

# HBM

Powering Business.






Microsoft Business-Apps for Office 365  
HB Munich GmbH



# The HBM Microsoft Business Apps

Optimize your work processes with our unique Microsoft Business Apps, specifically designed for Office 365 users. Automate your tasks and focus on your results. Rely on our experienced development team and seamlessly integrate our apps into your business.

## Currently available in the Microsoft Store:

-  ToC – Table of Contents
-  Birthday Reminder
-  Site Glossary
-  Profile Status
-  Site HUB



## ToC – Table of Contents

Easily organize and structure your content

Documentation your colleagues will love: With this TOC Add-In/WebPart, you can quickly and easily create documentation on modern pages. Make it easier for your colleagues to read and understand your documentation. With TOC, everyone can easily stay organized and on track.

**Secure and proven:**

Over 200 companies trust the ToC App.

**Always up-to-date:**

Automatically generated table of contents, similar to Wikipedia.

**At a glance:**

Content structured concisely and accessible with a click.

**PREMIUM – ONE STEP AHEAD:**

In the ToC Premium version, the table of contents remains visible while scrolling.





# ToC – Table of Contents

## Quick overview of your content

ki-Center

Wiki Fachprozess IKT

Start Methoden Vorlage Prozesse & Abläufe Arbeitsschutz Websiteinhalte FAQ Bearbeiten

Neu Senden an Höher stiften Seitendetails Plastischer Reader Analysen Veröffentlicht 19.5.2021 Bearb

### Fachprozess Beschreibung

#### Unser Vorgehen zum WebPart und App

Dies ist ein Textabsatz in einem Textwebpart. Dies ist ein guter Ort, um sich selbst vorzustellen, Ihr Projekt oder Team zu beschreiben oder Informationen hinzuzufügen, die Sie auf Ihrer Seite benötigen. Klicken Sie einfach in diesen Text, und ersetzen Sie ihn durch Ihren eigenen.

Die Formatierungsleiste oben gibt Ihnen die folgenden Möglichkeiten:

- Formatvorlagen ändern
- Aufzählungszeichen hinzufügen
- Text ausrichten
- Links hinzufügen

Sie können das gesamte Textwebpart löschen, indem Sie links auf die Schaltfläche "Webpart löschen"

#### Inhaltsverzeichnis

- Unser Vorgehen zum WebPart und App
- Dokumente zum Thema
- Überschrift 1
  - Überschrift 1.1
    - Überschrift 1.1.1
- Überschrift 2
  - Überschrift 2.2
  - Überschrift 2.3

#### Tags

Klima Umweltschutz



## Birthday Reminder

Celebrate not only successes, but also special occasions together

Avoid awkward situations:  
Never miss your colleagues' birthdays again and show that each individual is important to you - with the user-friendly Birthday App.

**Optimized communication:**

Increased use of the intranet enhances communication.

**Improved collaboration:**

Promotes networking and a sense of "togetherness."

**Reminder functionality:**

Event can be transferred to Outlook.

**PREMIUM - NO ONE WILL BE FORGOTTEN:**

The Premium version displays the birthdays of all employees, not limited to just two birthdays.



# Birthday Reminder

## For a respectful and appreciative collaboration

The collage displays several screenshots of the Teams interface:

- Top Left:** A news feed snippet with a world map image and text: "Neuer Beitrag über Arbeitsrichtlinien" by Robert Schöbel, October 14, 2021.
- Top Middle:** A "Birthday Reminder by HB Munich GmbH" panel showing "Todays Birthdays" (one person), "Next 237 Days" (four people), and "Past 113 Days" (one person). It highlights "Martina Müller" on 01.01. with the title "Führungskraft" and a "Start Teams-Chat" button.
- Top Right:** A similar "Birthday Reminder" panel showing "Todays Birthdays" (multiple people icons), "Next 31 Days" (two people), and "Past 31 Days" (one person). It highlights "U. Max Mustermann" on 30.11. with the title "Job Title" and a "Start Teams-Chat" button.
- Bottom Left:** A dedicated "Birthday Reminder by HB Munich GmbH" panel with a blue header, showing "Todays Birthdays", "Next 237 Days", and "Past 113 Days" sections.
- Bottom Middle:** A news feed snippet with a world map image and text: "Neuer Beitrag über Arbeitsrichtlinien" by Robert Schöbel, October 14, 2021.
- Bottom Right:** A "Birthday Reminder by HB Munich GmbH" panel showing "Todays Birthdays", "Next 237 Days", and "Past 113 Days" sections.





## Profile Status

### Present your best self

Let your employees showcase their abilities: Motivate your employees by displaying their profile completion status, skills, and achievements, encouraging them to present their accomplishments and advance their careers.

**Always up-to-date:**

The progress display shows the current status of the employee's profile.

**Greater understanding & trust:**

Employees are motivated to complete the profile information required by the company.

**Custom profile field selection:**

Define mandatory fields.

**PREMIUM - TAILORED, WITHOUT THE FRILLS:**

The Premium version offers the option to track more than four fields and create custom fields.



# Profile Status

## Better understand your employees

The screenshot displays the 'Profile Status HBM' interface. On the left, a progress bar shows 75% completion. Below it is a 'Go to profile' button. Under 'Profile details', four items are listed: 'About Me' (red minus sign), 'Birthday' (green plus sign), 'Mobile Phone' (green plus sign), and 'Past Projects' (green plus sign). Below this are two circular progress indicators: one for 33% and another for 75%, each with a 'Go to profile' button. On the right, a 'Profile Status HBM' window is open, showing 'WebPart Settings' and 'Choose profile fields'. A dropdown menu is open, showing 'Birthday, Job Title, Interests & skills, Wor...'. Below the dropdown are checkboxes for 'Projects', 'Birthday' (checked), 'About', 'Mobile Phone', 'Work Phone' (checked), and 'Job Title' (checked).

**Profile Status HBM**  
<https://hbm-apps.de>





## Site HUB

Managing all projects effectively means less stress

**Boost productivity and avoid chaos:**  
With the HUB App, you can organize and filter teams, projects, and sites according to your preferences, enabling more productive and effective work.

**Reach your goals faster:**

Structure your storage (sites/teams) by topics, departments, and projects.

**Cross-platform search function:**

links to Teams and SharePoint.

**Organization without detours:**

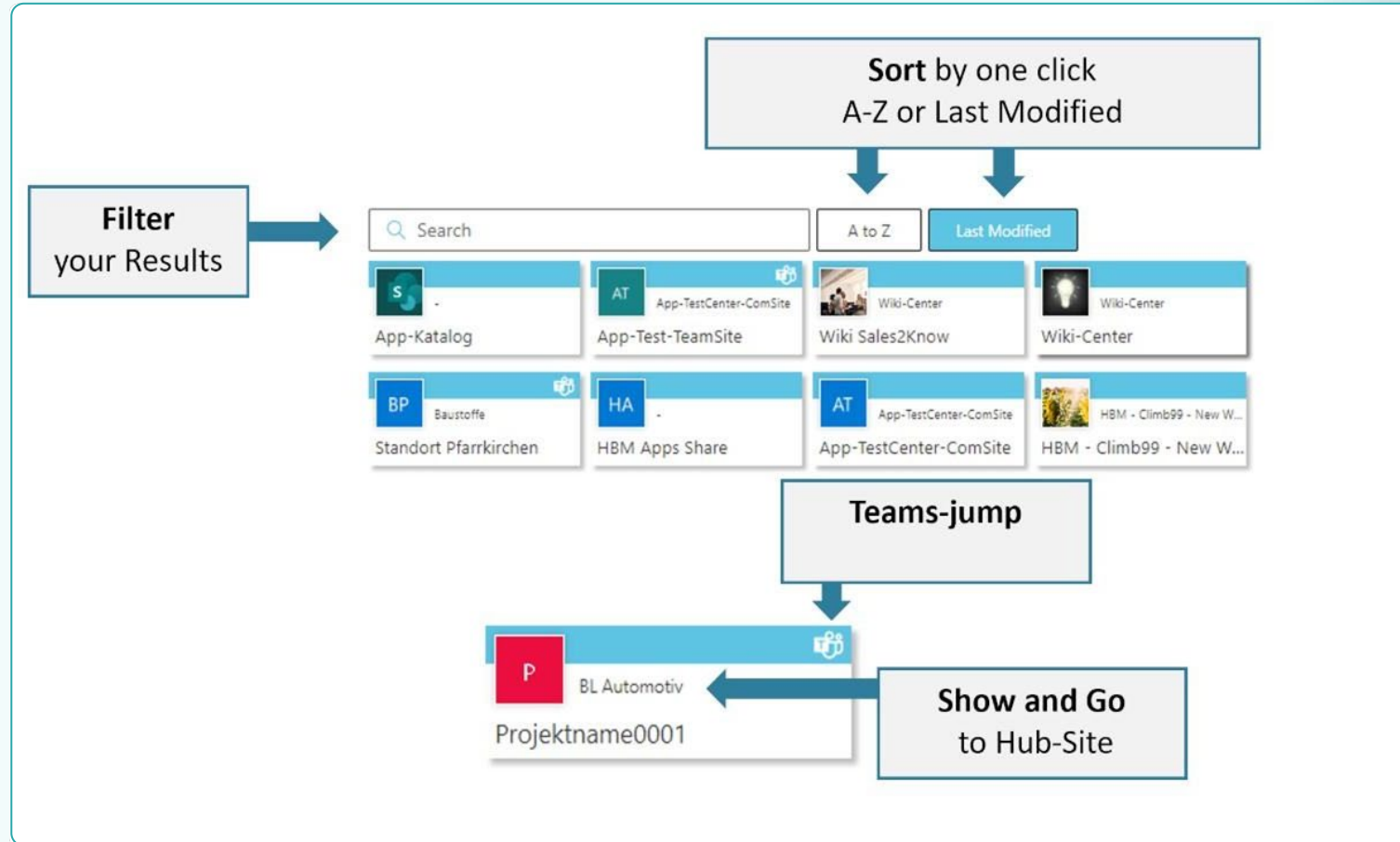
Sites and teams are automatically sorted by alphabet and last access.

**PREMIUM - AS UNIQUE AS YOUR COMPANY:**  
The Premium version offers comprehensive administration settings and KQL filter options, as well as the ability to search through more than 500 sites.



# Site HUB

## Keeping all projects under control





## Site Glossary

Consolidate all your master data in one place

Structure your company's storage like a reference book and share your knowledge: The Site Glossary App allows you to share your corporate knowledge easily and effectively, so everyone can benefit from it.

**Alphabetical grouping:**

Fully automated and effortless from A-Z.

**Filtering and searching:**

For discovered documents and entries. Define your data sources and search parameters yourself.

**Shed light on storage silos:**

Helps you avoid duplicate work and rediscover long-lost information.

**PREMIUM - MANY DATA REQUIRE MANY FILTERS:**

The Premium version offers comprehensive administration settings and KQL filter options, as well as the ability to search through more than 500 pieces of content.





# Site Glossary

## All content as a master directory

**Glossar App – Listen Sie Ihren Inhalt von A-Z Inhalt auf**

**HBM**

Suchen    Alphabetische Gruppierung    Mit und ohne Ordner

Filtern A-Z

Glossar Index - for all items in your Tenant

Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ [0-9] All

A	B	C
A - OneNote Notizbuch Site Title... -> Freigegebene Dokumente	B   Dachau B   Dachau ->	CERT dev_00005 -> Freigegebene Dokumente
A From GuestUsers Site Title... -> Lists -> CustomList	B   Dachau - Dokumente B   Dachau -> Freigegebene Dokumente	channellcons Redaktions... -> SiteAssets
A1000 dev_00005 -> Freigegebene Dokumente	B   Dachau - Formatbibliothek B   Dachau -> Style Library	ChatBot Connecor HBM - Clim... -> SitePages
Show more	Show more	Show more
D	E	F
Daily Status / Redaktionssitzung Redaktions... -> SitePages	EasyNoTeams SPUG-Team -> Shared Documents	Fachkonzept Intranet K... -> Freigegebene Dokumente
DataSet dev_00020 -> SiteAssets	Ein Testordner dev_00023 -> Freigegebene Dokumente	Fachprozess Beschreibung Wiki Sales... -> SitePages
DataWithSpecRightsFirst test_kund... -> Lists -> DataWithSpecRightsFirst	ein weiteres Notizbuch für Teams dev_ohneAd... -> Shared Documents -> Kanal Nr 2	Fachthemen Intranet K... -> SitePages
Show more	Show more	Show more

Vorschau und Details

**Glossar App HBM**  
<https://hbm-apps.de>



## Premium License Fees

**Get more out of your apps:** Our HBM Apps are free in the basic version and offer you a wide range of features.

**Invest in your productivity:** Our Premium license fee is an investment in your productivity and efficiency, which pays off in the long term.

Up to 250  
employees:

**€50**

monthly

Up to 500  
employees:

**€150**

monthly

Up to 1,000  
employees:

**€250**

monthly

**Custom solutions for your company:** For companies with 1,000 employees or more, we are happy to create a tailored offer designed to meet the needs of your business.



## Custom App Development

### We get you up and running

If you want a tailor-made app, we are the specialists.

Transform your ideas into an app: If you need a tailor-made app, we are the specialists. With our "Create what you need" philosophy, you can turn your ideas into a functional app. Risk-free, easily calculable at a fixed price, including a runtime guarantee.





# HBM

Powering Business.

**Marina Haynk**

+49 89 64 981 441

+49 176 32047281

marina.haynk@hb-munich.com

www.hb-munich.com

---

**HB Munich GmbH**

Bavariafilmplatz 7

82031 Grünwald

---

