

Logistics - Use Cases

Here are some examples of content that could be shared across different departments:

Streams	
Content	Owner
<ul style="list-style-type: none"> • Important Audits • Company NPS • Opening of Parcel Shops • Annual Report • Thanks & Recognition • Townhall recordings • CEO Update Videos: Users can write their questions as comments • Successes in audits and quality assessments 	Management / Executive Team
<ul style="list-style-type: none"> • Press Releases • Video Interviews with Employees • Leadership stories • Marketing & Customer Experience Updates • Awards / Recognitions • Sponsorships • Marketing Campaigns • Market Monitoring / Market Observations • New Projects • Sales wins/ New contracts won 	Marketing



<ul style="list-style-type: none"> ● Employee joiners and leavers ● Anniversaries & years of service ● Completion certificates / completed training programs ● Suggestion box / idea board ● Success stories from daily work ● Employee benefits ● Partner offers ● Job openings ● Announcements for training and development opportunities ● Events ● Work-life balance tips ● Information on internal or external counseling services ● Sustainability topics ● Future Day ● Video interviews with employees ● Open house day ● Free tickets for events ● Short challenges ● Positive customer feedback / complaints ● Promotion of social engagement ● Lost & found 	<p>HR</p>
<ul style="list-style-type: none"> ● Weekly Performance Report ● Shopfloor Information ● Pickup Times – Weekly Overview ● Monthly NPS ● Parcels Incoming Quantity ● Open Return Orders ● Daily Predict Report ● Daily Incoming Volume ● Shipping Plans / Ship Itineraries ● Cargo Information ● Person on Duty ● Shifts handover ● Capacity updates 	<p>Location / Department</p>
<ul style="list-style-type: none"> ● Precautionary Measures for Night Work ● Ergonomic Movements ● Seasonal Tips for Heat, Cold... ● Hygiene Recommendations ● Safety Spotlights / Safety Instructions ● Safety Instructions with Videos and Photos from Our Own Employees ● Aviation Security-Relevant Events 	<p>Safety</p>



Workflows

Content	Owner
<ul style="list-style-type: none"> ● Absence Notification ● Expense Report ● Time Correction ● Shift Swap ● Sick Leave Notification ● Accident Report ● Event Registration ● Onboarding / Offboarding ● Employee Feedback ● Confirmation of Training Completion / Acknowledgement of Policies ● Employee Referral ● Improvement Idea Submission ● Register / deregister temporary staff ● Employee review / appraisal ● Visitor registration 	HR
<ul style="list-style-type: none"> ● Workwear Order ● Incident / Malfunction Report ● Complaints ● Temperature Control Logs ● Inventory Checklist ● Equipment Checklist ● Shift swap 	Operational

Document Library

Content	Owner
<ul style="list-style-type: none"> ● General Information (Vacation and Holiday Policies, Contact Details, Opening Hours, Organizational Chart, Annual Goals, Employee Handbook, Code of Conduct) ● Overtime policy ● Sustainability Reports, Regulations ● Newsletter ● Employee Benefits ● Information & Guidelines ● Training and onboarding materials 	HR
<ul style="list-style-type: none"> ● Training Videos ● Safety Manuals ● Emergency Procedures 	Operational



- Compliance Documents (ISO, AEO Guidelines...)
- Quality standards & audit checklists
- Special handling instructions for key customers
- Equipment operation manuals
- Travel Information (Visa, Expenses, Guidelines)
- Transport Licenses and Insurance
- Company Vehicle Policies
- Procedure in Case of Breakdown or Traffic Accident
- Work and Hygiene Regulations
- Emergency and Alarm Plans
- Training / Development Plans

Campaigns & Surveys

Campaigns

- Safety alerts
- Seasonal safety topics (heat, ice, high-risk periods)
- Strikes or disruptions impacting delivery routes
- SOP acknowledgment surveys
- Policy confirmation
- Mandatory Compliance Reminders
- Important Process and Safety Instructions
- HR reminders (vacation cutoff dates, timesheet deadlines)
- Changes to Internal Policies
- New or updated Safety Procedures
- New equipment introductions
- Reminders for Important Deadlines
- Last-Minute Open Shifts
- Reminders to Register for Events
- Meeting Minutes

Surveys

- Survey on Staff Events
- Stress and Fatigue Check
- Availability Survey
- Seasonal Retention Insights
- Event Invitations and Registration
- Feedback on Beekeeper
- Training Survey
- Team Development Survey
- Employee Survey
- Quiz on Work Instructions and Trainings
- Feedback on New Work Apparel
- Health challenges invitation