



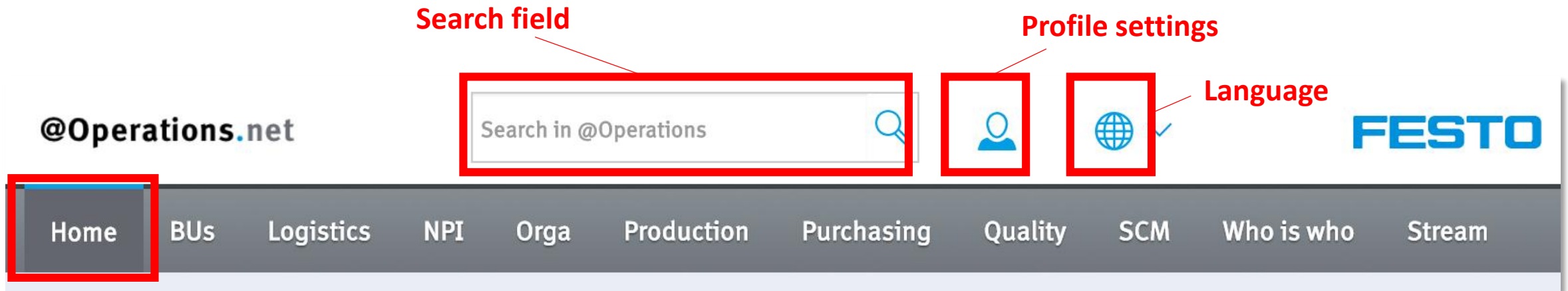
# @Operations

User Guidelines

# General Structure

As an English user, you will be automatically directed to the worldwide starting page of @Operations.

The site's menu is presented to the user as follows:



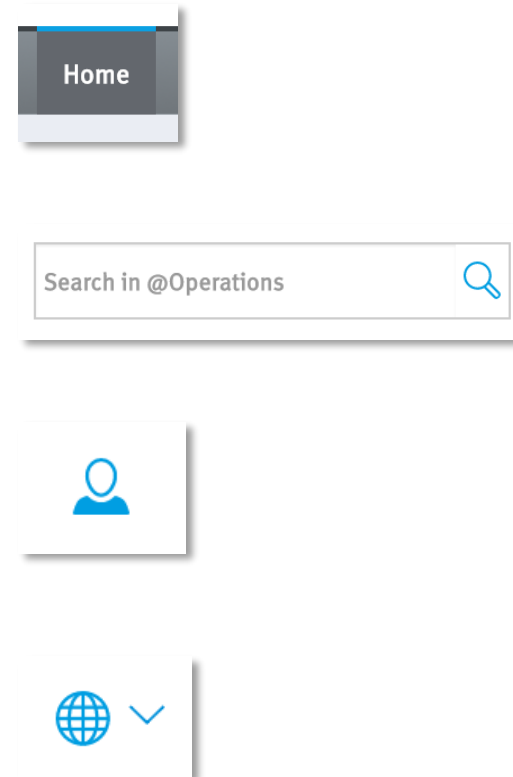
# General Structure

The small dark grey bar in the menu indicates the sub page you are currently looking at.

In the upper field of the platform a search field is available for you.

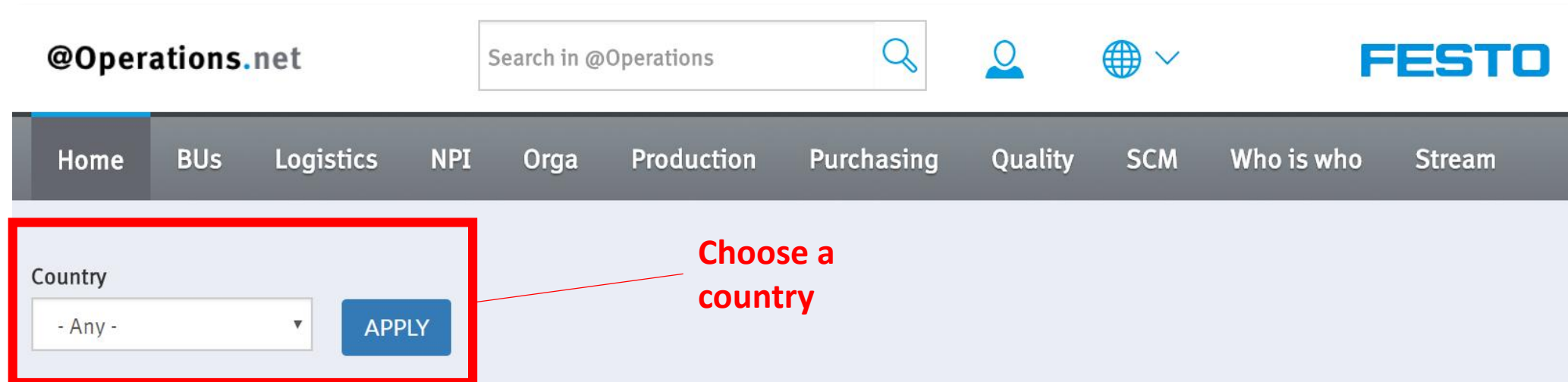
By clicking on the avatar next to the search field, you can access the “Profile and Personalization Settings” as well as your personal “Social Stream”.

With the globe next to the avatar you can set the magazine’s language to German or English. If you change the language to German, you will see all of the published magazine articles in Germany. Therefore, the articles in the german and in the english version of the site can differ.



# General Structure

In the English version, users have the possibility to choose between different countries. Depending on the country you select, the chosen country's magazine will be shown. However, in the social stream postings of all countries are included, regardless of the country you choose.



The screenshot displays the top navigation bar of the @Operations.net website. The header includes the site name, a search bar, user and globe icons, and the FESTO logo. Below the header is a dark grey navigation menu with links to Home, BUs, Logistics, NPI, Orga, Production, Purchasing, Quality, SCM, Who is who, and Stream. A red rectangle highlights a 'Country' selection dropdown menu in the lower-left area, which currently shows '- Any -'. A red arrow points from the text 'Choose a country' to this dropdown menu.

@Operations.net

Search in @Operations

Search icon

User icon

Globe icon

FESTO

Home BUs Logistics NPI Orga Production Purchasing Quality SCM Who is who Stream

Country

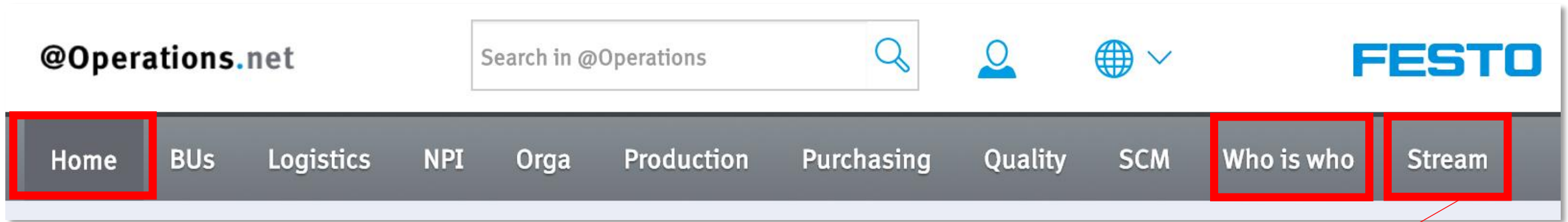
- Any -

APPLY

Choose a country

# General Structure

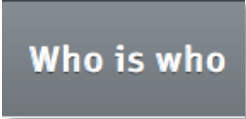
On the grey bar below the described header menu the main menu is displayed. This menu contains all of the magazine's topics, or sections, as well as the "Who is who" and the "Social Stream".



**Social Stream**

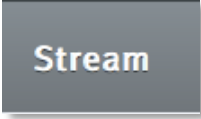
# General Structure

In the section “Who is who” you can find presentations of other employees.

A dark gray rectangular button with the text "Who is who" in white, centered. It has a subtle drop shadow.

Who is who

In the “Social Stream” employees can publish postings or share different media types.

A dark gray rectangular button with the text "Stream" in white, centered. It has a subtle drop shadow.

Stream

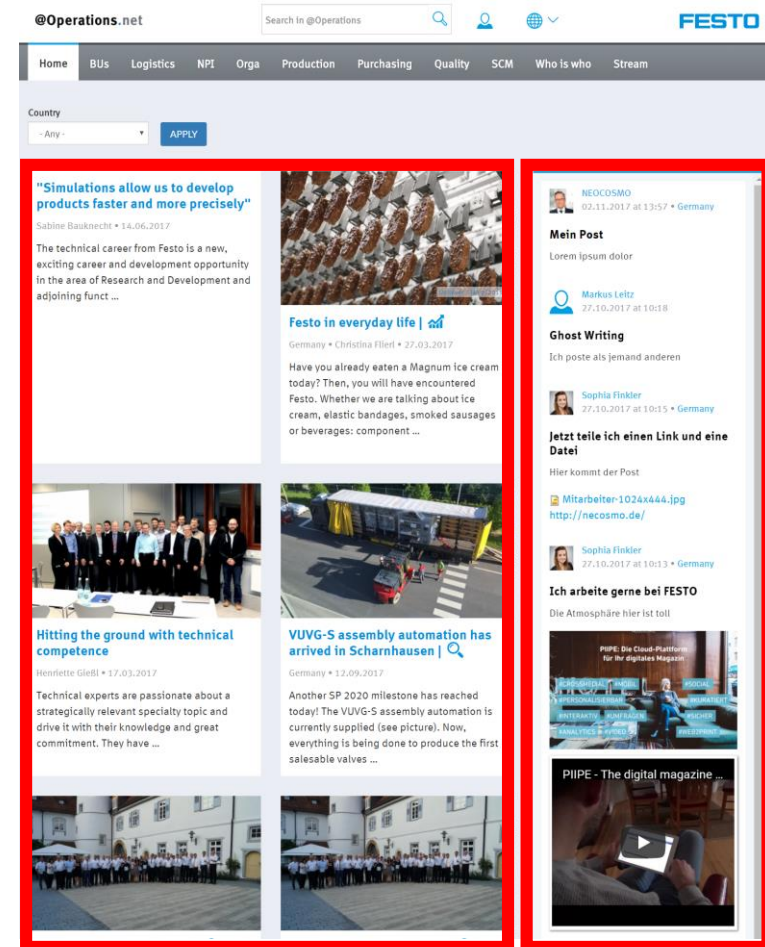


# General Structure

On the starting page of @Operations.net users will get an overview of selected articles and social stream posts.

On the left side of the starting page you will find some of the latest articles in the form of an article preview. On the right side of the starting page postings of the social stream are displayed.

Articles



Social Stream

# General Structure

Depending on it's topic, every article is assigned to a particular section in such a way that a clear structure is created.

Example: If you are interested only in „BUs“, simply click on „BUs“ in the upper grey menu to access all articles included in this section. The same procedure applies for the sections „Logistics“, „NPI“, „Orga“, „Production“, „Purchasing“, „Quality“ and „SCM“.



The screenshot shows an article interface. At the top is a large image of industrial components (cylinders) with the text 'Unilever / TIA 2/2015' in the bottom right corner. Below the image is the article title 'Festo in everyday life' in blue text, which is enclosed in a red rectangular box. To the right of the title is a small blue icon of a bar chart with an upward arrow, also enclosed in a red rectangular box. Below the title and icon is the text 'Germany • Christina Flierl • 27.03.2017'. Below this is a red rectangular box containing the first paragraph of the article: 'Have you already eaten a Magnum ice cream today? Then, you will have encountered Festo. Whether we are talking about ice cream, elastic bandages, smoked sausages or beverages: component ...'. Red lines with labels point to these elements: 'Title' points to the title box, 'Section' points to the icon box, and 'Summary' points to the paragraph box.

**Title**

**Section**

**Summary**



# General Structure

In summary, the magazine's structure is composed of

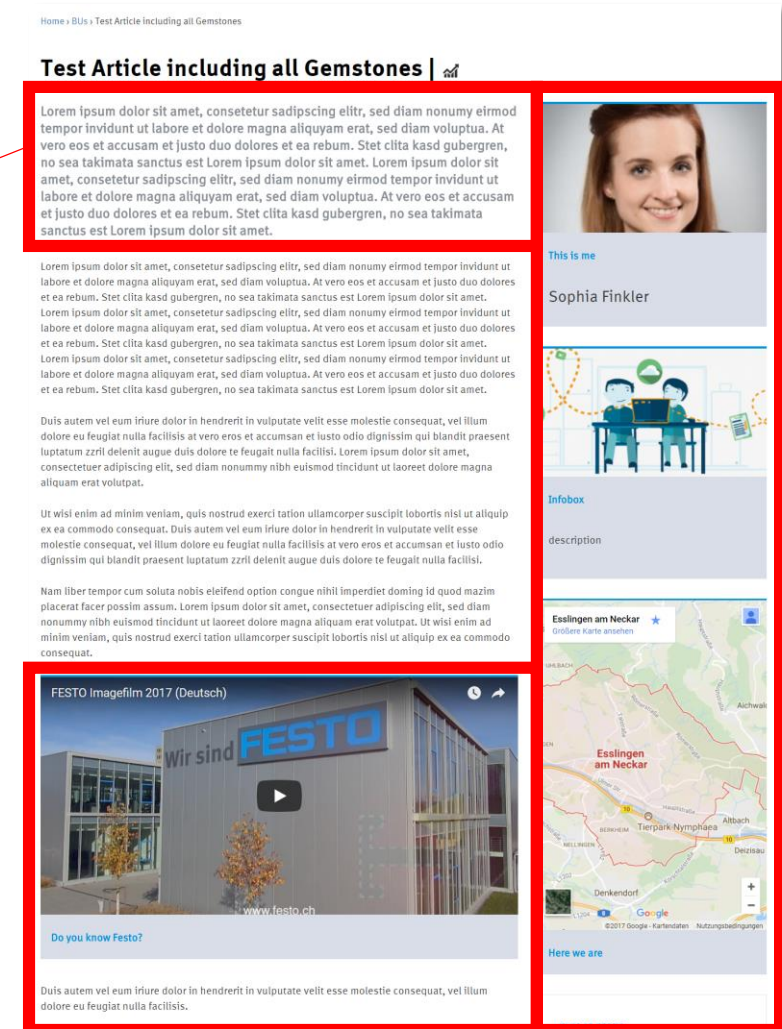
- Starting page with selected articles
- Sections with thematic articles and interactive elements
- “Who is who”
- “Social stream”

# Articles

An article consists of

- a cover picture
  - a short summary
  - additional information
  - quiz elements.
  - Additional information and quizzes are usually located on the right or lower border of the screen.
- Sometimes, for instance, articles are supplemented by Wikipedia descriptions of single concepts, youtube videos or quotations.

Short  
description



Additional  
information

# Articles

Surveys create interactive content. Use a multiple choice question or a gap text to test the knowledge you just gained.

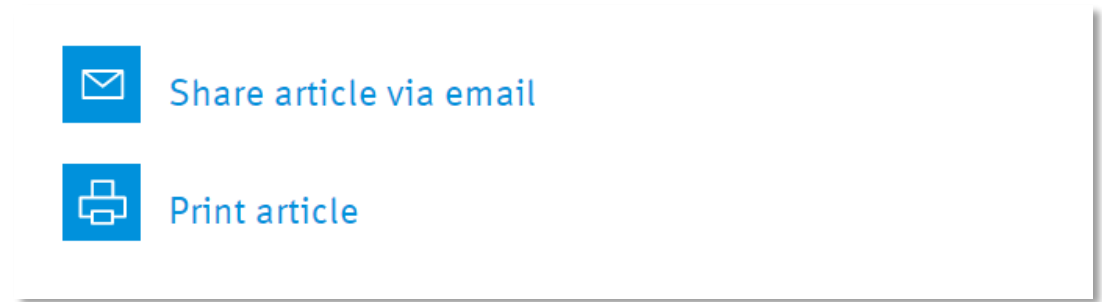
Was trinken Sie am liebsten?

- ☐ Kaffee
- ☐ Tee
- ☐ Cola
- ☐ Wasser
- ☐ Chai

STIMME

# Articles

You can print the article or share it via email by using the buttons below each article.



In addition, users can comment on articles by using the comment field below each article.

ADD COMMENT

✓ SEND

**Comment field**

**Send  
comment**

# Social Stream

By clicking at the section “Social Stream” users can access the “Social Stream”.

In the “Social Stream” you can publish your own postings and share media with the other employees.

In their own “Social Stream” users can share photos, videos, Youtube videos, links or data.

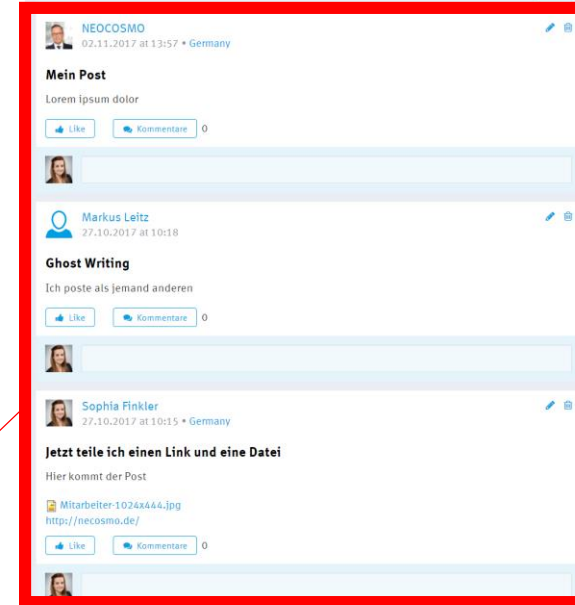
At the upper side of your “Social Stream” you can create your own post. Below postings from your colleagues are displayed.

At the right side of the screen you will find a collection of photos that the other employees have posted so far.

Create  
posting



A screenshot of the 'Create posting' form. It features a text input field with the placeholder 'Gib einen Titel ein... (optional)', a larger text area for the post content with the placeholder 'Schreib deinen Post hier...', a 'Medien hinzufügen' button, and a checkbox labeled 'Als jemand anderes schreiben'.



Posts of the  
other users

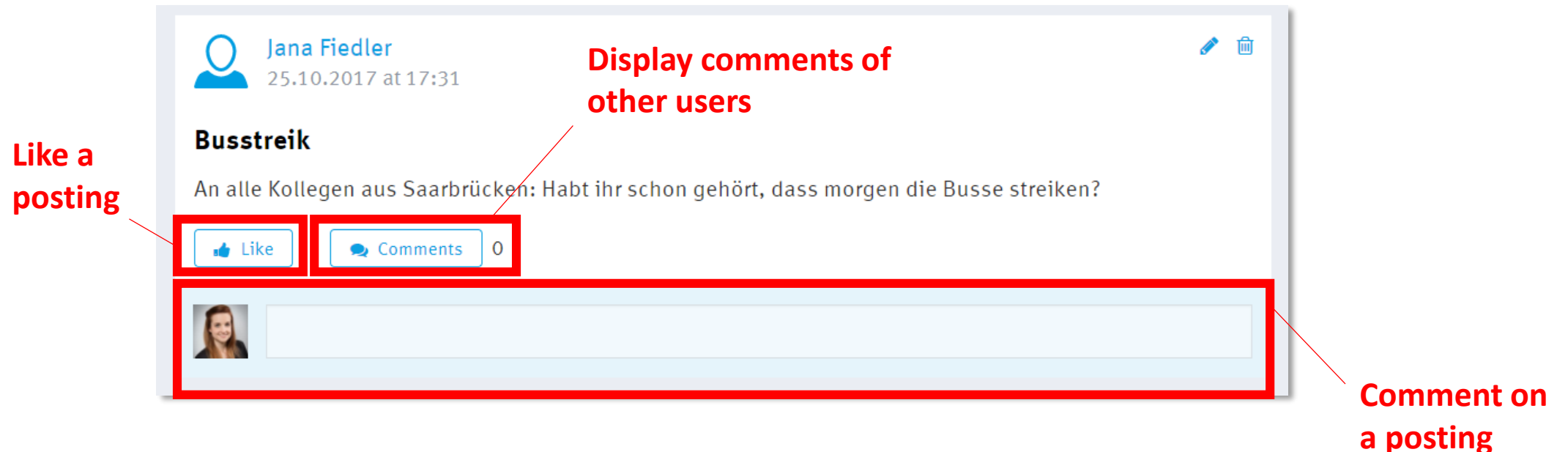


Shared photos



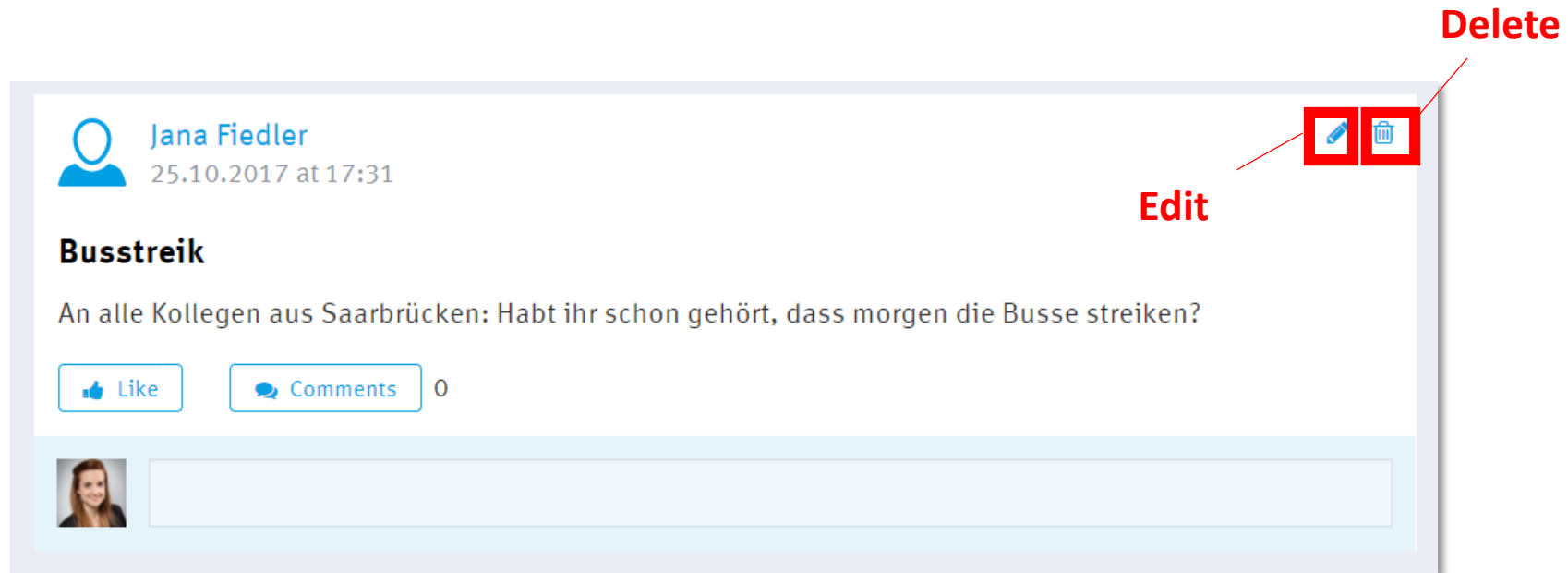
# Social Stream

Users can like or comment on postings. Comments of a post are shown to you by clicking on the button “Comments”.



# Social Stream

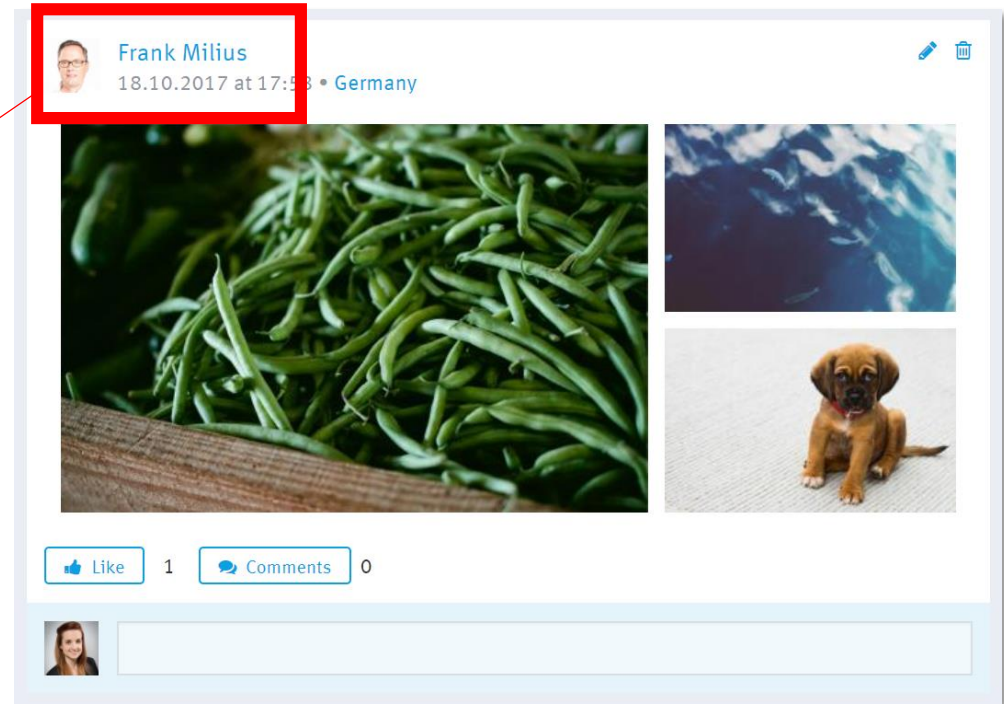
After having published a post you still have the possibility to edit or delete it.



# Social Stream

- If you click on the name of another user in the “Social Stream”, you are automatically forwarded to the personal “Social Stream” of this user.

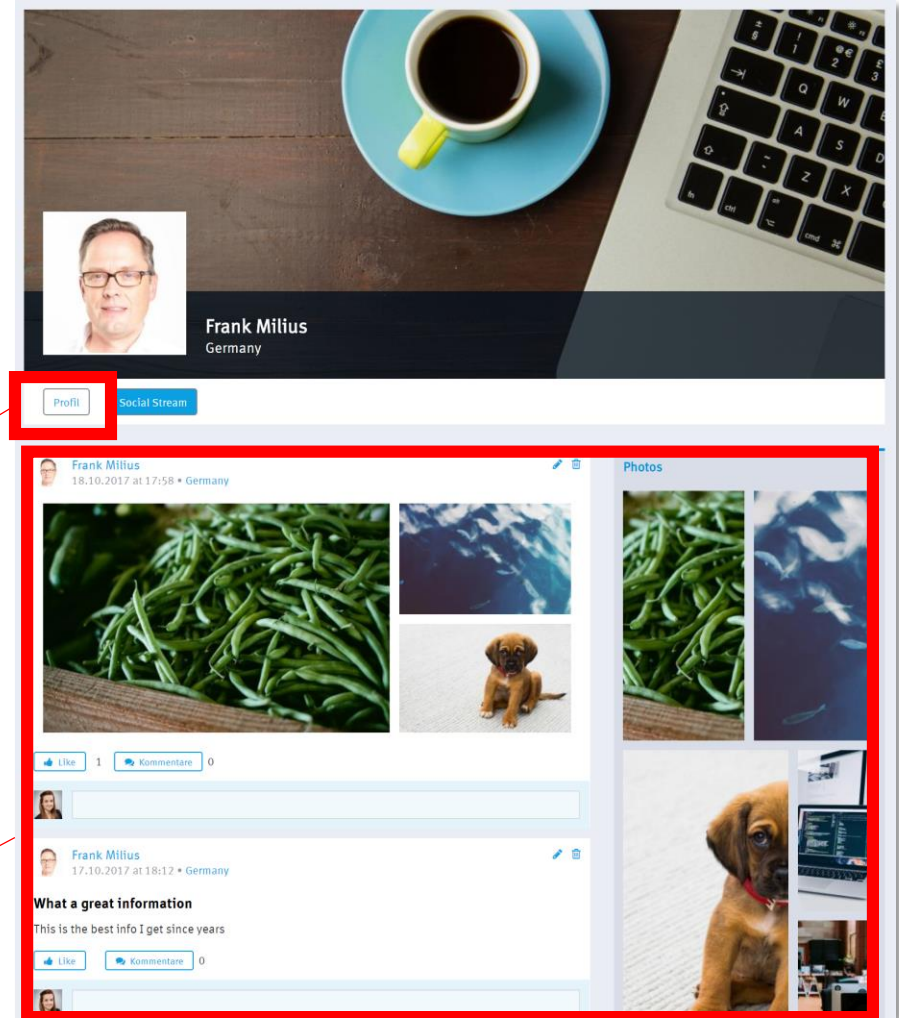
**To the user's  
personal Social  
Stream**



# Social Stream

Here you can see his profile picture and cover picture as well as the photos, data and postings that the employee has published so far.

By means of the button “Profile” you can open his profile. This allows you, for example, to find out where the user is located.



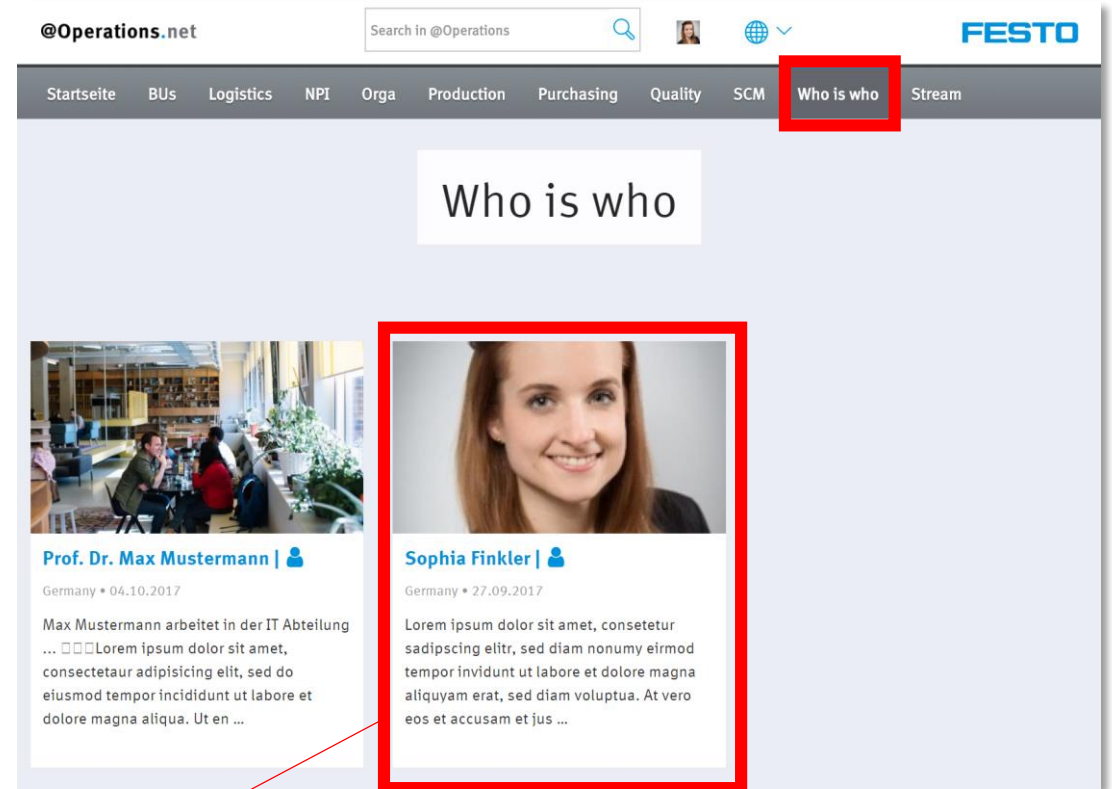
To the Profile

Files and postings of  
the user

# Who is who

Via the grey main menu you have access to the “Who is who”. In this section you can find presentations of several of Festo’s employees, containing a photo and some information about them.

By clicking on the post preview, the complete posting will open.



**Click on the post  
preview to open the  
presentation**



# Who is who

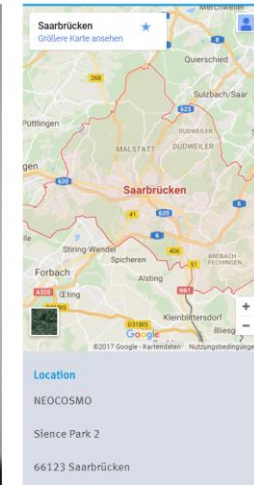
Besides a photo some information about the employee are published in the „Who is who“.

Find out

- in which department the colleague is working
- His/her main task
- which languages he/she speaks
- about his/her supervisor
- for how long he/she is already working for Festo

Home » Who is who » Sophia Finkler

**Sophia Finkler** | 



Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Germany • 27.09.2017

[Abteilung \(kurz\)](#)

Project Consulting

[Abteilung \(Name\)](#)

PC Abb. 1

[Vorgesetzter](#)

Katharina Freitag

[Haarfarbe \(kurz\)](#)

# Who is who

The “Who is who” also provides the functionality to comment on presentations.

To do so, please scroll to the comment field below the description.



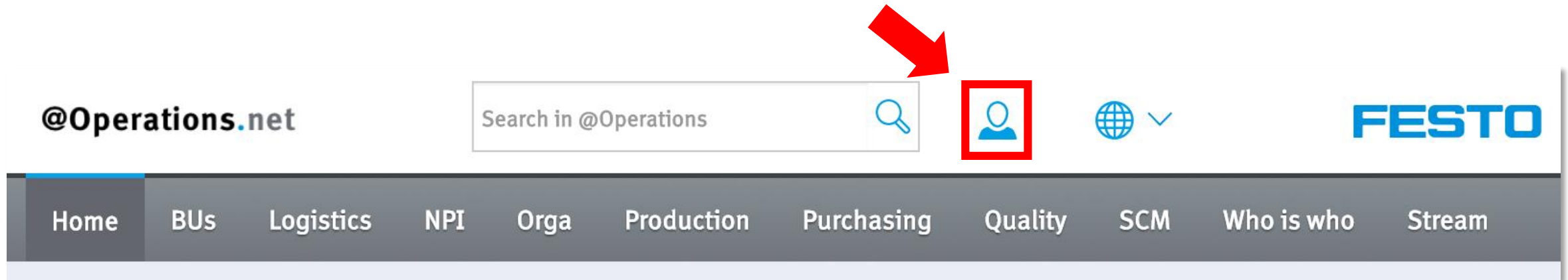
The screenshot shows a user interface with two main sections. The top section, highlighted by a red box and a red arrow pointing to it from the text 'Print or share the presentation', contains two options: 'Share article via email' (with an envelope icon) and 'Print article' (with a printer icon). Below this section is a horizontal dotted line. The bottom section, also highlighted by a red box and a red arrow pointing to it from the text 'Comment on the presentation', is titled 'ADD COMMENT' and features a large, empty text input field. A blue button with a checkmark and the word 'SEND' is located at the bottom right of the comment field.

**Print or share the presentation**

**Comment on the presentation**

# Profile and Personalization Settings

Users can access the profile settings by clicking on the avatar in the upper menu.

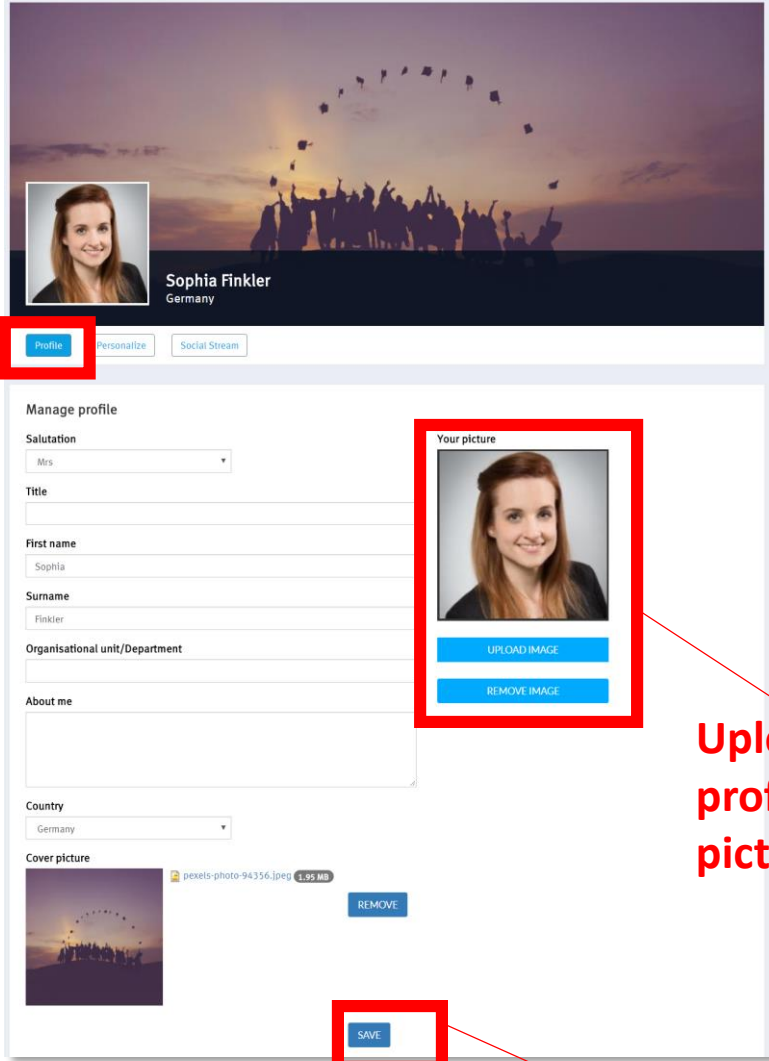


# Profile Settings

Customize your profile by adding a profile picture and a cover picture, which you can upload from a folder of your computer.

You can also add some information about yourself and a short description.

Do not forget to save if you make any changes!



The screenshot shows a user profile settings page for 'Sophia Finkler' from 'Germany'. The page has three tabs: 'Profile' (highlighted with a red box), 'Personalize', and 'Social Stream'. The 'Manage profile' section includes fields for 'Salutation' (Mrs), 'Title', 'First name' (Sophia), 'Surname' (Finkler), 'Organisational unit/Department', and 'About me'. There is a 'Country' dropdown set to 'Germany'. A 'Cover picture' section shows a sunset image with a 'REMOVE' button. A 'Your picture' section shows a profile picture of Sophia Finkler with 'UPLOAD IMAGE' and 'REMOVE IMAGE' buttons. A red box highlights the 'Your picture' section, and a red arrow points to it with the text 'Upload a profile picture'. Another red box highlights the 'SAVE' button at the bottom right, with a red arrow pointing to it and the text 'Save'.

Profile Personalize Social Stream

Manage profile

Salutation  
Mrs

Title

First name  
Sophia

Surname  
Finkler

Organisational unit/Department

About me

Country  
Germany

Cover picture  
pexels-photo-94356.jpeg 1.95 MB REMOVE

Your picture  
UPLOAD IMAGE  
REMOVE IMAGE

SAVE

Upload a profile picture

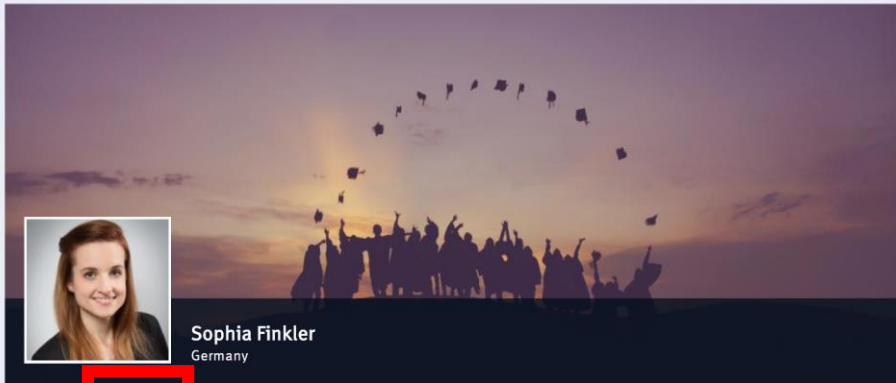
Save

# Personalization Settings

Next to the profile settings you will find the personalization settings of the magazine.

If some sections are of special interest to you, you can activate email notifications in order to be informed if new articles or comments are available.

**Subscribe to a section**



The screenshot shows the 'Personalize' tab selected in the user's profile settings. The user's name is Sophia Finkler from Germany. The 'Rubriken' section allows selecting topics of interest, with all options currently turned 'On'. A red box highlights the 'On' toggle for 'Us', with a red arrow pointing to it from the text 'Subscribe to a section'. The 'Notifications' section shows a dropdown set to 'Weekly' and a toggle for 'When there are new comments' which is currently 'Aus' (Off). A 'SAVE' button is at the bottom.

Rubriken	Choose the rubrics of interest to you. We will notify you by mail when new content in these rubrics becomes available.
On	Us
On	Logistics
On	NPI
On	Orga
On	Production
On	Purchasing
On	Quality
On	SCM
On	Who is who
On	Stream

Notifications

When would you like to be notified about changes in the content?

Weekly

☐ Aus When there are new comments

SAVE



# Personalization Settings

Below your notification settings, you have the possibility to define the frequency of your notifications.

If you choose “weekly”, you will be informed once a week.

**Subscribing to a section**

**Frequency of notifications**

Profile Personalize Social Stream

Rubriken

Choose the rubrics of interest to you. We will notify you by mail when new content in these rubrics becomes available.

On Us On Logistics On NPI

On Orga On Production On Purchasing

On Quality On SCM On Who is who

On Stream

Notifications

When would you like to be notified about changes in the content?

Weekly

Off On When there are new comments

SAVE

# Personalization Settings

You can also specify if you only would like to receive notifications about new articles, or if you also want to be informed about new comments.

Again you should not forget to save if you make any changes.

The screenshot shows the 'Personalize' settings page for a user named Sophia Finkler from Germany. The page has three tabs: 'Profile', 'Personalize' (which is selected and highlighted with a red box), and 'Social Stream'. Below the tabs, there is a section titled 'Rubriken' (Sections) with the instruction 'Choose the rubrics of interest to you. We will notify you by mail when new content in these rubrics becomes available.' This section contains a grid of toggle switches for various topics: 'Us', 'Logistics', 'NPI', 'Orga', 'Production', 'Purchasing', 'Quality', 'SCM', 'Who is who', and 'Stream'. The 'Us' toggle is highlighted with a red box and labeled 'Subscribe to a section'. Below this is a 'Notifications' section with a dropdown menu for 'When would you like to be notified about changes in the content?' and a radio button labeled 'Aus' (Off) for 'when there are new comments'. This radio button is also highlighted with a red box and labeled 'Notification if new comments are published'. The 'Frequency of notifications' label points to the dropdown menu. A 'SAVE' button is at the bottom right.

**Subscribe to a section**

**Notification if new comments are published**

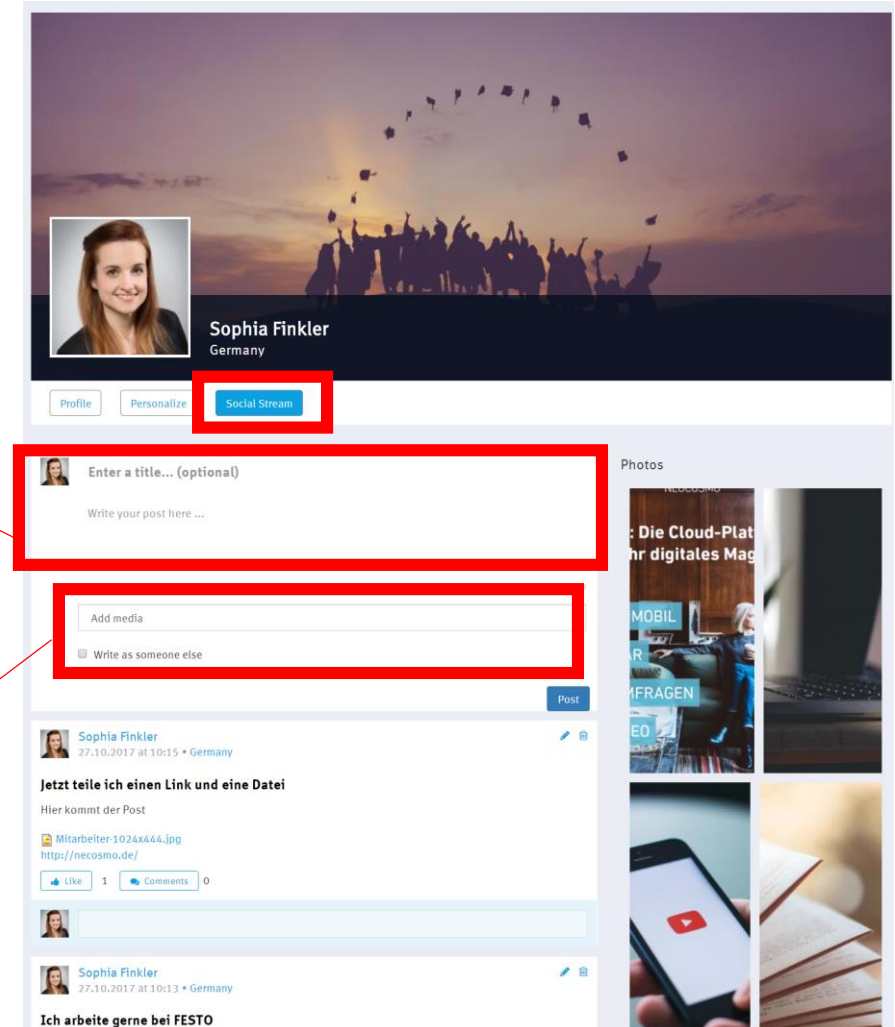
**Frequency of notifications**

# Personal Stream

In your personal “Social stream” your own posts and shared data can be accessed and edited.

Create a  
posting

Share media



# Contact



**Need assistance? Feel free to contact us at any time.**

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Do you have any questions? Give us a call!  
Do you have any ideas or suggestions? Let us know.

We look forward to your active participation!  
The @Operations editorial team