

Hannon Hill Corporation

800.407.3540 | www.hannonhill.com | info@hannonhill.com

Makers of the Award-Winning Cascade Server content management software

Intranet Tips from Web Content Management Experts

Intranet How-to Advice from WCM Solution Provider Hannon Hill Improves Communications and Productivity

ATLANTA – FEBRUARY 26, 2007– As more companies publish training materials, announcements, memos and HR information on their intranets, these sites can quickly become cluttered and less functional. To help companies make better use of their intranets, web content management (WCM) provider Hannon Hill’s president, David Cummings, provides ‘[10 Steps to a Useful Intranet.](#)’

“During the process of helping customers build their intranets using our web content management software, we’ve identified best practices to ensure an intranet is helping teams communicate and improving productivity within an organization,” said Cummings. “Whether a company is starting from scratch or freshening up a languishing intranet, following the steps we’ve outlined will ensure it becomes a valuable asset for the employees.”

10 Tips to a Useful Intranet:

1. *Update it frequently (announcements, news, etc)* By updating the information on your intranet site frequently, your staff gets recent and accurate information. An intranet is a great way to spread the news.
1. *Make it simple and easy to use* If it’s not easy to use, people won’t use it. The goal of an intranet should be to simplify and consolidate, not add to the mess.
1. *Provide a search feature* Your intranet is useless if people can’t find what they need. Even the most logically structured intranet needs a search bar for people in a hurry.
1. *Track the usage (hits and visitors)* Your idea of what’s useful and what’s actually used may be completely different. Keeping stats is a good way to help you shape your intranet according to your staff’s needs and expectations.
1. *Organize it logically according to departments and teams* By organizing content around departments, you give each department its own place to call home. An intranet’s functionality should reflect the functionality of the company.

1. *Provide a starting page for each department* A starting page for each department provides staff quicker access to relevant information. It eliminates confusion and allows for much easier navigation.
1. *Include files, documents, policies, procedures, etc.* Keeping important information on your intranet makes it easy for staff to find what they need. And having one central location makes for faster updates when information changes.
1. *List phone extensions and contact lists* Instead of having to search around for a hardcopy of phone extensions and contact lists, putting this information on your intranet makes frequently needed (and often forgotten) contact numbers easy to find.
1. *Allow for feedback forms* Feedback forms and comments are a great way to improve communication and collaboration – which is the whole point of an intranet.
1. *Use a content management system* Using a content management system is the quickest and easiest way to maintain an active intranet. Hannon Hill uses [Cascade Server](#) to manage its own intranet.

The Hannon Hill 'Ten Tips to a Useful Intranet' is also available as a [downloadable podcast](#) at www.hannonhill.com or Apple's iTunes.

New Resources from CMS Tube (www.cmstube.com):

- How to Manage a Blog Entry with Cascade Server (Videocast):
<http://www.cmstube.com/videos/product-demos/create-blog-entry.php>
- Business User Introduction to Cascade Server (Videocast):
<http://www.cmstube.com/videos/business-tech-intros/business-intro.php>

About the Company

Hannon Hill creates web marketing solutions that give people and organizations the freedom to manage their Internet, Intranet, Extranet and Portal content with ease. Our primary software solution, Cascade Server, is ideal for organizations in industries such education, healthcare, technology, government, and publishing. Designed for any network environment, Cascade Server is as easy as e-mail and gives IT departments much needed deployment flexibility, a zero-footprint client and fast implementation. Since 2001, Hannon Hill solutions have been utilized and trusted by organizations including Duke University, Carnegie Mellon University, MCG Health Systems, PGP Corporation, Reed College and SCOREGolf magazine. For more information about Hannon Hill and all of our products, please visit www.HannonHill.com or contact us directly at 800-407-3540.

Press Release Contact: Morgan Griffith
Hannon Hill Corporation
info@hannonhill.com (678) 904-6900

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