



Onboarding Solution for Microsoft Office 365

Driving productivity and efficiency in the workplace for 22 years

GET YOUR ONBOARDING ON TRACK

Crow Canyon's Onboarding & User Access Management for Microsoft Office 365 automates bringing on new employees, ensures that proper protocols are followed, and makes sure that all tasks are completed in a coordinated manner. Manage new hires, job changes, and terminations efficiently and effectively!

The program leverages the best of SharePoint as well as Crow Canyon's extensive experience in building applications, to bring order to Onboarding and User Access. It is powered by Crow Canyon's NITRO Studio.

1. **ONBOARDING:** Proper coordination of tasks means a new employee can begin working immediately, resulting in significant productivity gains as well as happier new hires.
2. **USER ACCESS:** With careful control of user access and attention to security, organizations can avoid violations and breaches while allowing employees to get their jobs done.
3. **OFF-BOARDING:** Retraction of access rights and return of hardware keeps organizations secure and prevents financial/data losses.

GAIN PRODUCTIVITY WITH SMOOTH ONBOARDING

The Onboarding and User Access Management for SharePoint program is built on Crow Canyon's unique NITRO™ application service layer, allowing it to easily handle the complex and multi-faceted tasks involved in new hires, job changes, and terminations.

1 GET NEW EMPLOYEES WORKING AND PRODUCTIVE RIGHT AWAY

Many tasks have to be performed in sync with each other. This can be complex for HR departments to manage. Time is lost and money is wasted when a new employee comes onboard before everything is ready. The same goes for internal job changes, which require access modifications and physical moves.

2 MAKE SURE INTERNAL JOB CHANGES GO SMOOTHLY

The complex processes of onboarding, job role changes, and offboarding all need to be coordinated. As organizations grow, onboarding and access control becomes increasingly difficult to manage. For many industries, strict procedures have to be followed to meet government, legal, and regulatory requirements.

3 PROTECT YOUR COMPANY: MAKE SURE ALL PERMISSIONS ARE RETRACTED & HARDWARE RECOVERED WHEN AN EMPLOYEE LEAVES

When an employee or contractor leaves a company, permissions and rights must be removed to prevent security breaches. Also, hardware and other equipment needs to be returned. An efficient offboarding / termination process protects companies from financial losses and risks to critical data and assets.



FEATURES OF CROW CANYON'S ONBOARDING SOLUTION

- Automate onboarding process with workflows, approvals, and alerting
- Coordinate activities of multiple departments
- Track and record all steps taken during new hire or termination
- Easily check status of onboarding activity for any new hire
- Integrate with Asset Management and Facilities to deliver required tools and assets
- Establish roles, positions, and access requirements to further automate onboarding
- Give new employees access required company content (procedures, policies, legal documents)
- Facilitate collaboration by enabling all parties involved to easily communicate with each other

ONBOARDING IN REGULATED INDUSTRIES

Some industries, such as utilities, finance, and healthcare, are highly regulated with specific government or association rules to follow. Onboarding in these industries could require Personal Risk Assessments, Policy Dissemination & Verification, Managing Critical Assets, and Training & Certifications – all of which can be managed by Crow Canyon's Onboarding application.

The Crow Canyon Onboarding for SharePoint is flexible enough to meet the unique needs of any organization, large or small, in a wide-range of industries.

The screenshot displays the Crow Canyon Software Onboarding application interface. The main window is titled "Application Access Tasks - New Request". It contains a form with the following fields: "Type of Request" (New Request), "Description" (Grant Access to Admin Account on Quickbooks (Finance)), "Assigned To" (Admin Account), "Employee" (Admin Account), "Manager" (James Rasmus), "Application" (Quickbooks (Finance)), "Permission" (Administrator), "Task Type" (Add), "Due Date" (11-18-2020), and "Task Status" (Not Started). There is a "Comments" section with a rich text editor. The left sidebar shows navigation options like "New Hire Request", "New Change Request", "Departing Staff Request", "Requests", "Admin Dashboard", "My Tasks", "Users", "Onboarding Requests", "Change Requests", and "Offboarding Requests". The right sidebar shows a "Status" column with a list of items, all marked as "Not Started".



LET'S TALK...

Give us a call or send an email.

We look forward to hearing from you!

