Getting Started

Find Employee and Project Information

* Use the Employee Directory on the People site to find phone numbers and put a name to a face. Use Employee Profiles to learn more about another employee’s interests and project experience.
* Use the Project Directory on the Project site to find information about projects you are working on, or a list of projects related to a specific theme (i.e. Data Centers in CA). Use Project profiles to share news about projects you are working on and to identify staff with specific project experience that you might need.

Contribute

* Ask questions and share valuable work related experiences. Conversations that happen here become part of our institutional knowledge.
* Check the intranet daily and help other employees out by responding to their discussion topics with a comment.
* Organize your thoughts using inline mentions and hashtags. You an inline mention any Employee, Project, Contact, Company, Opportunity or Intranet Site by typing ‘@’ followed by the name of the entity you want to mention (i.e. @Bill Apple). You can create new hashtags by typing ‘#’ followed by a word. You can use existing hashtags by including the hashtag (i.e. #RevitTips) in your stream item.

Download Synthesis Mobile

You can access information about Employees, Projects, Contacts, Companies, and Opportunities on [Synthesis Mobile for iPhone](https://itunes.apple.com/us/app/synthesis-mobile/id691326184?ls=1&mt=8).

You can access information about Employees and Contacts on [Synthesis Mobile for Android](https://play.google.com/store/apps/details?id=com.knowledge_architecture.synthesis).

To authenticate, use your full work email and the same domain password you use to login to Synthesis for SharePoint.

FAQ

Q: How are lessons learned handled on our intranet?

A: Lessons learned stories are posted via Share Something and tagged with #LessonsLearned and the project(s) the learning is related to.

Q: What are #hashtags and when should I use them?

A: Hashtags are a democratic way of identifying important topics and grouping different posts on a given topic together. Hashtags help readers recognize the topic and continue the conversation.

Is your post part of a larger conversation? Want to bring attention to this topic? Hashtag the subject by typing ‘#’ followed by the topic.

If you want to receive email notifications when someone includes a specific hashtag in a post or comment, go to that hashtag’s page (by clicking on the hashtag) and click the email button in the upper right.

Q: What are @-mentions and when should I use them?

A: @-mentions let you tag another employee, a project, an opportunity that we’re chasing, a company we work with, or a firm contact, in your post.

@-mentioning employees brings a post to the mentioned employee’s attention via an email notification.

@-mentioning a project, opportunity, company, or contact is a great way to document and share news about that entity. Those posts will appear on the entity’s profile page, and in the I’m Following activity stream for any employee that is following the entity.

Q: I can’t find a document that we had on the old intranet, who should I talk to about it?

A: Ask the community by posting the question and including #Help, or contact one of the core team members directly.