

Manufacturing - Use Cases

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

Streams	
Content	Owner
<ul style="list-style-type: none"> • Corporate strategy & objectives • Annual goals, budget planning, investments • Legal or regulatory changes • Internal elections (e.g., personnel committee, etc.) • Investments in new machinery, locations, or technologies • Changes in organization or leadership • Townhall recordings • Announcements about new tools or technologies in the company 	Management / Executive Team
<ul style="list-style-type: none"> • Social media content (e.g., integration with Instagram) • Events and activities • Trade fair visits, open house days, apprenticeship fairs, health & safety day, Future Day, apprenticeship start week, etc. • Monthly themes – each month is assigned a specific topic • Achieved certifications • Successes: certifications, awards, customer acquisitions • Digitalization & automation in the company 	Marketing
<ul style="list-style-type: none"> • Employee joiners and leavers • Corporate values • Employer branding initiatives • Birthdays, anniversaries, promotions & employee highlights • Job openings • Video interviews with employees • Completion certificates / completed training programs • Vacation-free periods and company holidays • Training and development plans • Information on personnel changes • Employee survey results • Photos from various employee events • Lost & found • Visitor information (external persons, companies, etc.) • Everyday achievements (e.g., employees showcasing how they live sustainability, etc.) 	HR



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<ul style="list-style-type: none"> ● Production metrics & daily/weekly reports ● Occupational health & safety updates ● Improvements in processes or products ● Quality assurance & lessons learned ● Knowledge sharing / internal training, understanding production processes, or employee education ● Team highlights & employee recognition ● Status of process improvement projects ● Information on machine maintenance or downtime ● Updates on supply chains or material availability ● Internal events or employee meetings ● Tips for increasing efficiency, lean methods, or best practices ● Team-building activities or site competitions ● Safety campaigns & reminders 	<p>Location / Department</p>
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Workflows

Content	Owner
<ul style="list-style-type: none"> ● Absence notification ● Expense report / reimbursement ● Time correction / time tracking ● Submit medical certificate ● Accident report ● Personnel changes <ul style="list-style-type: none"> ○ Name change ○ Address change ○ Update of employee data ● Event registration ● Preboarding ● Onboarding / offboarding ● Employee feedback ● Confirmation of completed training / acknowledgment of policies ● Employee referral ● Submission of improvement ideas ● Register / deregister temporary staff ● Employee review / appraisal ● Visitor registration 	<p>HR</p>
<ul style="list-style-type: none"> ● Checklists for quality inspections ● Maintenance order ● Vehicle location changes ● Workwear order ● Material order ● Packaging coordination ● Report hazardous areas 	<p>Operational</p>



- Near-miss reports
- Complaint or deviation reports
- Confirm participation in training

Document Library

Content	Owner
<ul style="list-style-type: none"> • General information (holiday and public holiday regulations, contact details, opening hours, organizational chart, annual goals) • Company policies & code of conduct • Sustainability reports, regulations • Newsletter • Employee benefits • Guidelines for various processes • Onboarding documents for new employees • Training videos • Presentations on new tools • Phone lists • Benefits • Training and development concepts • Canteen menu • Employment contracts & policies • Vacation regulations & absence forms • Payroll & bonus information • Continuing education and training materials 	HR
<ul style="list-style-type: none"> • Emergency drills and evacuation plans • Shift planning, vacation updates, attendance • Work instructions for machines or production lines • PPE guidelines (personal protective equipment) • Hygiene rules, e.g., in food production • Maintenance or equipment manuals • Safety policies and manuals • Training materials and documentation • Hazardous materials documentation 	Operational

Campaigns & Surveys

Campaigns	Surveys
<ul style="list-style-type: none"> • New documents uploaded • Safety rules • Reminders (tire changes, maintenance work, service, etc.) 	<ul style="list-style-type: none"> • Registrations / cancellations for employee events • Survey on employee events • Experiences with Beekeeper



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- Shift planning, attendance, or last-minute adjustments
- Updates on machines, equipment, or maintenance
- Changes in processes or production workflows
- New production procedures
- Training or course announcements

- Training survey
- Team development survey
- Employee survey
- Quiz on work instructions and training
- Feedback on new workwear