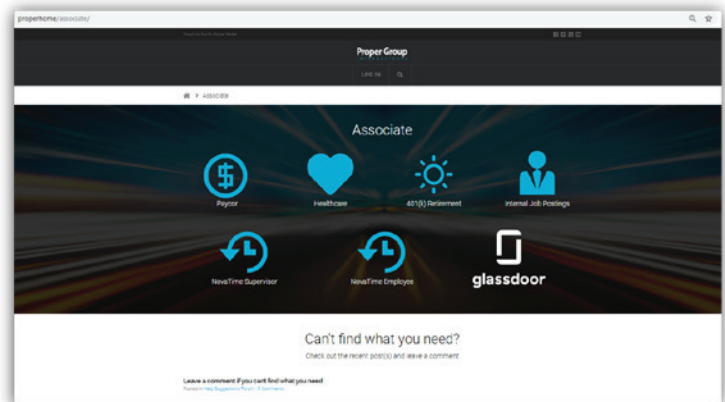


## PROPER HOME INTRANET

Visit our intranet site by typing **PROPERHOME/** in a web browser to help you navigate to important associate web sites and sources of information. Recent updates include the phone directory and safety reporting links.

Remember the “/” at the end, very important. Save it as a favorite in Chrome by clicking the star on the right side of the bookmarks bar.

**ASSOCIATES PAGE** – links to Human Resources, Benefits and Payroll sites are improved. NovaTime and Job Posting sites were recently added.



## WEB EMAIL

Microsoft Outlook is our e-mail software. You can access email from anywhere using our secure web site **https://email.propergroupintl.com/** from any computer with Internet access. Your login ID needs this format to work, PME\username and your windows password.

## PURCHASE REQUISITIONS – Dynamics PR

One year ago, we launched an enterprise wide initiative to eliminate paper Purchase Order Requisitions and simplify the approval process using Microsoft Dynamics. Almost 7,000 requisitions and attachment documents are now electronically stored for 130 people across the company. Improvements or suggestions are welcome via the Service Desk.