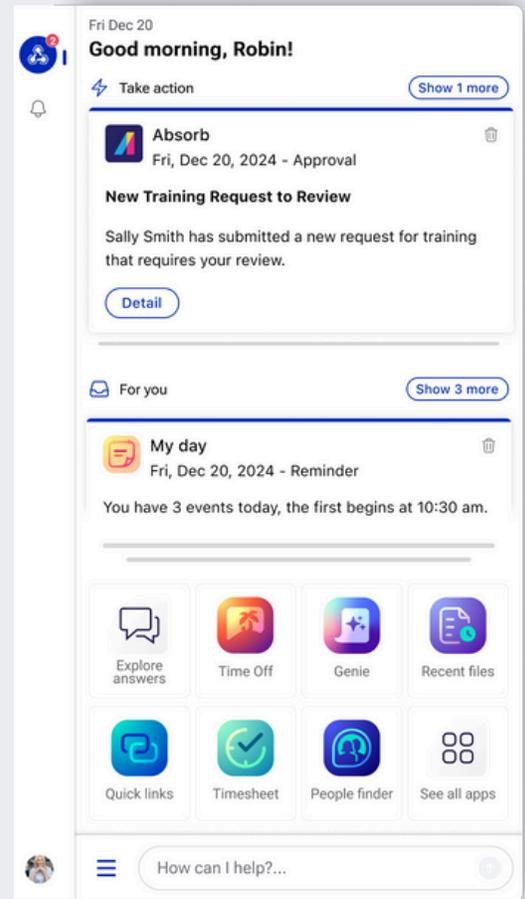# Workgrid AI Assistant:
Intranet Toolbar

Embed the AI Assistant onto your company intranet as a modern toolbar that connects employees to tasks and information from across the workplace in one unified place.

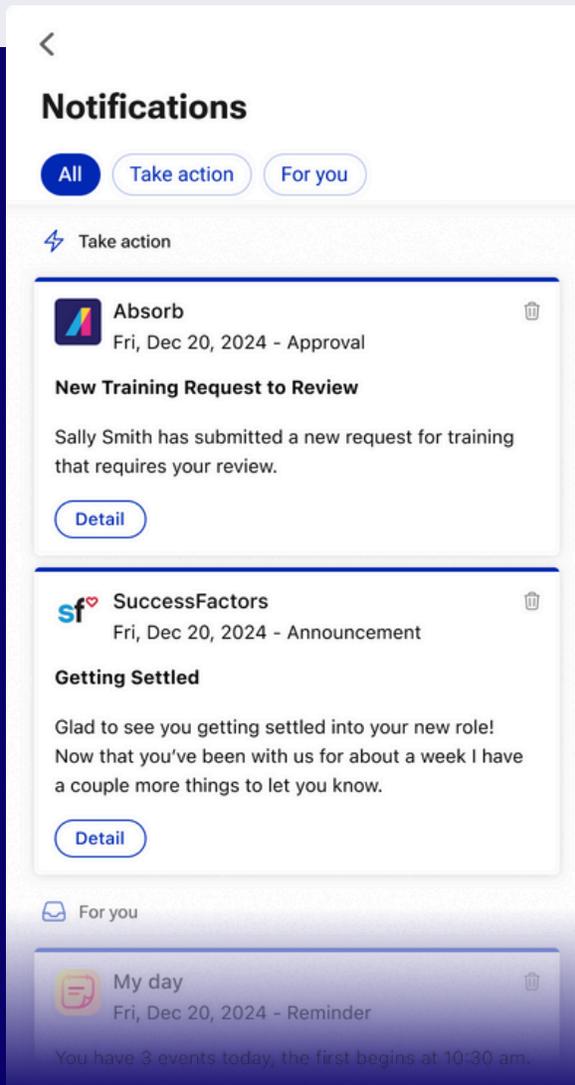The intranet toolbar delivers an enhanced intranet experience including:

- A single view of the content that matters to you including To Dos, To Knows, and Apps in a single glance

- An easy to digest notifications view that let's you dive deep and better manage your notifications

- A user-friendly conversational interface to ask questions and access apps

Feature Summary:

Simple Navigation: Allow employees to take advantage of all that the AI Assistant has to offer without having to toggle between views.

Briefing Experience: A persistent briefing experience provides an at-a-glance view of the most recent tasks and notifications to easily highlight what hasn't been addressed yet.

Notification Inbox: The notification inbox enables employees to easily manage their notifications. Filters make it easy to manage both read and unread notifications.

Badging for Un-Actioned To Dos: A red icon badge indicates to employees the number of To Dos that need action. If all To Dos have been actioned, the badging will show as a dot to represent unread To Know notifications. If there are no To Dos or To Knows, there is no badge on the primary icon.

Toolbar Navigation with badging

Notification Inbox

Exploring the Toolbar

1. Primary Icon
A red icon badge indicates to employees when they have an action item or notification that needs their attention. The primary navigation icon will be your organization's Assistant logo.

2. Notifications Inbox
The bell icon opens up the "Notifications Inbox" which enables employees to view notifications outside of the chat stream.

3. Take Action
Notifications under "Take Action" require employees to perform an action such as approvals and trainings.

4. For You
Notifications under "For You" are informational in nature and require attention including system alerts and company communications.

5. Show More
The top unread or unactioned notification shows on top in the briefing view. The show more button will expand more of your notification stack in the stream.

6. Apps Section
A collection of installed apps show within the interface for quick access. Employees can also click "See All Apps" or surface an app using natural language by asking a question like "what is my time off balance?" or "what is the status of my IT ticket?"

7. Conversational Experience
Use natural language to find information across apps, documents, and FAQs by entering requests into the chat.

Fri Dec 20
Good morning, Robin!

⚡ Take action   Show 1 more

Absorb
Fri, Dec 20, 2024 - Approval

New Training Request to Review

Sally Smith has submitted a new request for training that requires your review.

Detail

📥 For you   Show 3 more

My day
Fri, Dec 20, 2024 - Reminder

You have 3 events today, the first begins at 10:30 am.

Explore answers   Time Off   Genie   Recent files

Quick links   Timesheet   People finder   See all apps

How can I help?...