

# Engagement Module: Admin Configuration

Clear Review

# How it works



Suggestion box

Your suggestions are valuable to help us to continuously improve, and will be reviewed centrally.

Suggestion Type:  
- Please Select -

Suggestion:

Give Anonymously

Save Cancel

**4.6** Energy  
My work energises me

**4.3** Purpose  
My work gives me a sense of purpose

**2.5** Immersion  
I enjoy being immersed in my work



## Suggestion Box

Discover and amplify your employees' voice. Provide a safe place for your employees to voice ideas, suggestions or concerns. Gain visibility into how employees are experiencing your organisation



## My Mindspace

Empower employees to reflect on how they're feeling at work. A quick monthly check-point which helps employees think about intrinsic factors such as motivation, autonomy and wellbeing while also providing insights to HR



## Custom Employee Surveys

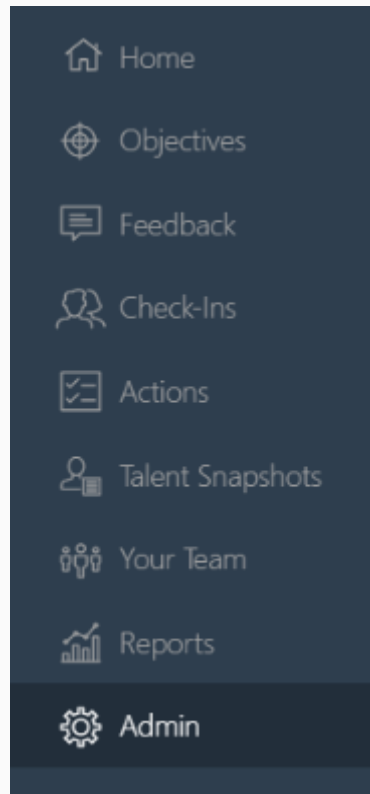
Gather point-in-time employee feedback using your organisation's language. Easily create, deploy and analyse customer surveys to better align your talent strategies and get feedback on engagement, company initiatives, or employee wellbeing.

# Suggestion Box



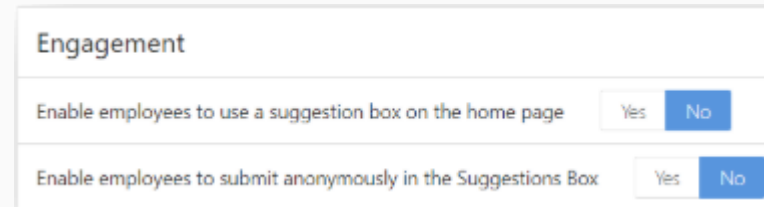
## 1. Admin Set Up

Go to the **admin** page



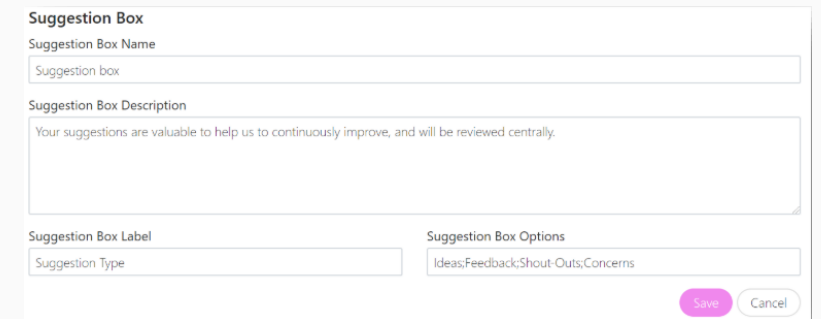
## 2. Enable

Scroll to the **Engagement** section and select 'Yes' to switch on required functionality



## 3. Configure

Suggestion Box terms are editable under the **Languages and system terminology** section



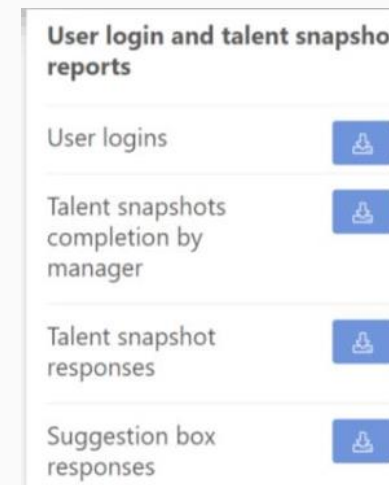
## 4. Suggestion Box

The Suggestion Box link will appear in the top right corner of the **homepage**



## 5. Reporting

Admins can monitor and download responses via the **Reports** page



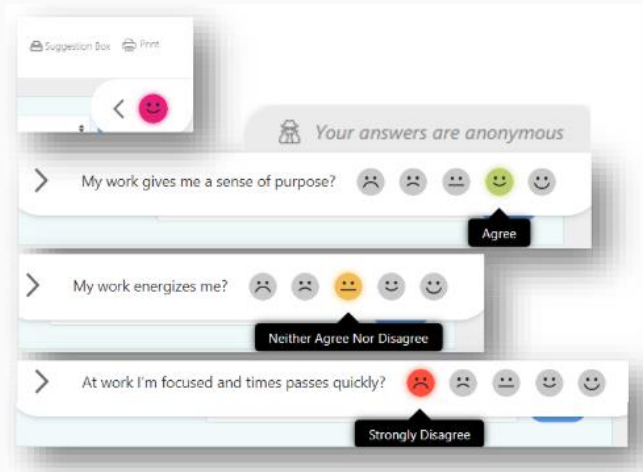
# My Mindspace

## 1. Monthly Checkpoint

Icon with slide out bar will appear on the top right of the user's homepage

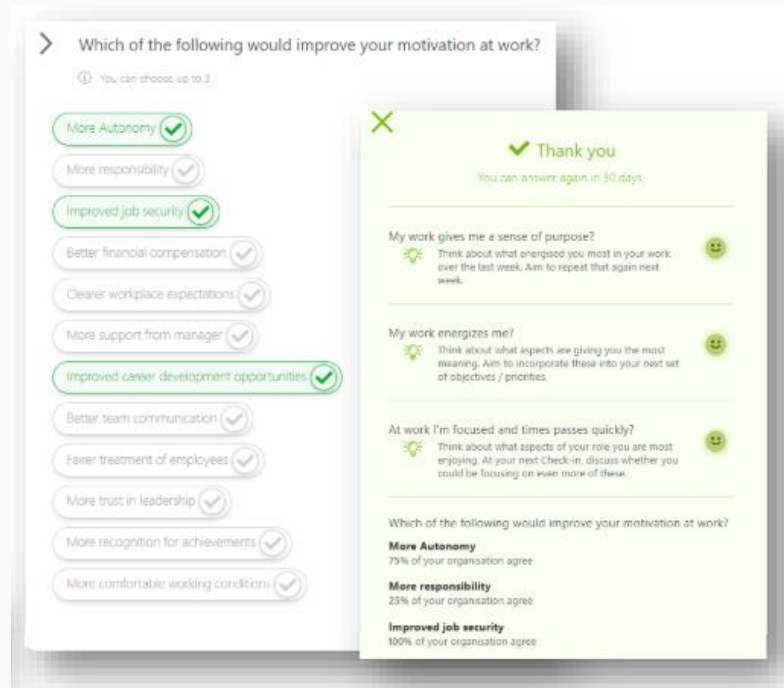
The same three self-reflection questions will appear sequentially every 30 days

Answers are anonymous and only shown in aggregate



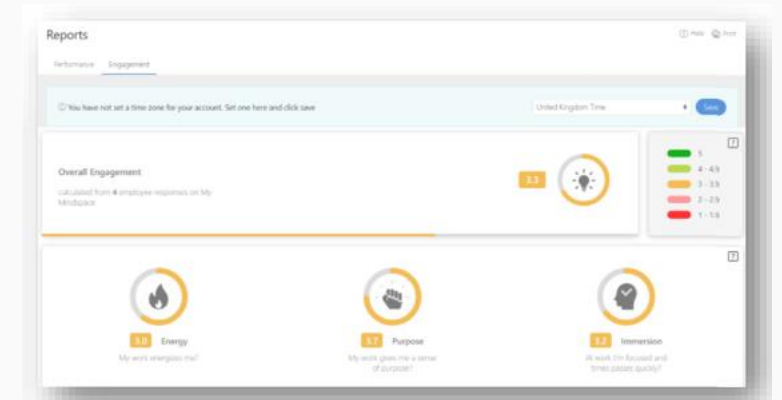
## 2. Optional Question & Next Steps

An additional anonymous multiple choice option followed by a summary with prompts for action will be reflected to the respondent



## 3. Engagement Dashboard

Admins can access rolling 30 day metrics dashboard via the Reports page Engagement tab

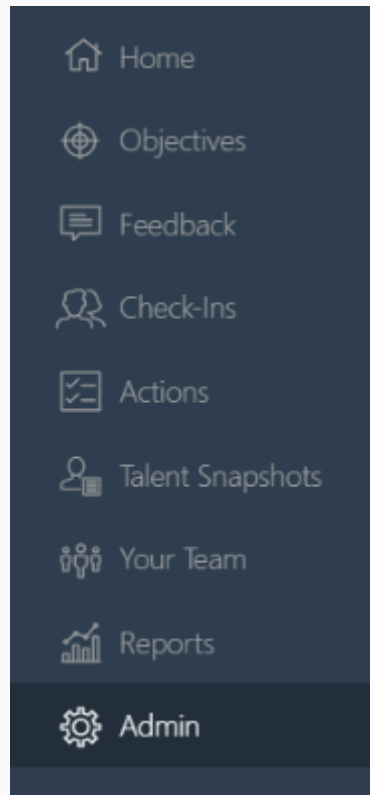


# Custom Employee Survey



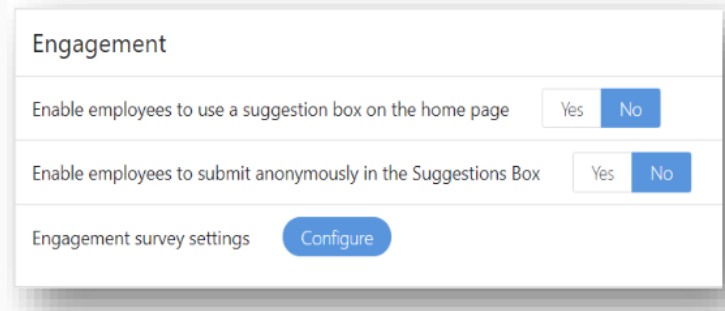
## 1. Admin Set Up

Go to the **Admin** page



## 2. Enable and Configure

Scroll to the **Engagement** section and select 'configure' to create a survey template or round



## 4. Set up Survey

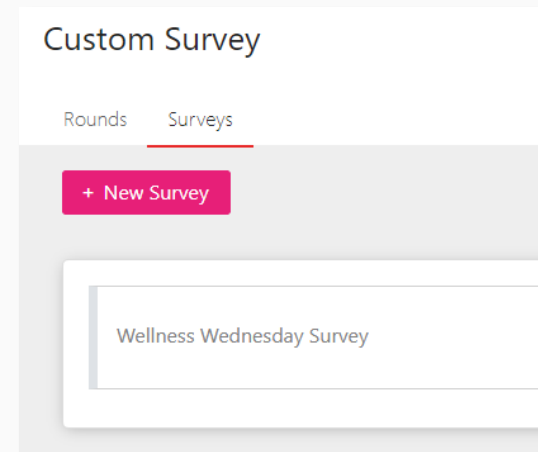
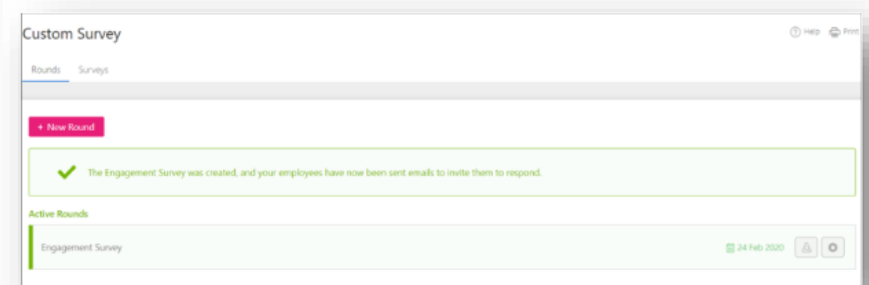
Simply go to the 'Survey' tab and create a new survey template by adding in your questions (ratings / multiple choice / free text)

When ready to send, go to the 'Rounds' tab '+Add New Round'. Select your survey template, due date and tailor your email message

Send to all employees or limit by org units

## 5. Reporting

Admins can monitor and download responses via the **Reports** page





**oneAdvanced**  
Powering the world of work





# Connect with us



+44(0) 330 343 4000



[www.oneadvanced.com](http://www.oneadvanced.com)



[hello@oneadvanced.com](mailto:hello@oneadvanced.com)



Advanced Computer Software Group Limited is a company registered in England and Wales under company number 05965280, whose registered office is: The Mailbox, Level 3, 101 Wharfside Street, Birmingham, B1 1RF. A full list of its trading subsidiaries is available at [www.oneadvanced.com/legal-privacy](http://www.oneadvanced.com/legal-privacy).