

PLATFORM CONTROLS

Demonstration Guide

WORKPLACE CONTROLS

Platform

- Controlled by System Admins or Facebook
- Impacts all users on platform



- Add Guidelines for Use
- Access to Workplace
- Group Creation
- Document Upload

Group

- Controlled by users
- Impacts members of group(s) where settings are enabled



- Group Type
- Privacy
- Membership Approval
- Teams to Groups
- Posting Permissions
- Post Approval (Moderation)

PREFERENCES

User

- Controlled by user
- Impacts the user



- News Feed
- Notifications
- Tagging
- Language
- Privacy
- Following
- Join/Leave Group

PLATFORM CONTROLS

PLATFORM CONTROLS – GUIDELINES, ACCESS, GROUP CREATION

The screenshot shows the Facebook Workplace Settings page for a company named 'kp.facebook.com'. The left sidebar contains a navigation menu with options like Setup, Reporting, People, Groups, and Settings. The main content area is divided into sections: Company Name, Company Logo, Terms of use, Accounts and Profiles, Profiles, and Multi-company groups. Annotations with arrows point to specific settings, explaining their function and implications.

What It Does:
If link to Guidelines added, all users will be prompted to click through upon first login.

What It Does:
Controls which employees and physicians have access.

What It Does:

- Controls whether users can create groups
- Controls creation of MCGs

Implications:
Can provide documentation of attestation if users click through and click "attest".

Implications:

- Anyone in company – Easy provisioning and higher adoption
- Only people I choose – Control onboarding timing and employee type who can join

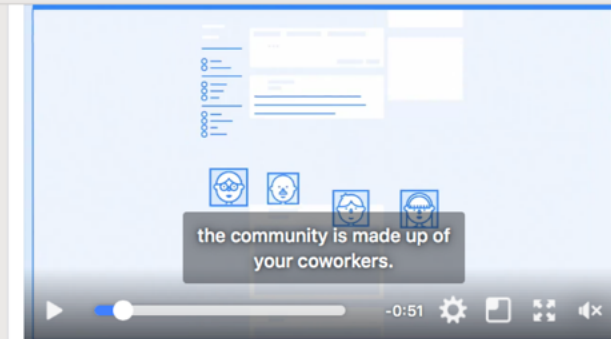
Implications:

- If users create groups, they can create any type or privacy setting
- More groups and content on the platform creates greater engagement
- May create greater moderator burden
- No group creation allows greater control and less content but also lower engagement
- No MCG allows System Admin to approve groups created with consultants, vendors

PLATFORM CONTROLS – DOCUMENT UPLOAD

What It Does:

- Determines whether users can upload documents to the Workplace cloud.
- Allows users to share documents securely via Box link.



47,077 Views

Workplace by Facebook

January 16

A collaborative space to connect your company.

Like Comment

Seen by 7

Write a comment...



Deshannee Johnice shared a link.

January 12

Hi Sponsors, I've updated the ITEC status update email. Please review and let me know if I've missed or need to change anything. Thank you!

Box | Simple Online Collaboration

Kaiser Permanente uses your network username and password to login to Box. Continue to login to Box through your network.

KP.ACCOUNT.BOX.COM

Like Comment Share

Seen by 7

1 share



Write a comment...

ADD MEMBERS

Import

+ Enter name or email address...

MEMBERS

10 Members



DESCRIPTION

Edit

A cozy spot where the Enterprise Social team and its collaborato... See More

GROUP TYPE

Teams & Projects

CREATE NEW GROUPS

Groups with cov projects

Implications:

- Prevents users from uploading documents (Word, Excel, PPT, Excel, PDF, etc.). Does not impact media files (video, photo, audio) which will still be uploaded/downloaded.
- Media files may contain PHI, PCI or PII that only a human moderator can detect.
- Users will need Box account to share documents.
- Links cannot be shared externally
- Users can set permissions to prevent download.

RECENT



Suggest



2017 IT STRATEGIC PRIORITIES

Our vision is to be the "best of breed" in the industry. We are committed to the following strategic priorities:



IT Executive Committee

7 members

+ Join

GROUP CONTROLS

GROUP CONTROLS – GROUP TYPES

What It Does:

Lets user select 1 of 4 Group Types. Group Type indicates intent. Functionally, they are the same.

Choose a Group Type



Teams & Projects

Teams, projects or taskforces.



Open Discussions

Help topics or feedback forums.



Announcements

Department, office or company.



Social & More

Anything else you want to connect with coworkers about.

Implications:

Group Type indicates intent. Functionally, they are the same.

GROUP CONTROLS – PRIVACY

The screenshot shows a Facebook group page for 'Summit Experience Group'. The group is marked as a 'Secret Group'. A dialog box titled 'Describe your group' is open, showing options for 'Teams & Projects', 'Group Name', and 'Privacy'. The 'Privacy' section has three options: 'Open' (selected), 'Closed', and 'Secret'. The 'Open' option is selected, indicating that the group is visible in search results and content is visible to all members. The 'Closed' option is also visible, indicating that content is visible to members only and membership requires request and approval. The 'Secret' option is also visible, indicating that the group is not visible in search results and content is visible to members only, with membership requiring invitation and approval. The 'Describe your group' dialog box is a white box with a blue 'X' icon and the text 'Teams & Projects Teams, projects or taskforces.' Below this is a 'Group Name' field with the placeholder text 'What should the group be called?'. The 'Privacy' section has three radio buttons: 'Open' (selected), 'Closed', and 'Secret'. The 'Open' option is selected, indicating that the group is visible in search results and content is visible to all members. The 'Closed' option is also visible, indicating that content is visible to members only and membership requires request and approval. The 'Secret' option is also visible, indicating that the group is not visible in search results and content is visible to members only, with membership requiring invitation and approval. The 'Describe your group' dialog box has 'Back' and 'Next' buttons at the bottom right.

What It Does:

Users can set privacy –

- Open = group visible in search results, content visible to all, membership open to all with no approval required—and two additional controls.
- Closed = group visible in search results, content visible to members only, membership requires request and approval
- Secret = group NOT visible in search results, content visible to members only, membership requires invitation and approval

Implications:

- Open – Content from all open groups shows up in News Feed; may create “noise” that users must opt out of
- Closed – Admins may have to approve/deny approval to many users but does keep info to those with need to know
- Secret – Members must be invited and users may mistakenly believe that content cannot be seen by System Admins.
- NOTE: System Admins can see Secret groups, content and membership. Nothing is secret on platform as indicated in Guidelines.

GROUP CONTROLS – MANAGE GROUP SETTINGS

The screenshot shows the Facebook interface for the "Summit Experience Group". The page header includes the URL "kp.facebook.com" and navigation links like "Deshannee", "Dashboard", "Home", and notification icons. The left sidebar contains a user profile for "Deshannee Johnice" and a list of group-related links such as "News Feed", "Add People", "Manage Integrations", "Notification Hub", "Work Chat", "Groups", "Events", "Company Dashboard", "Create Group", "Saved", and "Org Chart". The main content area features a large banner image with the text "PEOPLE & CULTURE" and "Summit Experience Group Secret Group". Below the banner are tabs for "Discussion", "Members", "Events", "Videos", and "Photos". A red box highlights the "Joined" button, which has a dropdown arrow, a "Notification" button, and a settings gear icon. A green callout box points to the settings gear icon with the text "Manage Group Settings Can adjust settings at any time." Below the banner, there is a "Write Post" section, a "1 post has been reported" warning, and a "Recommended by the Admins" section. The "Pinned Post" section shows a link shared by "Deshannee Johnice" on April 3, titled "Transforming health care is not a project; its a movement." The bottom right corner has a "Chat" button.

kp.facebook.com

Summit Experience Group

Deshannee Johnice View Profile

News Feed
Add People
Manage Integrations
Notification Hub
Work Chat
Groups
Events
Company Dashboard
Create Group
Saved
Org Chart

FAVORITES
BOLD MOVE - Communit...
BOLD MOVE - People & ...
BOLD MOVE - The Mind
CHALLENGE - Improve A...
Population Health Analyti...
Shared Agenda - The Mo...
Summit Experience Group
Shared Agenda Champio...
Shared Agenda
BOLD MOVE - Medical Ex...
BOLD MOVE - Affordability
BOLD MOVE - Personal ...
BOLD MOVE - One KP
BOLD MOVE - Growth
Workplace@KP Cham...
TEAMS & PROJECTS
Box Team
ITLF Initiative Leads
Team ONLY - ...
Integration
ANNOUNCEMENTS
Shared Agenda
DISCUSSIONS
Being Digital
Blockchain and Health...
Workplace Tips

PEOPLE & CULTURE

Be known for having the most capable, fulfilled, diverse, collaborative, and thriving workforce in health care.

Summit Experience Group
Secret Group

Joined Notification

Discussion Members Events Videos Photos

Write Post Add Photo/Video Add File More

Write something...

1 post has been reported

Recommended by the Admins
The admins think you might be interested in these groups

Being Digital Joined BOLD MOVE - ... Joined BOLD MOVE - A... Joined BOLD MOVE - T... Joined

Settings

Pinned Post

Deshannee Johnice shared a link.
April 3

Transforming health care is not a project; its a movement.
Each of you can contribute.
Each of you can make a difference.
INSPIRE action by sharing the stories that make you want to act. Post a video, photo, or written story here.
AMPLIFY the message and the Movement by organizing a Shared Agenda Summit for your department or organization.
... See More

Shared Agenda: Create a Challenge

Thank you for taking the first step to create a Challenge, or initiative, to remove obstacles and make positive changes in our KP communities.

Email address *

Your email

ADD MEMBERS Import

Enter name or email address...

MEMBERS 13 Members

DESCRIPTION SHARED AGENDA
The Shared Agenda is the Kaise... See More

GROUP TYPE
Announcements

CREATE NEW GROUPS
Groups make it easy to share with coworkers about specific projects and topics.
Create Group

RECENT GROUP PHOTOS See All

Suggested Groups See All

Jona's Team
6 members
Join

Chat

GROUP CONTROLS – MANAGE GROUP SETTINGS

The screenshot shows the Facebook settings for the 'Summit Experience Group'. The group is a 'Secret Group' with 'Announcements' as the group type. The description mentions 'KAISER PERMANENTE'S SHARED AGENDA' and 'OUR BOLD MOVES'. The web address is 'https://kp.facebook.com/groups/KPsharedagenda/?ref=group_cover'. The privacy is set to 'Secret Group'. The membership approval is set to 'Any member can add members, but an admin or a moderator must approve them'. The posting permissions are set to 'Members, moderators and admins can post to the group'. The post approval is set to 'All group posts must be approved by an admin or a moderator'. The 'Save' button is at the bottom.

What It Does:
Users can change Group Type at any time.

What It Does:
Can use Description to share Group Guidelines and expectations.

What It Does:
Can change Privacy settings at any time.

What It Does:
Controls who can add members to group—any member without Group Admin approval OR any member but only with Group Admin approval.

What It Does:
Automatically adds directs of any manager to the group.

What It Does:
Determines who can post to the group—all members OR just the Group Admin.

What It Does:
Determines if posts must be approved prior to appearing in group feed.

Implications:

Can adjust purpose/intention of group as projects evolve.

Implications:

Groups can have their own rules for engagement—as long as they don't contradict Guidelines for Use
Can use to inform members of settings, e.g. all posts must be approved.

Implications:

Can change privacy settings if content is ready to be shared with larger audience

Implications:

If information is not ready to share broadly, controlling membership is imperative.

Implications:

- Adding directs can ensure new hires/transfers are added to team/org groups.
- Can also annoy if directs are added to groups they're not interested in.
- Directs, like any user, can opt to leave group

Implications:

Restricting who can post will limit engagement and Group Admin, Moderator must create all content

Implications:

Requiring post be moderated turns Group Admin, Moderator into bottleneck that can lower engagement.

GROUP CONTROLS – MANAGE OPEN GROUP SETTINGS

The screenshot shows the Facebook interface for a group named 'Kaiser Permanente'. The left sidebar contains navigation links like 'News Feed', 'Add People', 'Manage Integrations', 'Notification Hub', 'Work Chat', 'Groups', 'Events', 'Company Dashboard', 'Create Group', 'Saved', and 'Org Chart'. The main content area displays the group's settings, including the group name, type (Open Discussions), description, web address, privacy settings, membership approval, add teams to group, posting permissions, and post approval. The group is currently set to 'Open Discussions' and 'Open Group' privacy. The description states: 'This group serves as a "virtual town square" for the KP community. All users are added to this group by default. Please use it as an open forum to make announcements, have cross-initiative discussions, promote posts or groups, or share anything else you'd like with KP colleagues.* As long as it complies with [redacted] policies.' The membership approval is set to 'Anyone within Kaiser Permanente can join without approval.' The posting permissions are set to 'Anyone within Kaiser Permanente can post in this group without being a member.' The post approval is set to 'All group posts must be approved by an admin or a moderator.'

What It Does:
All [redacted] is an Open group so anyone can join without approval.

What It Does:
Open Groups also have additional control—can allow anyone to post even if they are not a member.

Implications:

- Maximizes engagement and eliminates Group Admin burden of approving membership
- Users can join groups without waiting for approval and without worry of denial of membership request

Implications:

- Since open to all, any user can post off-topic content that will be seen by all [redacted] users.
- Users can also add value to conversations without having to join yet another group.

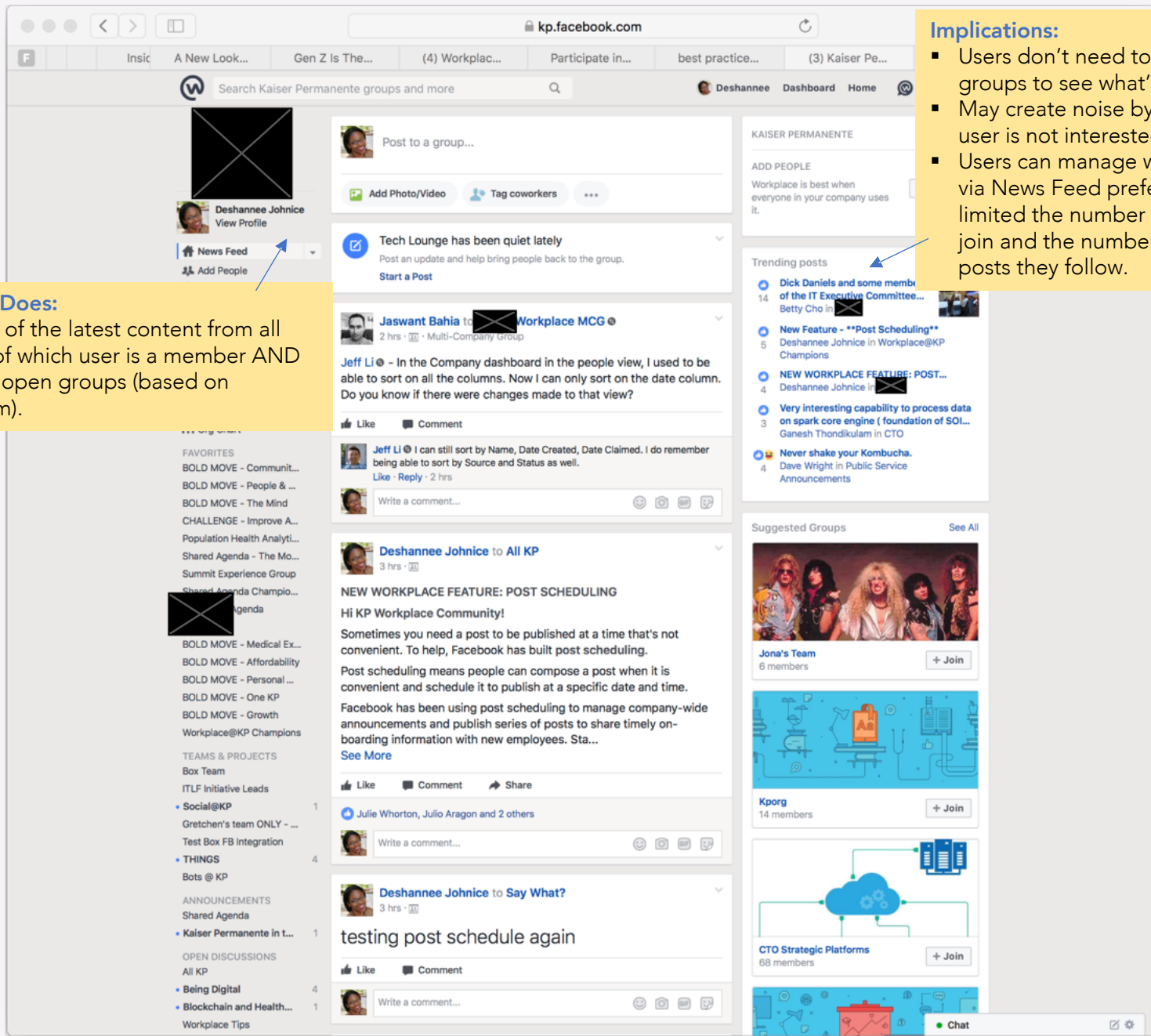
WORKPLACE CONTROLS | Draft Recommended Platform + Group Controls

Workplace offers two levels of technical controls – Platform and Group

Control	Description	Platform	Group																
System Administrator	System Administrators from the social CoE will have a global view and ability to add/remove users, groups, and content.	●																	
Access to Workplace	System Administrators control who can be invited to the Workplace platform; existing users cannot invite new users to Workplace	●																	
Group Creation	Global Configuration Setting. Either ALL users are allowed to create groups and manage the group settings (group type, privacy, moderation, and post settings), or ONLY System Admins can create groups	●																	
Group Types	If users are allowed to create groups), users can create 5 types of groups: Teams/Projects, Announcements, Social & More, Open Discussions, and Multi-Company Groups. Multi-Company Group creation is restricted and must be approved by the System Administrator.		●																
Group Privacy	<p>When creating a new group, users can select three privacy settings: Open, Closed or Secret. These settings control visibility of the group, visibility of the group membership and access to postings (content).</p> <table border="1"> <thead> <tr> <th>Privacy Settings</th><th>Group visible via Search</th><th>Members of group are visible</th><th>Group content (postings) is accessible</th></tr> </thead> <tbody> <tr> <td>OPEN Anyone can see the group, who's in it and what members post.</td><td>✓</td><td>✓</td><td>✓</td></tr> <tr> <td>CLOSED Anyone can see the group and who's in it. Only members see posts. Workplace user can request to join CLOSED group</td><td>✓</td><td>✓</td><td>✗</td></tr> <tr> <td>SECRET Only members see the group, who's in it and what members post Workplace user must receive an invitation to join SECRET group</td><td>✗</td><td>✗</td><td>✗</td></tr> </tbody> </table>	Privacy Settings	Group visible via Search	Members of group are visible	Group content (postings) is accessible	OPEN Anyone can see the group, who's in it and what members post.	✓	✓	✓	CLOSED Anyone can see the group and who's in it. Only members see posts. Workplace user can request to join CLOSED group	✓	✓	✗	SECRET Only members see the group, who's in it and what members post Workplace user must receive an invitation to join SECRET group	✗	✗	✗		●
Privacy Settings	Group visible via Search	Members of group are visible	Group content (postings) is accessible																
OPEN Anyone can see the group, who's in it and what members post.	✓	✓	✓																
CLOSED Anyone can see the group and who's in it. Only members see posts. Workplace user can request to join CLOSED group	✓	✓	✗																
SECRET Only members see the group, who's in it and what members post Workplace user must receive an invitation to join SECRET group	✗	✗	✗																
Document Upload	Uploading of documents will be restricted such that users cannot upload documents to Workplace's cloud but can upload the documents to Box and share on Workplace. This control does not apply to media (photos and video), which users can continue to upload to Workplace.	●																	
Moderator Program	The CoE will employ dedicated Community Manager/Moderators to monitor, review, escalate and remove content and users from the platform. Individual Groups, the Shared Agenda, must also select Group Admins and Moderators.	●	●																
[Non-Technical] Guidelines+ Attestation	All users are required to review the Guidelines and complete an attestation prior to access to Workplace. Users who fail to complete the attestation will not be granted access.	●	●																
[Non-Technical] Escalation Process	The escalation process governs the review, escalation and resolution of issues related to problematic content.	●	●																

USER PREFERENCES

USER PREFERENCES – NEWS FEED



What It Does:

A digest of the latest content from all groups of which user is a member AND relevant open groups (based on algorithm).

Implications:

- Users don't need to navigate to all groups to see what's new or trending
- May create noise by adding content user is not interested in.
- Users can manage what's in their feed via News Feed preferences and by limited the number of groups they join and the number of users and posts they follow.

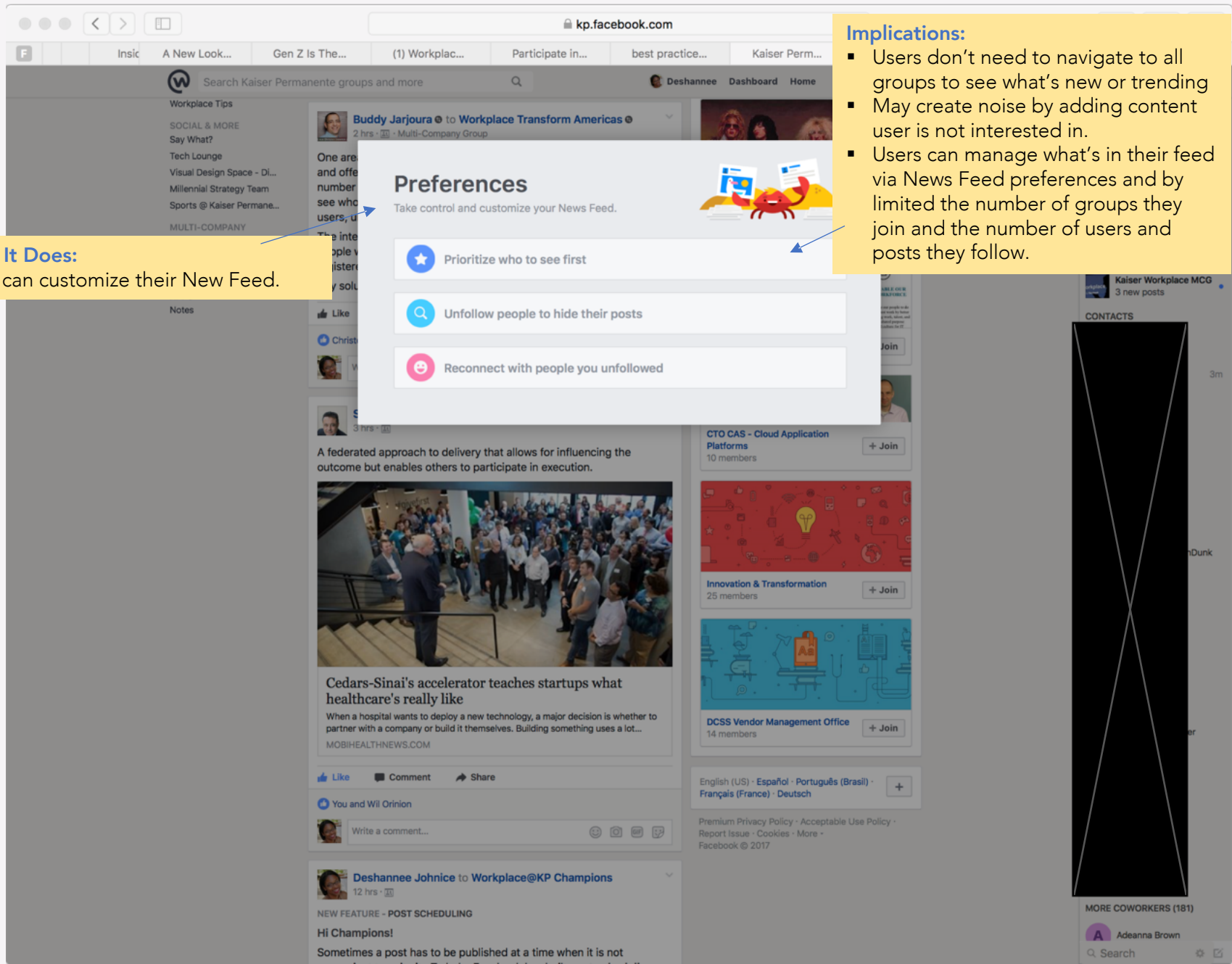
PLATFORM-LEVEL CONTROLS

What It Does:

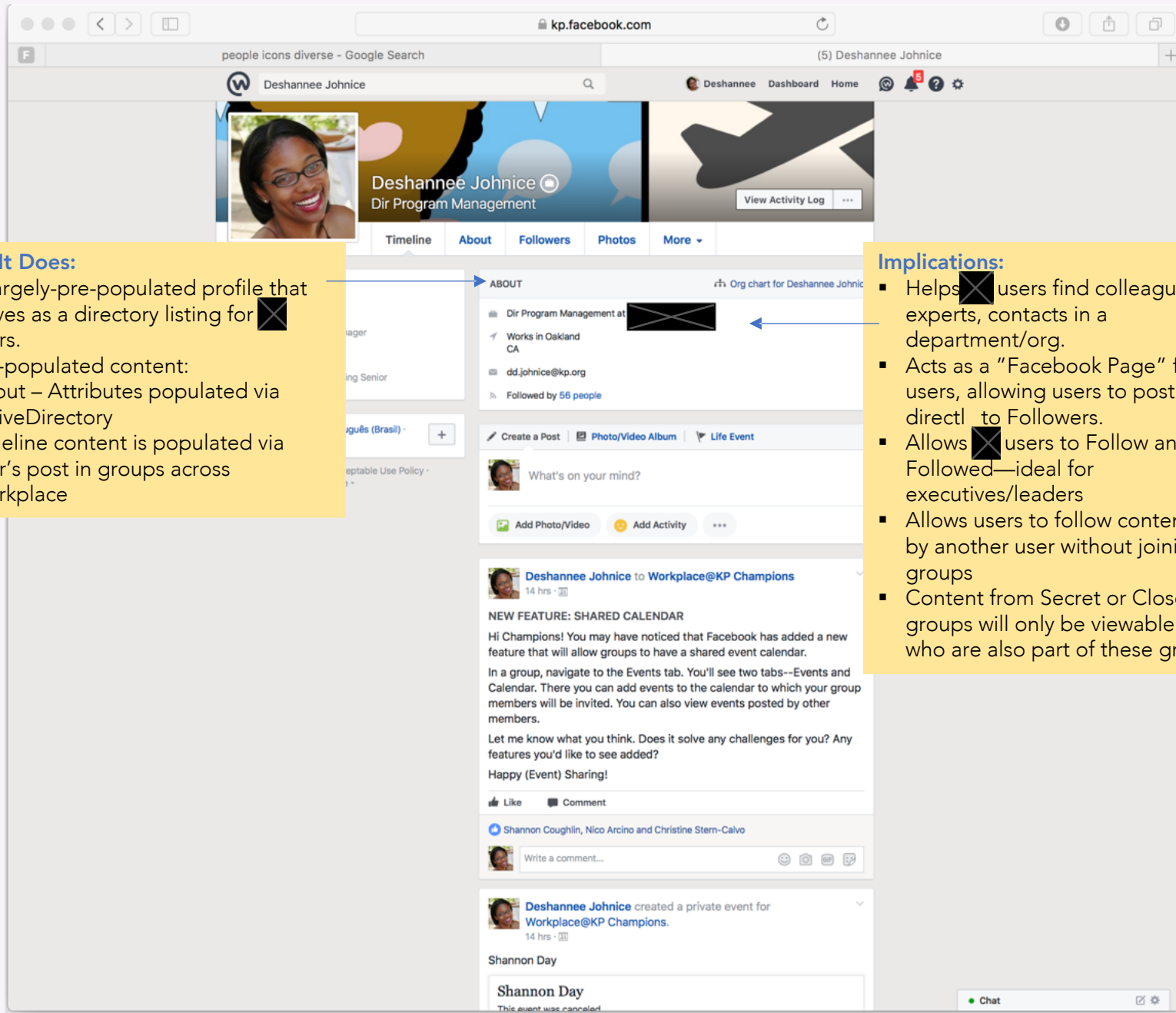
Users can customize their New Feed.

Implications:

- Users don't need to navigate to all groups to see what's new or trending
- May create noise by adding content user is not interested in.
- Users can manage what's in their feed via News Feed preferences and by limited the number of groups they join and the number of users and posts they follow.



USER PREFERENCES – PROFILE PAGE



What It Does:

- A largely-pre-populated profile that serves as a directory listing for users.
- Pre-populated content:
- About – Attributes populated via ActiveDirectory
- Timeline content is populated via user's post in groups across Workplace

Implications:

- Helps users find colleagues, experts, contacts in a department/org.
- Acts as a "Facebook Page" for users, allowing users to post content directly to Followers.
- Allows users to Follow and be Followed—ideal for executives/leaders
- Allows users to follow content posted by another user without joining groups
- Content from Secret or Closed groups will only be viewable by those who are also part of these groups.

PLATFORM-LEVEL CONTROLS

Facebook's Secret Cense x us jobs lost to robots bol x Deshannee Johnice x Screen Capture Result x Screen Capture Result x D.D.

Secure https://kp.facebook.com/profile.php?id=100013781290661&lst=100013781290661%3A100013781290661...

Deshannee Johnice

Deshannee Dashboard Home

What It Does:

- Can manage who follows and who you follow.

Implications:

- Can unfollow users you're following to manage content in your feed.
- Can find people to follow.
- Following other users can make it easy to stay engaged and reduce need to create new content; simply respond to posted content when notified.

Deshannee Johnice Dir Program Management

Timeline About Followers Photos More

Followers

Followers Following

56 Followers Find People to Follow

Following

Following

Following

Follow

Antonette Daniels

Follow

Chat (2)

What It Does:

Let's users hide and rearrange portions of their profiles.

Manage Sections

Drag to reorder

- ☒ About
- ☒ Followers
- ☒ Photos
- ☒ Check-Ins
- ☒ Events
- ☒ Groups
- ☒ Notes

Uncheck to hide sections. Individual stories in hidden sections can still appear on your Timeline, in News Feed and elsewhere on Workplace.

Save

Cancel

Implications:

- Content in hidden sections can still be seen in the News Feed and in groups because they were originally posted in the groups.
- Followers who are not part of the user's groups may not see the content.

USER PREFERENCES – SECURITY + LOGIN

The screenshot shows the 'Security and Login' section of a user's account preferences. The left sidebar has 'General' and 'Security and Login' tabs. The main content area is divided into several sections: 'Recommended', 'Where You're Logged In', 'Login', and 'Setting Up Extra Security'. The 'Recommended' section has a blue arrow pointing to the 'Get alerts about unrecognized logins' option. The 'Where You're Logged In' section lists two active sessions: a Mac in Oakland, CA, and an iPad in Oakland, CA. The 'Login' section has a blue arrow pointing to the 'Change password' option. The 'Setting Up Extra Security' section has a blue arrow pointing to the 'Use two-factor authentication' option. A yellow callout box on the right, titled 'Implications:', contains two bullet points about SSO integration and MFA mandates. Blue arrows connect the 'What It Does' text boxes on the left to the corresponding options in the interface.

What It Does:
When SSO not enabled, users can receive alerts about unrecognized logins.

What It Does:
Users can see where they're currently logged in and can log out.

What It Does:
When SSO not enabled, users can change passwords.

What It Does:
When SSO not enabled, users can elect to use two-factor authentication.

Implications:

- SSO integration manages passwords so users no longer see these options.
- MFA will mandate that all users use multi-factor authentication.

USER PREFERENCES - PRIVACY

- General
- Security and Login

- Privacy**
- Timeline and Tagging
- Language

Notifications

Videos

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?		Edit
	Who can see your friends list?		
	Review all your posts and things you're tagged in		Use Activity Log
Who can look me up?	Who can look you up using the email address you provided?		
	Who can look you up using the phone number you provided?		

USER PREFERENCES – TIMELINE + TAGGING

⚙️ General
🔒 Security and Login

🔒 Privacy
📅 Timeline and Tagging
🗣️ Language

🌐 Notifications

🎬 Videos

Timeline and Tagging Settings

Who can add things to my Timeline?

Who can post on your Timeline?

Review posts coworkers tag you in before they appear on your Timeline?

Who can see things on my Timeline?

Who can see posts you've been tagged in on your Timeline?

How can I manage tags people add and tagging suggestions?



Review tags people add to your own posts before the tags appear on Facebook?







Off


[Edit](#)

USER PREFERENCES - LANGUAGE

-  General
-  Security and Login

-  Privacy
-  Timeline and Tagging
-  **Language**

-  Notifications

-  Videos

Language Settings

What language do you want to use Workplace in?	Show Workplace in this language.	English (US)	Edit
News Feed Translation Preferences	What language do you want stories to be translated into?	English	Edit
	Which languages do you understand?	English	Edit
	Which languages do you not want automatically translated?		Edit
Multilingual Posts	Post in multiple languages	Turned off	Edit

USER PREFERENCES - NOTIFICATIONS

General
Security and Login

Privacy
Timeline and Tagging
Language

Notifications

Videos

Notifications Settings

On Workplace

You'll see every notification on Workplace, but you can turn off notifications about specific posts as you view them. [Learn more.](#)

SOUNDS

Play a sound when each new notification is received On ▼

Play a sound when a message is received On ▼

What You Get Notified About

Activity that involves you
You'll always get notifications about activity that involves you, like when someone tags you in a photo or comments on your post. On ▼

Group activity Edit

App requests and activity Edit

Live Videos
Choose if you want to receive notifications when interesting live videos happen. On ▼



New Local Pages
Choose if you want to receive notifications about new local Pages. On ▼




Email Only important notifications Edit

Desktop and Mobile Some notifications Edit

Text message Edit

USER PREFERENCES - NOTIFICATIONS





-  General
-  Security and Login

-  Privacy
-  Timeline and Tagging
-  Language

Notifications

-  Videos

Notifications Settings

 On Workplace	All notifications, all sounds on	Edit
 Email	Only important notifications	Edit
 Desktop and Mobile	Some notifications	Edit
 Text message		Edit

USER PREFERENCES – EMAIL NOTIFICATIONS

General
Security and Login

Privacy
Timeline and Tagging
Language

Notifications

Videos

What It Does:

Users can manage notifications across all end points.

Share Notifications ...



Notifications

✓ All Posts
Highlights [?]
Off

Notifications Settings

On Workplace All notifications, all sounds on [Edit](#)

Email

To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.

WHAT YOU'LL RECEIVE

- ☐ All notifications, except the ones you unsubscribe from
- ☒ Important notifications about you or activity you've missed
- ☐ Only notifications about your account, security and privacy

LIVE VIDEO SETTINGS

- ☐ Turn off email notifications about comments added to your live video conversations
- ☒ Turn on email notifications about comments added to your live video conversations

NOTIFICATIONS YOU'VE TURNED OFF

Recommended people you should follow.

[Turn On](#)

GROUP NOTIFICATIONS YOU'VE TURNED OFF


Activity in [Summit Experience Group](#)


[Turn On](#)


Desktop and Mobile Some notifications [Edit](#)


Text message [Edit](#)


USER PREFERENCES - VIDEOS


 General


 Security and Login

 Privacy

 Timeline and Tagging

 Language

 Notifications


 Videos








Video Settings

Video Default Quality	You can still change the quality of a video you are watching by clicking the HD icon in the video player.	Default ▾
Auto-Play Videos	These settings only apply when you use the Workplace website. Follow this guide to change auto-play videos in your Workplace app.	Default ▾
Always Show Captions	If turned on, captions will always be displayed for any videos that have them.	Off ▾
Captions Display	<div>The quick brown fox jumped over the lazy dog.</div>	Edit

APPENDIX

SHARED AGENDA | Draft Recommended Platform + Group Controls

For Shared Agenda, **all groups will be SECRET on one instance** of Workplace. Other default groups visible to Shared Agenda participants will be  **Help**. The below are the control settings to be reviewed with Shared Agenda leadership:

Control	Option 1	Decision	Option 2	What this means
Grant access to Workplace	Only the Platform administrator can invite users to the platform		All users can invite others to the platform	System Admins control who can be invited to the Workplace platform; existing users cannot invite new users to Workplace.
Uploading Documents	Not allowed to upload documents to Workplace		Allowed to upload documents to Workplace	Users cannot upload documents to Workplace's cloud but can upload the documents to Box and share on Workplace.
Create Groups	Only the Platform administrator can create new groups		All users can create new groups	Users are not allowed to create groups and must make a request to the Platform System Administrator to create groups.
Posting in Groups	Group Administrators can only post		All users can post	Users are allowed to post in groups, upload images, etc. if they are a member of that particular group.
Manage Moderators Setting	Not Moderated		Moderated	Postings are reviewed by a Group administrator or designed moderator and must be approved for posting (e.g., available to be viewed)
Allow Commenting	Do not allow any user to enter comments to a post		Allow users to comment and poster/admin can change setting by post-by-post basis	Users can provide comment by default. Individual posting and group admin can change it to not allow comment 

✓

People

Access Requests

233

Administrators

5

 Domains

 Settings

Authentication

Viewing page 1

◀ ▶

Search

Name		Members	Admins	Date Created	Type	Default		
<div></div>	Planning Committee	3	1	Jul 14, 2017	Open			
		7	1	Jul 6, 2017	Closed			
		14	1	Jun 29, 2017	Closed			
		2	1	Jun 28, 2017	Secret			
		1	1	Jun 23, 2017	Secret			
		2	1	Jun 22, 2017	Secret			
		5	1	Jun 22, 2017	Closed			
		53	3	Jun 20, 2017	Secret			
		4	1	Jun 20, 2017	Secret			
	Office	16	3	Jun 19, 2017	Closed			
	Group		7	0	Jun 7, 2017	Secret		
			2	1	May 18, 2017	Closed		
			1	1	May 17, 2017	Open		
			11	1	May 15, 2017	Closed		
			1	1	May 15, 2017	Closed		
			1	1	May 12, 2017	Open		
			2	1	May 11, 2017	Secret		
			11	1	May 10, 2017	Open		
			10	1	May 10, 2017	Closed		
			1	1	May 10, 2017	Secret		
		3	2	May 5, 2017	Secret			
		1	1	May 1, 2017	Open			
		1	1	Apr 28, 2017	Open			
		1	1	Apr 27, 2017	Secret			
	9	2	Apr 27, 2017	Open				

Authentication

◀ ▶

- Delete Group
- Make Me Admin
- Add to Default Groups

- Setup
 - Add People ✓
 - Create Groups ✓
- Reporting
- People 1038
 - Deactivate
 - Access Requests
- Groups 233
- Reported Posts
- Administrators 5
- Integrations
- Domains
- Settings
 - Authentication

Add People

Create Workplace accounts for people in your business.

Choose method

Add manually



Quick add



Import file

Add and remove automatically

Connecting your identity provider will add or remove people from Workplace as they join or leave your organization.



Connect G Suite



Connect Microsoft Azure AD



Connect OneLogin



Connect Okta



Connect Ping Identity



Shared Agenda

✓ Following Message

TimelineAboutFollowersPhotosMore

English (US) · Español · Português (Brasil) · Français (France) · Deutsch

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ABOUT

Org chart for Shared Agenda

Works at Kaiser Permanente


Works in Oakland, CA

deshi80227@yahoo.com

Followed by 5 people

You follow Shared


Create a Post

 Give Shared some thanks or share a thought...

Add Photo/VideoAdd Activity

- YOUR TOP GROUPS
- All KP
 - Workplace Transform Ame...
 - Summit Experience Group
 - Gretchen's team ONLY - M...
 - KP Shared Agenda
 - Kaiser Workplace MCG

- CONTACTS
- Nico Arcino
 - Jaswant Bahia
 - Kelly Cheng
 - Jessica Johnson
 - Steven Wygal
 - Oscar Bolanos
 - Amy Cater
 - Christina Carr-VanDunk
 - Dave Wright
 - Will Orinion
 - Alexy Ivanov
 - Roger Lam
 - Betty Cho
 - Gretchen Schreiber
 - Steve Stock
 - Aliz Csaki
 - Ginny Tonkin
 - Shelby Biller
 - Ben Perreau
- MORE COWORKERS (181)
- A Adeanna Brown
- Search



Shared Agenda

✓ Following Message

Timeline

About

Followers

Photos

More

About

Work Details

CONTACT INFORMATION

Name

Shared Agenda

Email

deshi80227@yahoo.com

Location

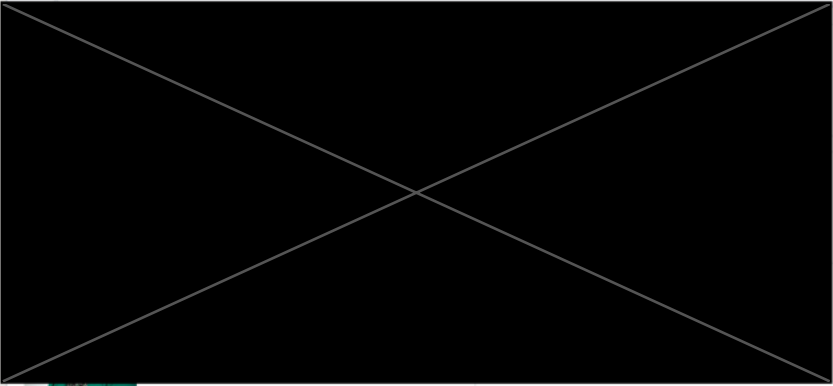
Oakland, CA

HUMAN RESOURCES

No information found

Followers

Followers Following



See All

ansform Ame...

ience Group

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enda

Place MCG

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reiber

(181)

Asadina Brown

Search



Search Kaiser Permanente groups and more



Deshannee

Dashboard

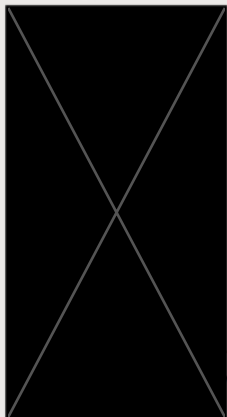
Home



Deshannee Johnice
View Profile

- News Feed
- Add People
- Manage Integrations
- Notification Hub
- Work Chat
- Groups
- Events 1
- Company Dashboard
- Create Group
- Saved 2
- Org Chart

FAVORITES



BOLD MOVE - One KP
BOLD MOVE - Growth



TEAMS & PROJECTS
Box Team

Org Chart (give feedback)

Search...



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Deshannee Johnice
Dir Program Management

1

Leads 1 person in total

Edit Profile



ulting Se...

Chat (1)





Deshannee Johnice



Deshannee

Dashboard

Home

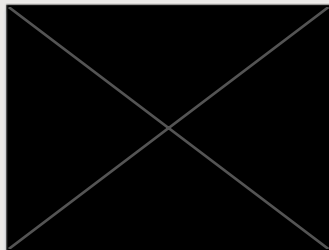


Deshannee Johnice

Timeline

2017

June



English (US) · Español · Português (Brasil) · Français (France) · Deutsch



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Deshannee Johnice shared a link to the group: Workplace Champions.

June 29 at 4:50pm ·

Hi Workplace Champions! Thank you for joining us for the first two Workplace Champions training sessions. We hope that it was a useful introduction to Workplace at [redacted]—and that you enjoyed hearing directly

Michelle

We will keep the information and insights coming so you'll be ready to support your clients and teams when they join us on Workplace.

View/download the presentation here:

<https://kp.box.com/s/czgiz0vueh9rft418fho7v4l3tuhhfcz>



Like



Comment



Share



Write a comment...



Deshannee Johnice shared a link to the group: Say What?

June 26 at 10:42pm ·

Newsie get feed updates



Chat





Deshannee Johnice



Deshannee

Dashboard

Home



About

Work Details

CONTACT INFORMATION

Name Deshannee Johnice

Email



[+ Add Phone Number](#)

Location Oakland
CA

HUMAN RESOURCES

Position Dir Program Management

Department DSO-STRAT & OP

Manager



Reports

[+ Create Group](#)

Create a group to discuss ideas with your team

OTHER NAMES

[+ Add a nickname, a birth name...](#)



Followers

Chat





Deshannee Johnice



Deshannee

Dashboard

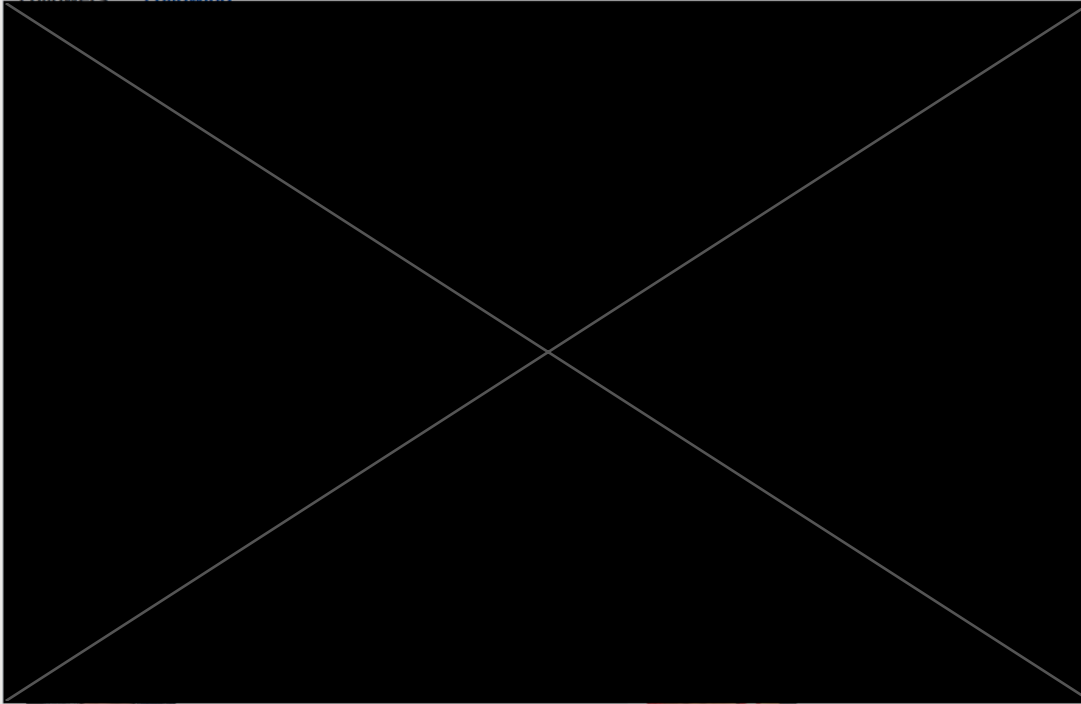
Home



Followers

Followers

Following



See All



Photos

+ Create Album

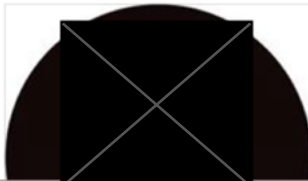
Add Photos/Video

Tag Suggestions



Your Photos

Albums



Chat





Deshannee Johnice



Deshannee

Dashboard

Home



Photos

+ Create Album

Add Photos/Video

Tag Suggestions



Your Photos

Albums



Check-Ins



Places

Cities

Recent



Brazos Hall

Visited 1 time

See All



Events

+ Create Event



Upcoming

Past

Chat





Deshannee Johnice



Deshannee

Dashboard

Home



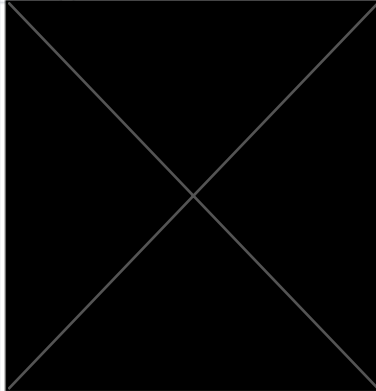
Events

+ Create Event



Upcoming

Past



See All

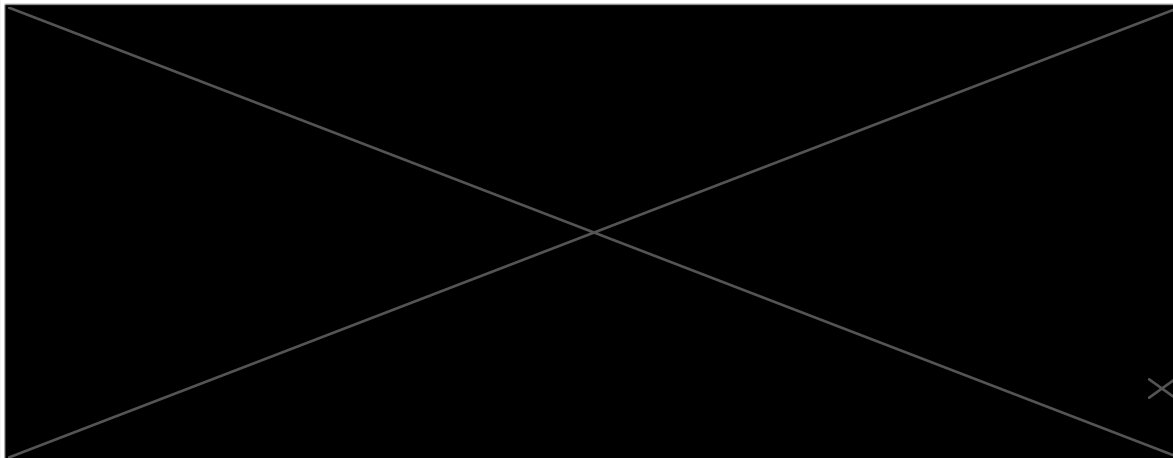


Groups

+ Create Group



Work



mmms

page



Chat





Deshannee Johnice



Deshannee

Dashboard

Home

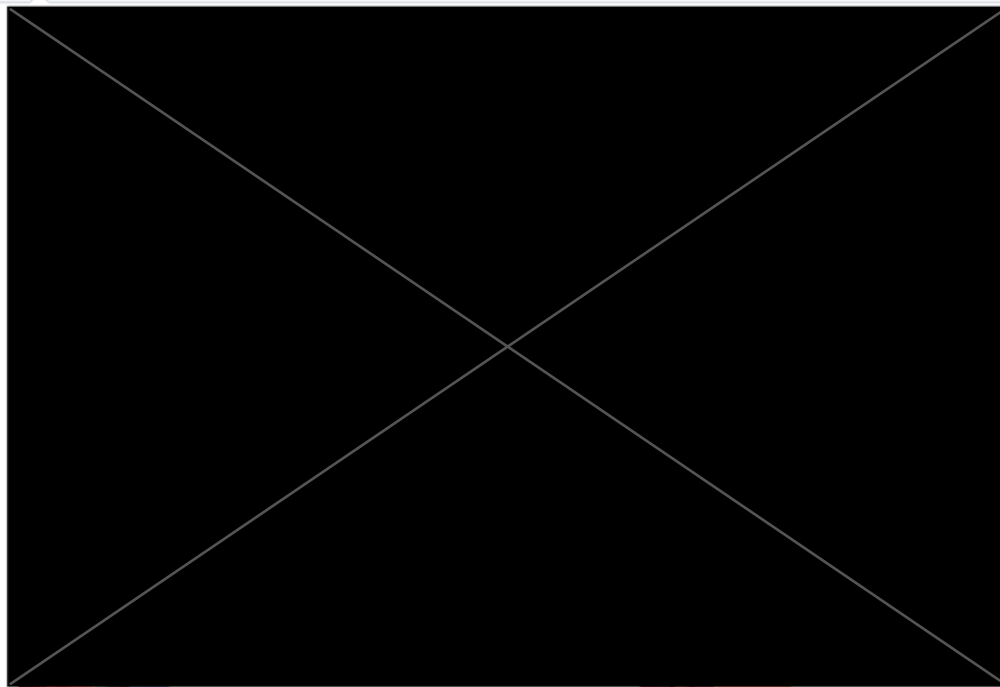


Groups

+ Create Group



Work



See All



Notes

+ Add Note



Notes



Deshannee Johnice

October 12, 2016 · 🌐

Checking out this Notes Feature!

● Chat





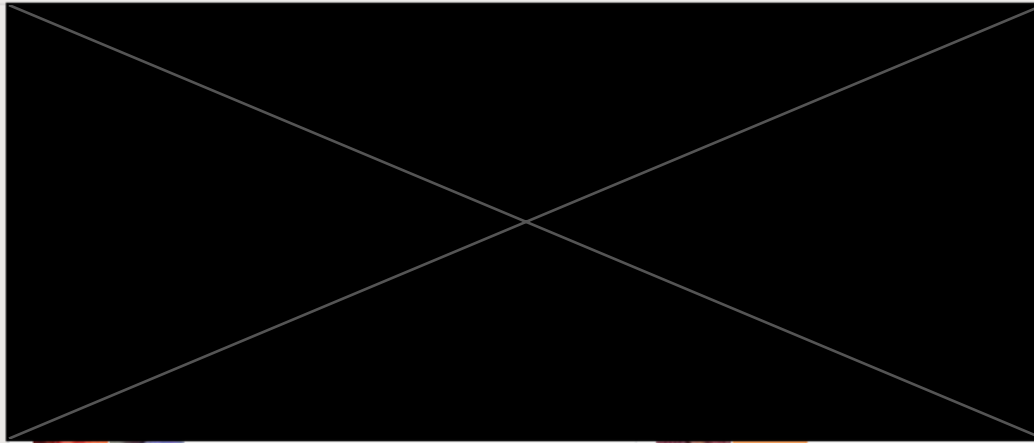
Deshannee Johnice



Deshannee

Dashboard

Home



Orlando Group! This page
nt for all...

right things

[See All](#)



Notes

[+ Add Note](#)



Notes



Deshannee Johnice

October 12, 2016 · 🌐

Checking out this Notes Feature!

I've written something!

[See More](#)

1 Comment 1 Share

Like

Comment

Share

[See All](#)

● Chat





Search Kaiser Permanente groups and more



Deshanee

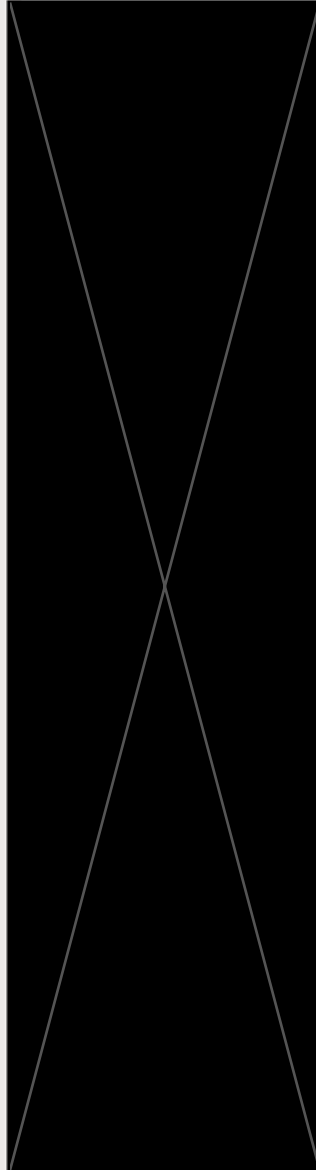
Dashboard

Home



See more from co-workers you follow

Follow specific co-workers to see more of their posts in your News Feed.



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Follow

Chat (2)





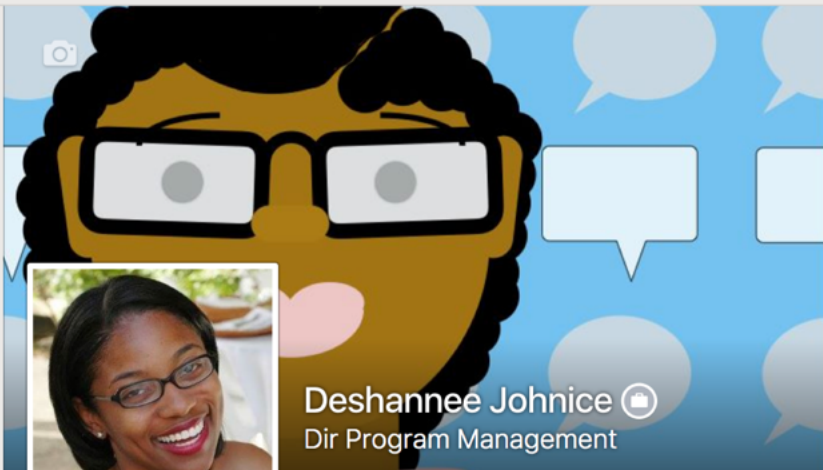
Deshannee Johnice



Deshannee

Dashboard

Home



Deshannee Johnice
Dir Program Management

View Activity Log



Timeline Settings

Timeline

About

Followers

Photos

More



Photos

+ Create Album

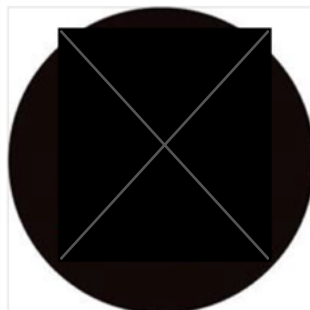
Add Photos/Video

Tag Suggestions



Your Photos

Albums



More About Deshannee Johnice



Check-Ins

Chat (2)





Search Kaiser Permanente groups and more



Deshannee

Dashboard

Home



1



General

Security and Login

Privacy

Timeline and Tagging

Language

Notifications

Videos

Timeline and Tagging Settings

Who can add things to my Timeline?

Who can post on your Timeline?

Review posts coworkers tag you in before they appear on your Timeline?

Who can see things on my Timeline?

Who can see posts you've been tagged in on your Timeline?

How can I manage tags people add and tagging suggestions?

Review tags people add to your own posts before the tags appear on Facebook?



Off

Edit

Did you find what you needed? [Yes](#) · [No](#) · [I didn't need anything specific](#)

[About](#) [Premium Privacy Policy](#) [Cookies](#) [Acceptable Use Policy](#) [Help](#)

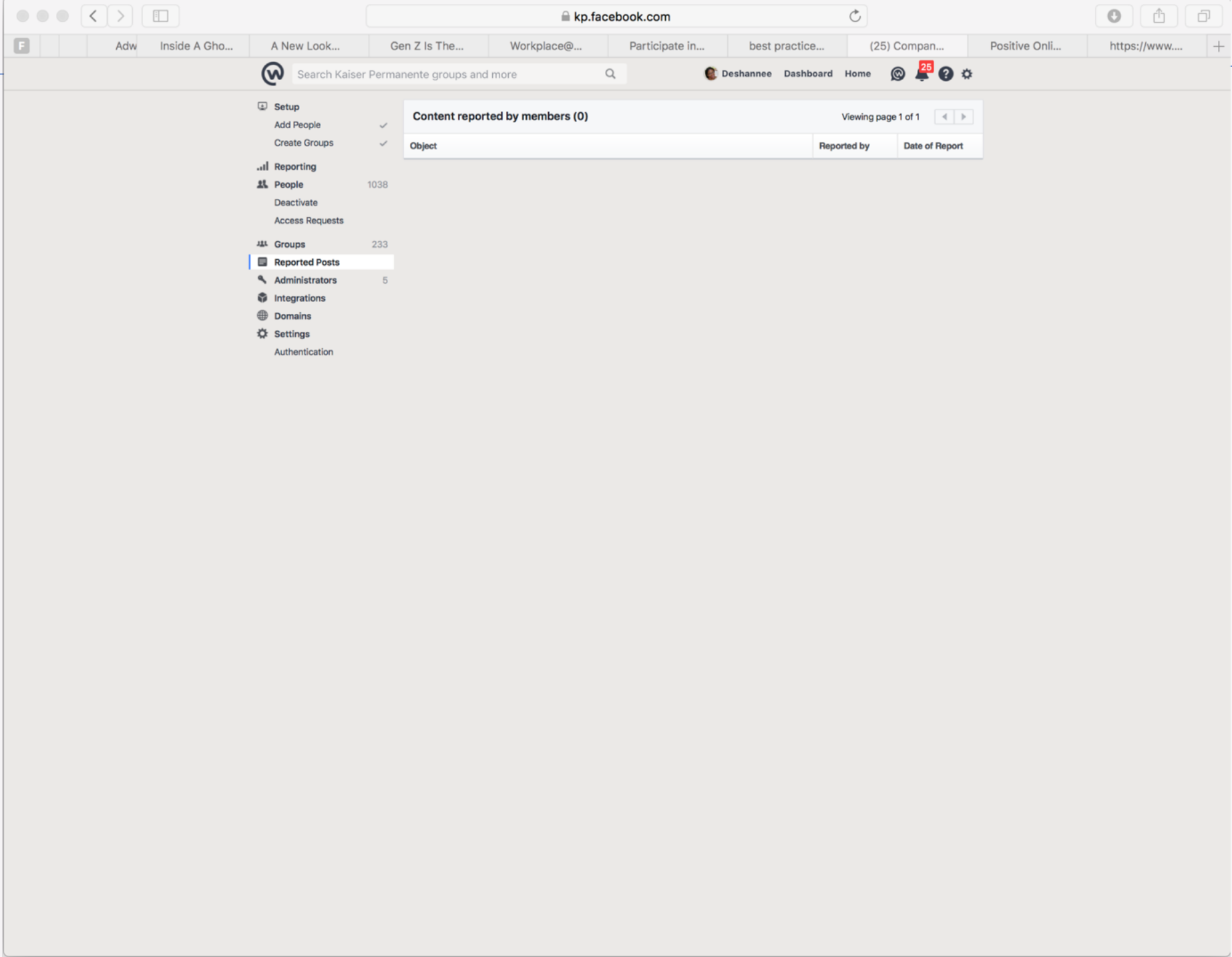
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Chat (2)





Search Kaiser Permanente groups and more



Deshannee

Dashboard

Home



25



Setup

Add People



Create Groups



Reporting

People

1038

Deactivate

Access Requests

Groups

233

Reported Posts

Administrators

5

Integrations

Domains

Settings

Authentication

Content reported by members (0)

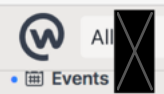
Viewing page 1 of 1



Object

Reported by

Date of Report



- Events 1
 - Company Dashboard
 - Create Group
- Saved 2
 - Org Chart
- FAVORITES
 - BOLD MOVE - Communit...
 - BOLD MOVE - People & ...
 - BOLD MOVE - The Mind
 - CHALLENGE - Improve A...
 - Population Health Analyti...
 - Shared Agenda - The Mo...
 - Summit Experience Group
 - Shared Agenda Champio...
 - [Redacted]
 - BOLD MOVE - Medical Ex...
 - BOLD MOVE - Affordability
 - BOLD MOVE - Personal H...
 - BOLD MOVE - One KP
 - BOLD MOVE - Growth
 - Workplace@KP Champions
- TEAMS & PROJECTS
 - Box Team
 - [Redacted]
- THINGS 4
 - Bots @ [Redacted]
- ANNOUNCEMENTS
 - Shared Agenda
 - [Redacted]
- Being Digital 5
- Blockchain and Health... 1
- Workplace Tips

Group Name [Redacted]

Group Type Open Discussions [Change](#)

Group types help people see what the group is about.

Description This group serves as a "virtual town square" for the [Redacted] community. All users are added to this group by default. Please use it as an open forum to make announcements, have cross-initiative discussions, promote posts or groups, or share anything else you'd like with [Redacted] colleagues.*
*As long as it complies with [Redacted] policies.

Potential members see the description if privacy is set to open or closed.

Web Address Customize your group's contact info so you can quickly share a link to your group.
[Customize Address](#)

Privacy Open Group. Anyone in [Redacted] can see the group, its members and their posts.
[Change Privacy Settings](#)

Membership Approval ☒ Anyone within [Redacted] can join without approval.
☐ Any member can add or approve members.
☐ Any member can add members, but an admin or a moderator must approve them.

Add Teams to Group Adding a manager also adds their immediate team. New team members are added automatically

Posting Permissions ☒ Anyone within [Redacted] can post in this group without being a member.
☐ Members, moderators and admins can post to the group.
☐ Only admins can post to the group.

Post Approval ☐ All group posts must be approved by an admin or a moderator.

[Save](#)