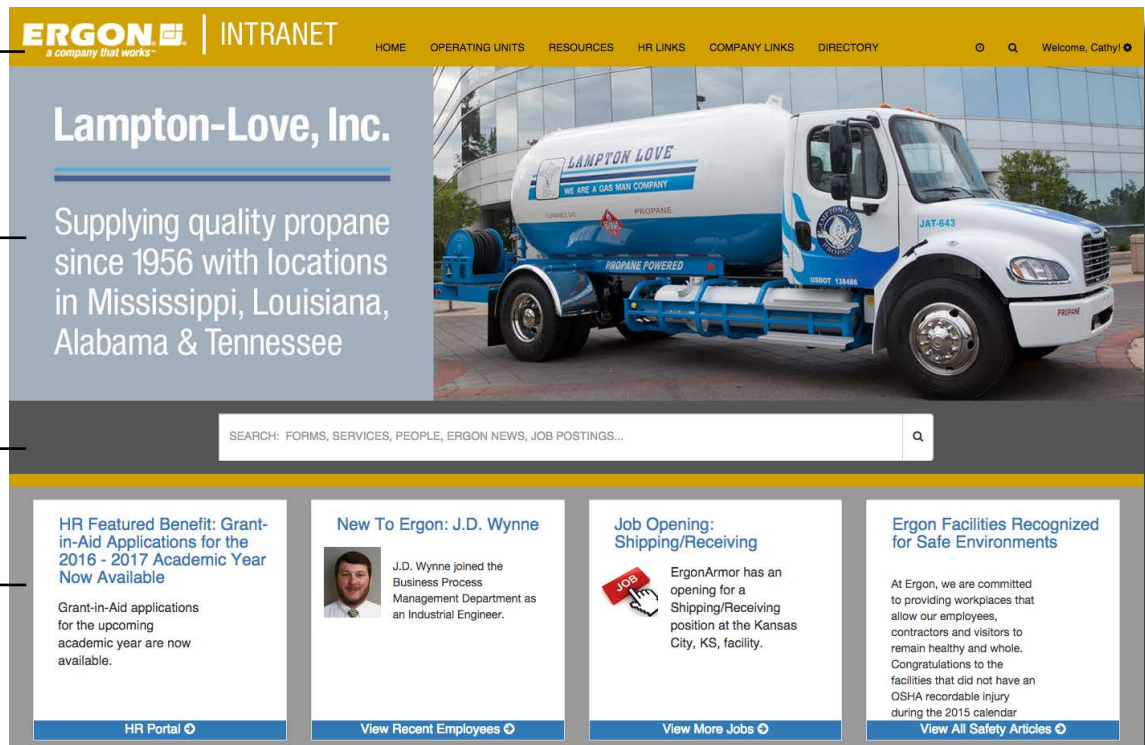
The new Home Page is less cluttered and simple to navigate. The four main sections are identified below and details for use are outlined on the following pages.

Navigation Bar

Banners

Home Page Search Bar

Features



Navigation Bar

Click any of these locations to return to the Home Page from any page in the Intranet

Corporate Resources such as policies and procedures; Applications including tools and training guides

Links to websites for individual business segments

Search available on Navigation bar throughout Intranet



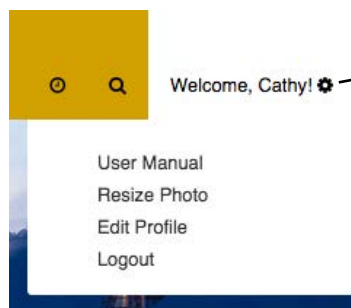
Individual department pages

Links to HR Resources

Employee Directory

Clocks in Chandler, Vicksburg, Jackson, Newell and Brussels

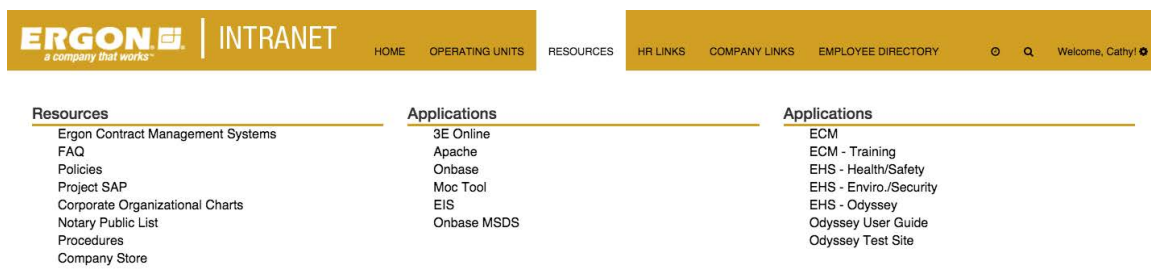
Login



Under Welcome on the Navigation bar, you will find links to the User Manual, a program managers can use to resize photos to upload, a link to edit your profile information, and Login/Logout, where you can reset your password.

Navigation Bar (continued)

Images below show examples of what you will find under **Resources** and **HR Links**.



Clicking on any of the **Company Links** below will take you to the Internet, opening that website in another window.



Times at various Ergon locations can be viewed by clicking the **Clock** icon.



This **Search** icon is accessible from any page on the Intranet and works just like the Search bar in the center of the Home Page. It opens a new Search Bar just above the Navigation Bar.



Welcome is where you **Login** or out, change your location to another Ergon facility (available soon), update your profile information, change your password, or access this Intranet Manual.

Login / Password Set & Reset

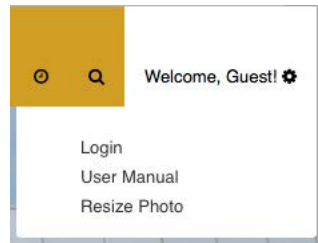
All Ergon employees can access the Intranet without having to login. When employees want to edit their personal profile information or when managers want to updated information in their Operating Units pages, login will be required.

To login, click on **Welcome, Guest** on the right side of the Navigation Bar. Choose Login. The first time logging in, select **First Time User?**

Enter your email address and then click on the **Send Password Reset Link** button.

You will then receive an email with a link to the page shown at right, where you will enter and confirm your Password, then click the **Reset Password** button. Passwords must be a minimum of 8 characters including at least one number.

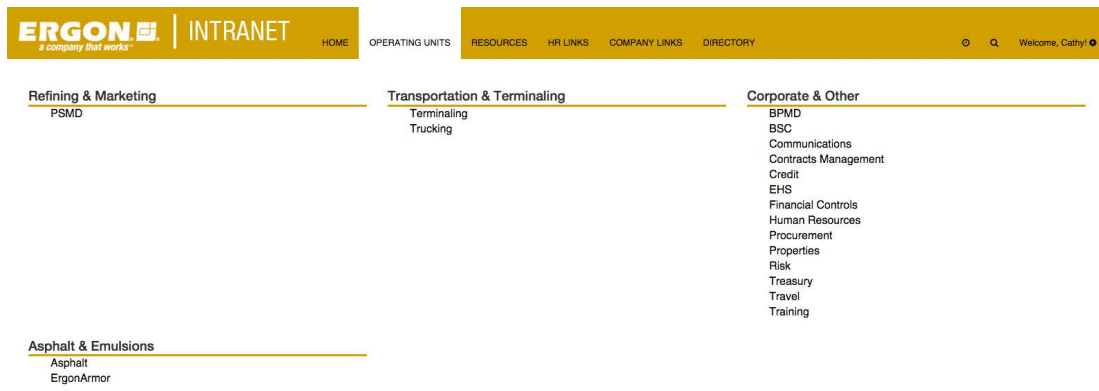
You will then be taken directly to the Home Page. The next time you login, you will see the screen shown at right, where you can check **Remember Me** if you would like the system to remember your password.

A screenshot of the 'Login' form. It has a title bar 'Login'. Below it are two input fields: 'E-Mail Address' and 'Password'. There is a checkbox for 'Remember Me' and a blue 'Login' button. At the bottom, there are links for 'Forgot Your Password?' and 'First Time User?'.A screenshot of the 'Reset Password' form for sending a reset link. It has a title bar 'Reset Password'. Below it is an 'E-Mail Address' input field and a blue button with an envelope icon and the text 'Send Password Reset Link'.A screenshot of the 'Reset Password' form for setting a new password. It has a title bar 'Reset Password'. Below it are three input fields: 'E-Mail Address' (pre-filled with 'cathy.pendleton@ergon.com'), 'Password', and 'Confirm Password'. There is a blue 'Reset Password' button at the bottom.A screenshot of the 'Login' form. It has a title bar 'Login'. Below it are two input fields: 'E-Mail Address' (pre-filled with 'cathy.pendleton@ergon.com') and 'Password' (masked with dots). There is a checked checkbox for 'Remember Me' and a blue 'Login' button. At the bottom, there are links for 'Forgot Your Password?' and 'First Time User?'.

These are the same steps you should take if you forget or want to change your password. There is no need to call for support. Your password is completely private and secure.

Operating Units Pages

Operating Units include all departments with uploaded content to be used by Mirror Lake staff. Click on any department name to link to their Intranet page. Since there is a separate link to the new **Employee Directory** where photos and all contact information can be found, employees are no longer listed within each department under Operating Units.



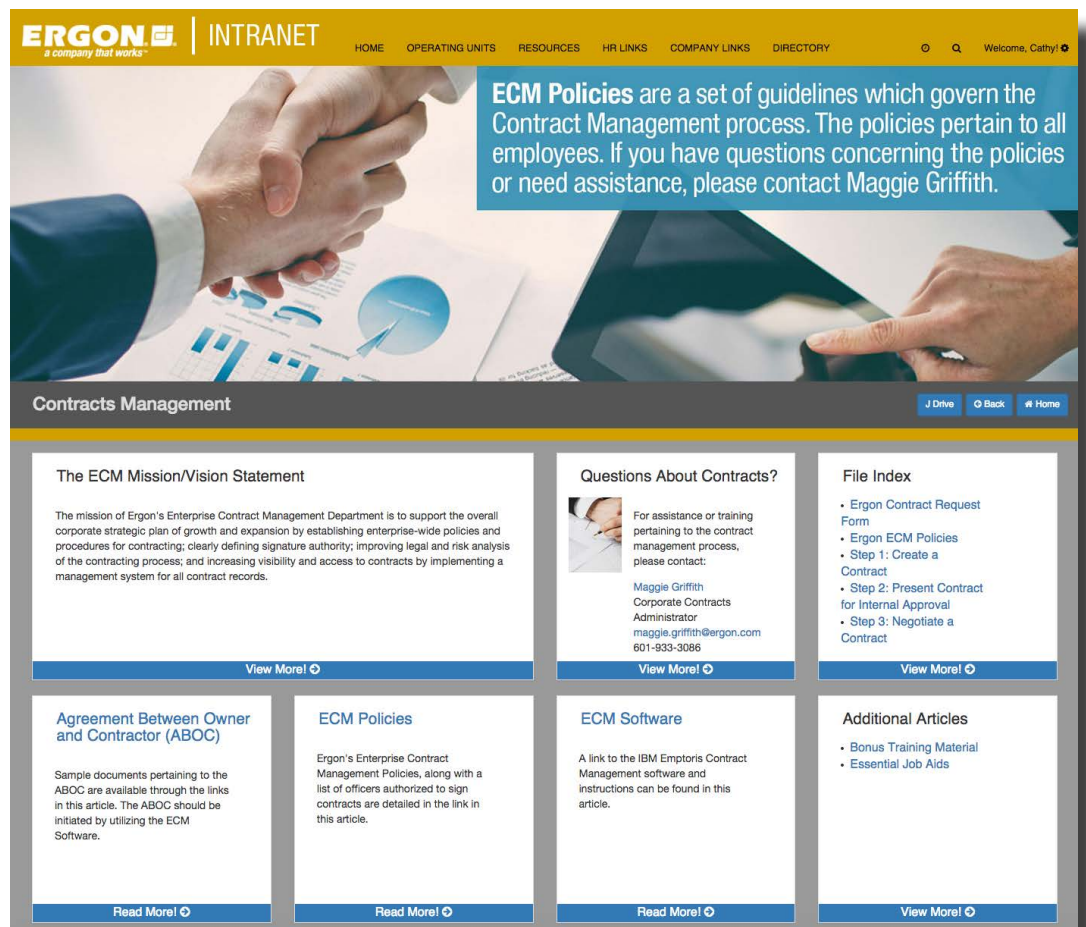
Operating Units pages will look like the image shown below. Information can now be added, edited and deleted by Department Managers. The Communications Department can design new banners at the request of Department Managers. This is a great way to share important information with fellow employees.

The top left container under the banner includes the department's introductory information. The center container serves as a "post it" for important reminders or any news the department wants to share.

All uploaded files can be accessed through the File Index container in the top right corner, listed in alphabetical order. Clicking on **View More** will take users to the complete list of uploads for that department.

Any articles posted by the department will appear in containers beginning on the second row. Users can click on the **Read More** bar at the bottom of any container to read the full article and see corresponding links.

You can access the **J Drive** through the blue button on the bar just below the banner on any Operating Units pages.

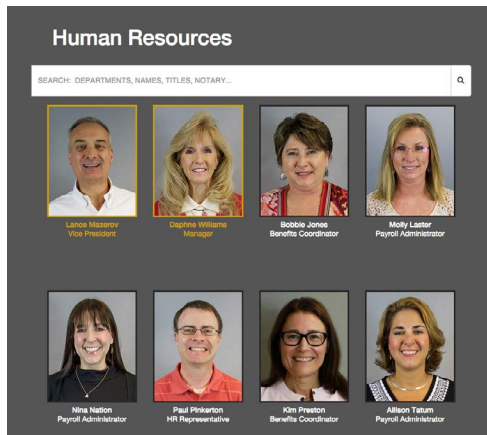


Employee Directory

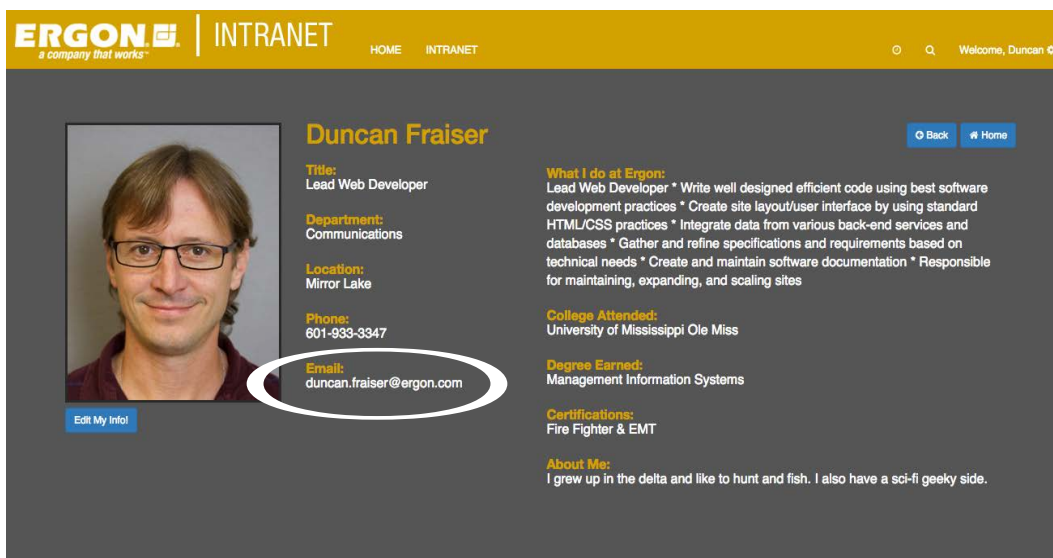
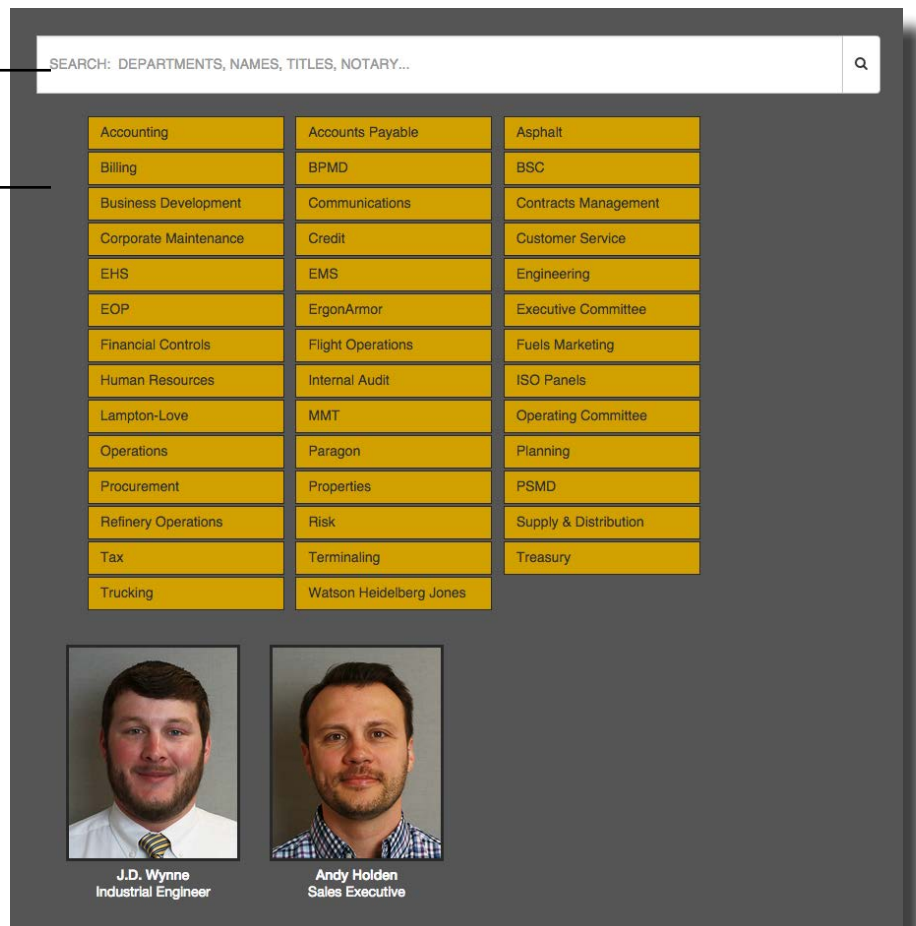
The new **Employee Directory** is searchable by department, title, first name, last name...or just a letter or two. Any requests to update contact information should be directed to the Communications Department.

Click here to search

Click on any department for a list of employees with names, titles and photos, as shown below



Click on an employee's photo to link to their contact information... and then click on their email address for a direct link to Outlook (circled in the photo below)



The Employee Directory now includes the option to add personal information. Employees can update their information including *What I do at Ergon*, *College Attended*, *Degree Earned*, *Certifications* and *About Me*. These fields are accessible through the **Edit Your Profile** link under the **Welcome** or by clicking on the blue **Edit My Info** button under your picture in the Employee Directory.

This information will be searchable, so you can search for a coworker who has a particular certification or degree, if needed. The Communications Department will still input *Title*, *Department*, *Location*, *Phone* and *Email* data.

Banners

Banners like the one below will scroll across the Home Page. These will be used to help keep employees informed of Ergon's scope of business. To have a banner created to share important news from your department or business segment, contact the Communications Department.



Search Bar


The Intranet has been designed to make it easy for you to find what you need. With the new database structure, all information uploaded to the Intranet is now searchable. Just type what you are looking for: someone's first name, a form, job postings, or any particular subject - in the field below. Please note: information stored on other systems, including the J Drive or Server, is not searchable on the Ergon Intranet.

SEARCH: FORMS, SERVICES, PEOPLE, ERGON NEWS, JOB POSTINGS...


Q

Search results, as shown in the example below, will display all *Employees*, *Departments*, *Articles*, *Files* and *Pages* that contain the words or letter combinations in your search.


Employees




Allison Tatum
Payroll Administrator




Angela Bierdeman
Document Control Specialist




Angela Matthews
Administrative Assistant




Becky Adams
Administrative Assistant




Betty Cole
Administrative Manager



Billy Boyd
Transportation Compliance




Brad Bassett
SAP Basis Technician - Administrator - Imaging Systems



Brenda Green
Executive Administrative Assistant

Departments

Contracts Management Page



Maggie Griffith
Corporate Contracts Administrator

ARTICLES

Agreement Between Owner and Contractor (ABOC)
Sample documents pertaining to the ABOC are available through the links in this article...

Airline Check-In/Baggage Fees
Check in online, beginning 24 hours and up to 45 minutes (90 minutes for international)...

Bonus Training Material
Users have requested bonus training material pertaining to "task specific" du...

Curt Harvey Promoted to National Sales Manager
ErgonArmor is pleased to announce that Curt Harvey has been promoted to the position of...

ECM Software
A link to the IBM Emptoris Contract Management software and instructions can be found i...

FILES

• 2016 CRAFTCO Training Schedule

• Add or View Contract Comments

• Blank Travel Request Form

• 2016 PMSI Training Schedule

• Approve or Decline a Contract

• EMC Contract Templates

PAGES

About Ergon, Inc.
A History & Future of Change
H...

Board of Directors Issues an Ethics Policy and Code of Conduct
January 9th, 2014
Because of E...

ERGON, INC.
ERGON, INC.
&...

FAQ
What Is The Ergon Intranet?
Want t...

6

Features

The bottom portion of the Home Page is where you will find news from the Human Resources Department, information about Ergon's newest employees, job postings, and news from the Environmental, Health & Safety Department.

This story will always be the most recent featured benefit or other news from **Human Resources**. The **blue title** is a direct link to the complete story.

Ergon's most recent hire will be featured under **New to Ergon**. The **blue title** links to their story and an index of stories for other recent hires.

Job Openings will appear here. Clicking on the **blue title** will take you to the complete posting for the featured job.

Environmental, Health & Safety news will be posted here. The **blue title** will link you to the full version of the featured story, along with a list of other stories.



Clicking on the blue **HR Portal** bar at the bottom will take you to all HR links and related HR information available on the Intranet.

Clicking on the blue **View Recent Employees** bar at the bottom will take you to a page showing the most recent hires and links to their stories.

The **View More Jobs** bar at the bottom will take you to a page with links to all posted job openings.

The **View All Safety Articles** bar at the bottom will take you to links to all stories posted by EHS.

Ergon Intranet - Guide for Managers

The most useful feature of Ergon's new Intranet is that groups and departments can now edit and update most of their own information. To have employees of your department added to or deleted from the list of those who are allowed to manage your Intranet pages, please email requests to Jim Temple in Communications.

The Intranet is designed to be searchable. Basic content has been loaded onto the platform, but as you use the tool and upload resources to your area, you will help your coworkers by growing an enterprise-wide resource that benefits everyone.

On the following pages, we have outlined the basics Department Managers will need to know to add, edit or delete information and files on the new Intranet. The manual, which is included as the final pages of the user manual, can always be accessed through the Welcome link in the Navigation Bar on the Home Page. If you cannot find what you need in the manual, please contact Duncan Fraiser or Cathy Pendleton in Communications.

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Banners

Banners on the new Intranet serve two purposes: 1) scrolling across the Home Page to keep all employees informed of Ergon's scope of business, and 2) positioned on department pages to share important news and information. These banners can be rotated, or used just one or two at a time.

These banners can link to pages, articles or websites with more information.

To have a new banner created, contact Jim Temple or Casey Gaines in Communications.

Sample Home Page Banner



Sample Operating Unit Page Banner



Operating Unit Pages

Your Department's page will have the following components, all of which you can add, update and delete as needed. Everything you post to these containers will be searchable by employees with access to the Mirror Lake Intranet.

A "Welcome" container where you can post a message or your Mission or Vision Statement

A "Post-It" container where you can add a message you want to share with Ergon employees

A File Index, where all files you upload are saved and listed in alphabetical order

The screenshot shows a web interface titled "Contracts Management" with a navigation bar containing "New Article", "Edit Page", "J Drive", "Back", and "Home". The main content area is divided into several sections:

- The ECM Mission/Vision Statement**: A text block describing the mission of Ergon's Enterprise Contract Management Department. It includes a "View More!" link at the bottom.
- Questions About Contracts?**: A section with a small image of a person writing, followed by contact information for Maggie Griffith, Corporate Contracts Administrator. It includes a "View More!" link at the bottom.
- File Index**: A section with an "Add/Delete Files" button and a list of links: "Ergon Contract Request Form", "Ergon ECM Policies", "Step 1: Create a Contract", "Step 2: Present Contract for Internal Approval", and "Step 3: Negotiate a Contract". It includes a "View More!" link at the bottom.
- Agreement Between Owner and Contractor (ABOC)**: A section with an "Edit" button and text about sample documents. It includes a "Read More!" link at the bottom.
- ECM Policies**: A section with an "Edit" button and text about Ergon's Enterprise Contract Management Policies. It includes a "Read More!" link at the bottom.
- ECM Software**: A section with an "Edit" button and text about IBM Emptoris Contract Management software. It includes a "Read More!" link at the bottom.
- Additional Articles**: A section with a "New" button and a list of links: "Bonus Training Material" and "Essential Job Aids". It includes a "View More!" link at the bottom.

Annotations with lines pointing to the sections:

- From "The ECM Mission/Vision Statement" to the text: "A 'Welcome' container where you can post a message or your Mission or Vision Statement".
- From "Questions About Contracts?" to the text: "A 'Post-It' container where you can add a message you want to share with Ergon employees".
- From "File Index" to the text: "A File Index, where all files you upload are saved and listed in alphabetical order".
- From the "Agreement Between Owner and Contractor (ABOC)", "ECM Policies", and "ECM Software" sections to the text: "These three containers are for articles you would like to share. Employees can access the entire article either by clicking on the blue title or on the Read More tab at the bottom of the container. You can include links to files already uploaded to the Intranet or links to other pages or websites."
- From the "Additional Articles" section to the text: "Additional Articles is where all articles you have shared will be stored. The three most recent posts will be visible across the bottom of your page, and all others will be listed in the order they were posted."

These three containers are for articles you would like to share. Employees can access the entire article either by clicking on the blue title or on the Read More tab at the bottom of the container. You can include links to files already uploaded to the Intranet or links to other pages or websites.

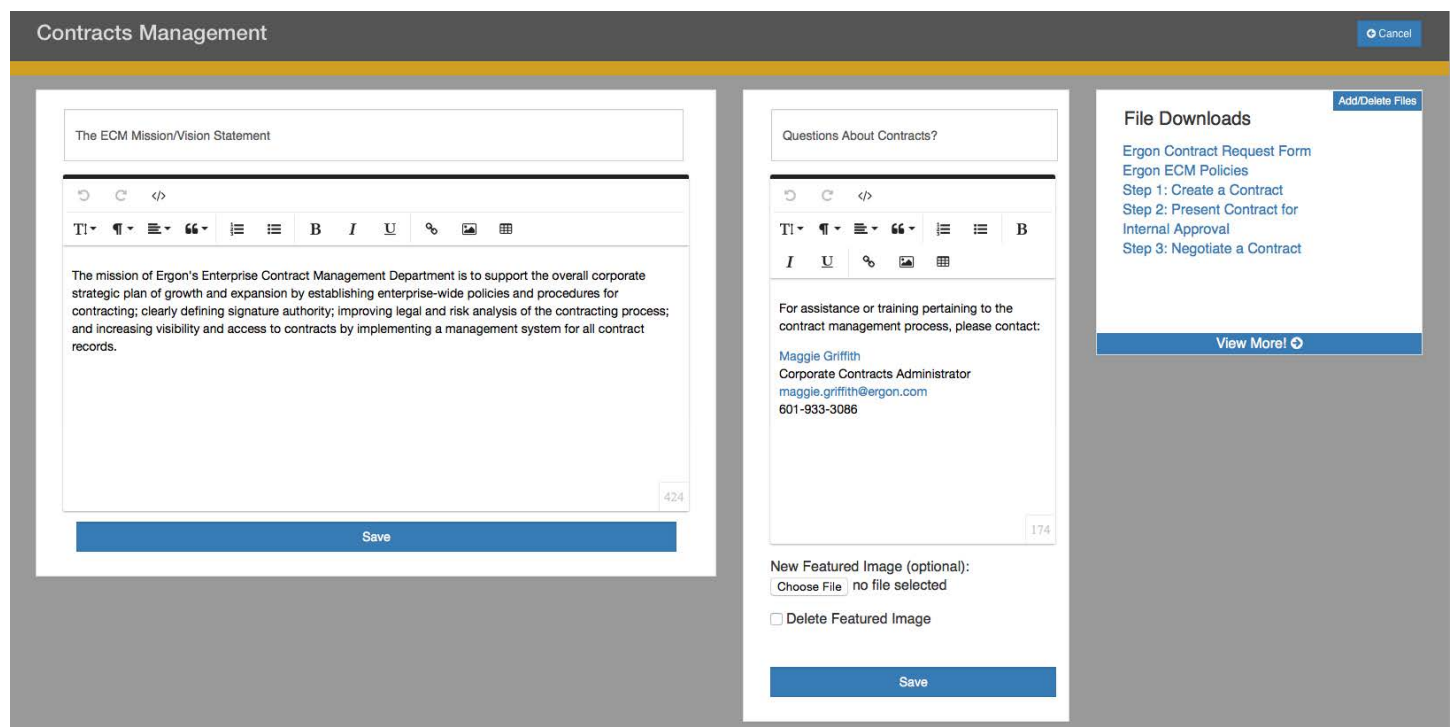
Additional Articles is where all articles you have shared will be stored. The three most recent posts will be visible across the bottom of your page, and all others will be listed in the order they were posted.

Editing Your Welcome Container, Post-It Note and File Uploads

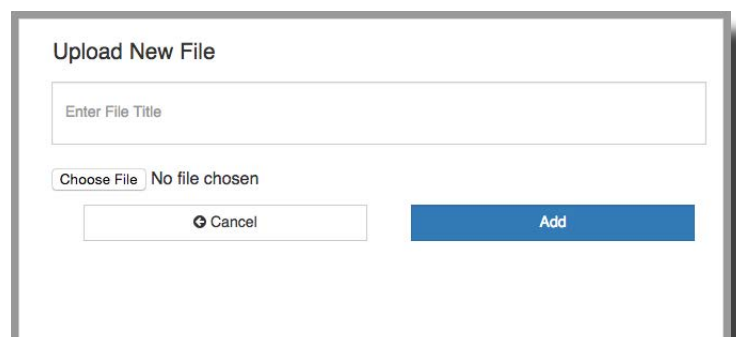
Click on the Edit Page tab just beneath your Department banner to open the forms to edit the Welcome Container, Post-It Note and File Downloads Container.



The screen shown below will open, allowing you to edit any of these three containers. Information about editing and links for the Welcome and Post-It Containers follows on page 12.



To upload new files for your department's File Index, click the **Add/Delete Files** button in the top right corner, then enter the title you would like to give the file, click on the **Choose File** button to select the file, and click **Add**. The **Add/Delete Files** button also opens a complete list of all files already uploaded, and you can click on any of those files and delete them by clicking the **Delete** button at the bottom of that window.



Adding, Editing and Deleting Articles

Click on the New Article tab just beneath the banner on your page to add a new article.

Contracts Management

[New Article](#) [Edit Page](#) [J Drive](#) [Back](#) [Home](#)

Add a title for your article.

Copy and paste a link to any source that is not part of the File Index on your department's page here.

Add the body of your article. Typical word processing tools are available. Note that a carriage return automatically double spaces. If you need a single space, use Shift + Return at the end of a line.

This field is where you can include a brief description of your article, to introduce employees to the content and entice them to click the Read More tab.

Click choose file to add an image. All photos posted to the Intranet should be **2mb** or smaller. We have added a link to a program that makes resizing photos easy, if you need help. It is located on the Navigation Bar under Welcome.

When you click on this field, all files uploaded to your department's File Index will appear, and you can select any you would like to include in your article.

Article Title
Enter Title

Link (optional):
www.example.com

Article Body
Type something

Article Excerpt
Type something

New Featured Image (optional):
Choose File no file selected

Link Uploaded File to Article:
Select a File

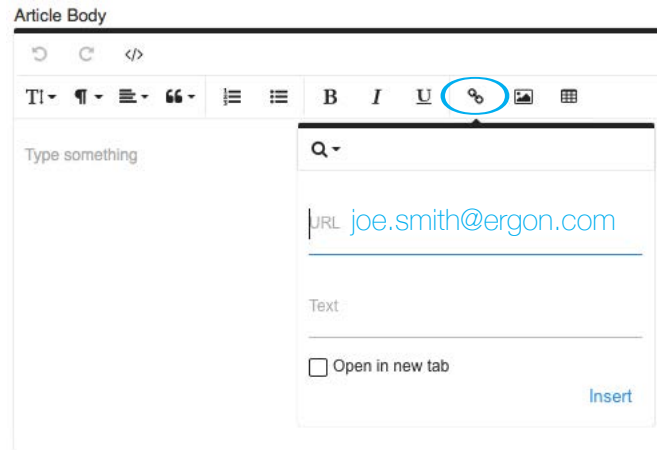
Cancel Save

To delete an article, click the **Edit** box in the article container, select **Delete Article** at the bottom of the page, and click **Update**.

Adding Links

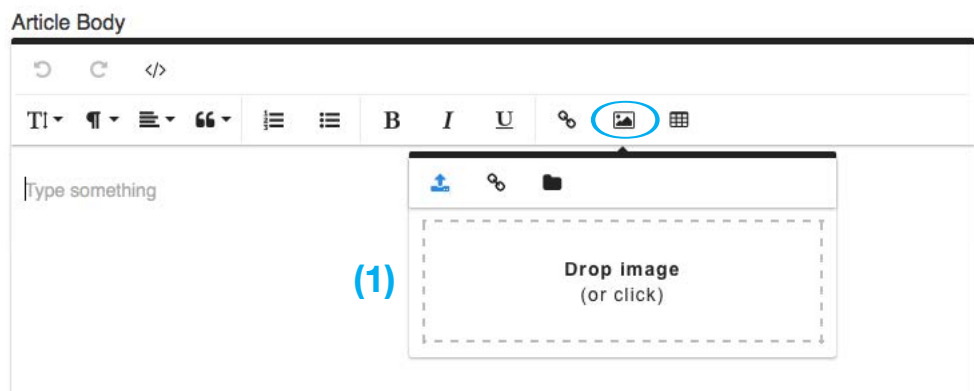
In the Article Body or Article Excerpt, you can make any text serve as a link to a URL or an email address.

- To link to a URL, copy the URL you want to include and paste it in the URL field below, highlight existing text you want to serve as the link, click on the **link icon** circled below, and insert - OR - paste the URL in the URL field, type the text you want to serve as the link, and click insert.
- Follow the same steps to link to an email, but type the email address in the URL field.



Adding Photos

To add a photo to an article or excerpt, place your cursor at the location where you want the photo to appear and click on the photo icon circled below. A **Drop Image** window (1) will open where you can upload a photo, link to a URL, or search through photos previously uploaded to your page. Once you have selected your photo, a number of editing options will appear (2). The photo can be resized by dragging the blue boxes in the corners.



Resizing Photos

The maximum size for any photo uploaded to the Intranet is **2mb**. We have included a simple editing program under Welcome on the Navigation Bar, titled **Resize Photo**. Photos taken with a cell phone or iPad camera should be the proper size, but images from a digital camera will need to be resized.

When you click on **Resize Photo**, the window shown below will appear. Select the photo you want to resize under Step 1, use default settings for resize options in Step 2, and click on the **Upload & Resize Photo** button. When the resized photo appears, click on **Download Image**. Once downloaded, you may post your photo on the Intranet.

The screenshot displays a web interface titled "★ RESIZE PHOTOS". It is divided into two main sections: "Step 1: Select Photo" and "Step 2: Resize Options".

Step 1: Select Photo includes a text input field labeled "Photo:" with the placeholder "Select an Image" and a "Browse..." button. Below this, it lists "Valid Formats: .jpg, .png, .gif, .bmp, .psd".

Step 2: Resize Options features a "Width:" field set to "800 pixels", a "Quality:" slider, and an "Output Format:" dropdown menu currently set to "JPG".

At the bottom of the interface, there is a green button labeled "Upload & Resize Photo". Below this, a separate box contains a green button labeled "DOWNLOAD IMAGE" and a blue link labeled "Upload Another Photo".