Libbey "L" Sharepoint
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Featured Story Title That Takes Up Two Lines

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73 ° F High - 74° Low - 56° 10% Chance of rain

$21.50 NYSEMKT: LBY +0.37 (0.19%) 10:27 EDT

My Applications

- Harvard ManageMentor
- LEAP
- LEDR
- LPAR
- PCMeeting
- RAPID
- Talent Roadmap
- Teletran-1

View all / edit applications >

Regional News

Integer ornare interdum tortor eget faucibus elit dictum ac

- Sociis natoque penatibus et magnis dis parturient montes
- Nascetur ridiculus mus Fusce in eleifend neque Nullam nec purus a purus
- Consequat gravida et a eros Fusce pretium convallis lobortis Donec commodo leo nec nisi
- Scelerisque lobortis. Nulla fringilla magna elit a pharetra neque congue id

Quick Links

- Create a Help Desk Ticket
- Holiday Schedule
- Pay Schedule
- New Hire Guide
- Job Openings

Blogs

The Future of Libbey Glass
Joe Hartman, VP Sales
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Why Corporate Community is Important
Stephanie Streeter, CEO
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo more...

10:00 AM	Toledo
9:00 AM	Shreveport
9:00 AM	Mexico
3:00 PM	Portugal
4:00 PM	Netherlands
11:00 PM	China

Discussions

Love the new L! Some suggestions... Julia Gulia, Sales Representative	Love the new L! Some suggestions... Julia Gulia, Sales Representative
Taco Salad Tuesday is here! Bob Garmin, Food Services Manager	Taco Salad Tuesday is here! Bob Garmin, Food Services Manager
The L: Getting Started Guide Daniel R. Royer, IT	The L: Getting Started Guide Daniel R. Royer, IT

Surveys

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Vote | View Results

Press Releases

Libbey Inc. Announces Third Quarter 2013 Financial Results

- Libbey Inc. Provides Third Quarter Business Update
- Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web
- Libbey Inc. Names Ginger Jones to Board of Directors
- Libbey Inc. Announces Record Second Quarter 2013 Financial Results

< October | November 2013 | December >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	New Hire Orientation Safety Seminar More... 1	Taco Salad Tuesday 2	Industry Conference Quarterly Report More... 3	4	Hawaiian Shirt Day 5	6
7	Pizza Monday 8	Taco Salad Tuesday 9	Industry Conference Quarterly Report More... 10	11	Hawaiian Shirt Day 12	13
14	15	Taco Salad Tuesday 16	Industry Conference Quarterly Report More... 17	18	Hawaiian Shirt Day 19	Company Picnic 20
21	Safety Seminar 22	Taco Salad Tuesday 23	Industry Conference Quarterly Report More... 24	25	Hawaiian Shirt Day 27	28
29	30	Taco Salad Tuesday 1	Industry Conference Quarterly Report More... 2	3	Hawaiian Shirt Day 4	5

Our Company	Newsstand	Employee Center	Resource Library	My Team Sites	Classifieds
History + Timeline	Press Releases	Policies and Forms	Wiki		
Environment	Archives	Benefits and Perks	FAQ		
Sustainability	Blogs	Org Chart	Glossary		
Corporate Responsibility	Surveys	Employee Directory	New Hire Guide		
Community Involvement		Job Openings	The Libbey Center		
		Calendar			
		Facility/Location Sites			

Search | Intranet Governance | Terms of Use | Privacy Policy | Linking Policy | Legal Disclaimer

State:

1. The Sharepoint ribbon provides access to tools and options based on the user's permissions and is visible on every page.

2. Clicking on the L logo will take the user to the L home page.

3. Users can perform a global search by default or narrow their search to specific categories: People, Conversations, and Videos.

4. Each link in the primary navigation takes users to a landing page containing a summary or outline of the content in that section.

5. The global news header displays important news items that are relevant to most or all Libbey locations. A photo accompanies each story. Stories will rotate automatically based on a timer, but they can also be changed via the bullets under the intro text or the left/right arrows on either side of the page. A maximum of 5 stories is recommended.

6. The weather web part will display current weather conditions based on the user's location. Fahrenheit or Celsius readings will also be based on the user's location.

7. The stock status web part will display the current value of Libbey stock, updated at timed intervals throughout the day.

8. My Applications is a custom list of the current user's most commonly accessed applications. Users can edit this list, adding and removing application links as necessary, but the number of items displayed is capped. Clicking "View all / edit applications" takes the user to a page that contains the full list of applications accessible by that user and a form for editing the My Applications list.

9. The Regional News section displays news relevant to the user based on their location (e.g., employees in Mexico will see news items specific to the Mexico office). If there is no news for the user's region, this section will not be present.

10. Quick Links is a static list of links that most users are expected to access frequently. Sharepoint administrators control this list; it is not user-configurable.

11. Blogs will be split into 3 primary categories: Executive, Corporate/HR, and Subject Matter Experts. The latest blog posts will appear in the Blogs section on the home page, and the blog overview page will contain a complete list of all current blogs.

12. All primary Libbey locations will have their local time displayed in this list of time zones.

13. The user will see a summary of the latest discussion topics available to them.

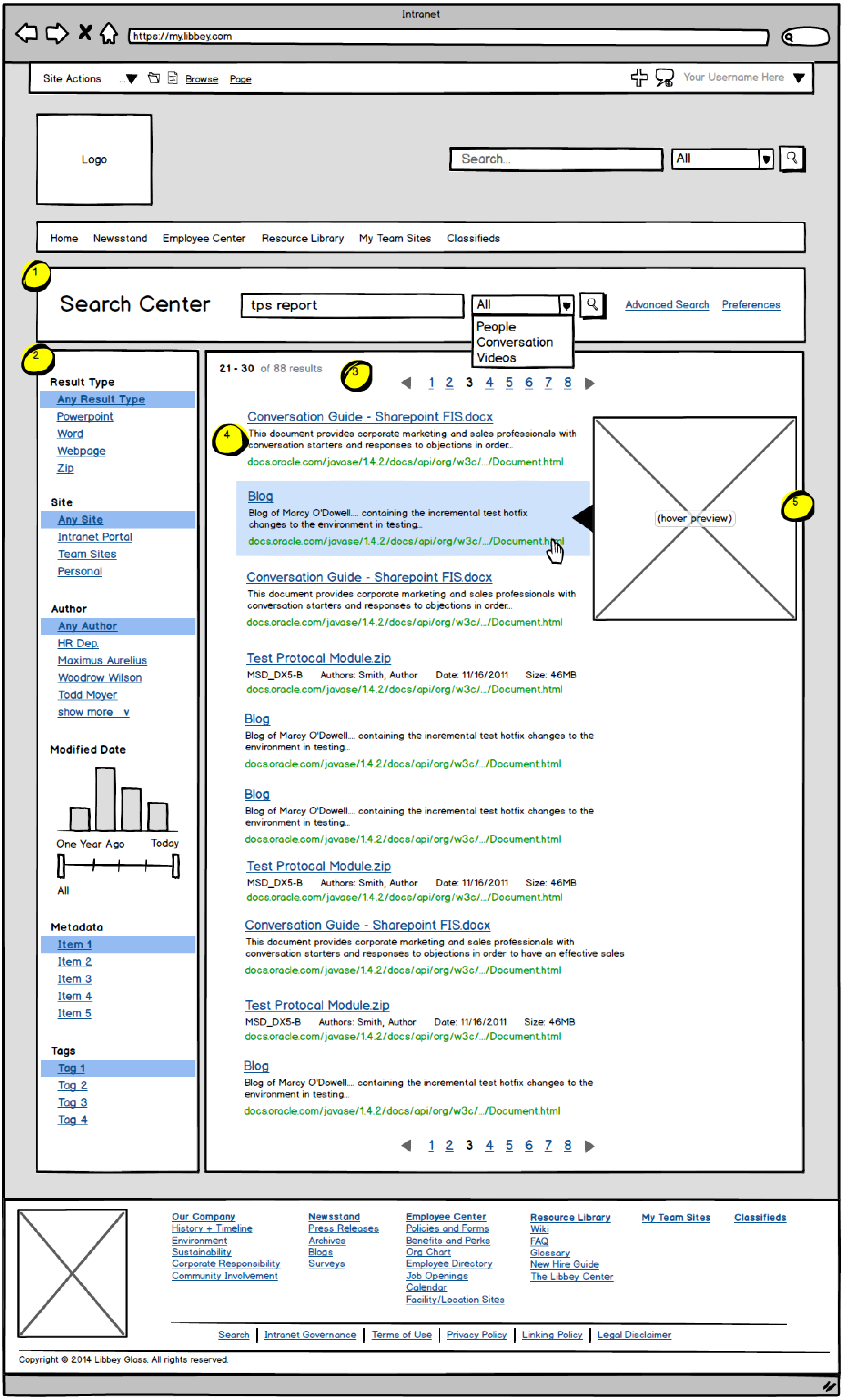
14. A summary of the latest press releases is displayed. The latest release has an associated image.

15. Administrators will be able to post surveys for users to answer. The current survey is displayed, and users can select on option and click the "Vote" button to see the results, or click the "View Results" button to skip voting and go straight to the results. The overview page displays the results of the current survey as well as past surveys.

16. The event calendar displays the current month's events, with up to 2 items per calendar day and a "More..." link to let users view the entire list of events for that day if there are more than 2. The current day is highlighted for easy scanning.

17. The global footer contains the L logo and an expanded primary navigation structure with links to all secondary pages.

Libbey "L" Sharepoint
Search Results - 0.1



Intranet

https://my.libbey.com

Site Actions | Browse | Page

Your Username Here

Logo

Search... | All

Home | Newsstand | Employee Center | Resource Library | My Team Sites | Classifieds

1

Search Center

tps report | All
- People
- Conversation
- Videos

Advanced Search | Preferences

2

Result Type
- **Any Result Type**
- Powerpoint
- Word
- Webpage
- Zip

Site
- **Any Site**
- Intranet Portal
- Team Sites
- Personal

Author
- **Any Author**
- HR Dep.
- Maximus Aurelius
- Woodrow Wilson
- Todd Moyer
- show more v

Modified Date

One Year Ago | Today

All

Metadata
- **Item 1**
- Item 2
- Item 3
- Item 4
- Item 5

Tags
- **Tag 1**
- Tag 2
- Tag 3
- Tag 4

21 - 30 of 88 results

3

◀ 1 2 **3** 4 5 6 7 8 ▶

4

Conversation Guide - Sharepoint FIS.docx
This document provides corporate marketing and sales professionals with conversation starters and responses to objections in order...
docs.oracle.com/javase/1.4.2/docs/api/org/w3c/.../Document.html

Blog
Blog of Marcy O'Dowell.... containing the incremental test hotfix changes to the environment in testing...
docs.oracle.com/javase/1.4.2/docs/api/org/w3c/.../Document.html

(hover preview)

5

Conversation Guide - Sharepoint FIS.docx
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docs.oracle.com/javase/1.4.2/docs/api/org/w3c/.../Document.html

Test Protocal Module.zip
MSD_DX5-B Authors: Smith, Author Date: 11/16/2011 Size: 46MB
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MSD_DX5-B Authors: Smith, Author Date: 11/16/2011 Size: 46MB
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Conversation Guide - Sharepoint FIS.docx
This document provides corporate marketing and sales professionals with conversation starters and responses to objections in order to have an effective sales
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docs.oracle.com/javase/1.4.2/docs/api/org/w3c/.../Document.html

Blog
Blog of Marcy O'Dowell.... containing the incremental test hotfix changes to the environment in testing...
docs.oracle.com/javase/1.4.2/docs/api/org/w3c/.../Document.html

◀ 1 2 **3** 4 5 6 7 8 ▶

Our Company
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- Corporate Responsibility
- Community Involvement

Newsstand
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- Surveys

Employee Center
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- Facility/Location Sites

Resource Library
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- FAQ
- Glossary
- New Hire Guide
- The Libbey Center

My Team Sites

Classifieds

Search | Intranet Governance | Terms of Use | Privacy Policy | Linking Policy | Legal Disclaimer

State:

1. The Search Center search results header contains a duplicate of the search form that resides in the header, and the text input is populated with the term that the user originally searched for. It also contains an Advanced Search link that lets users provide more specific search parameters and a Preferences link that lets users set their default search preferences.

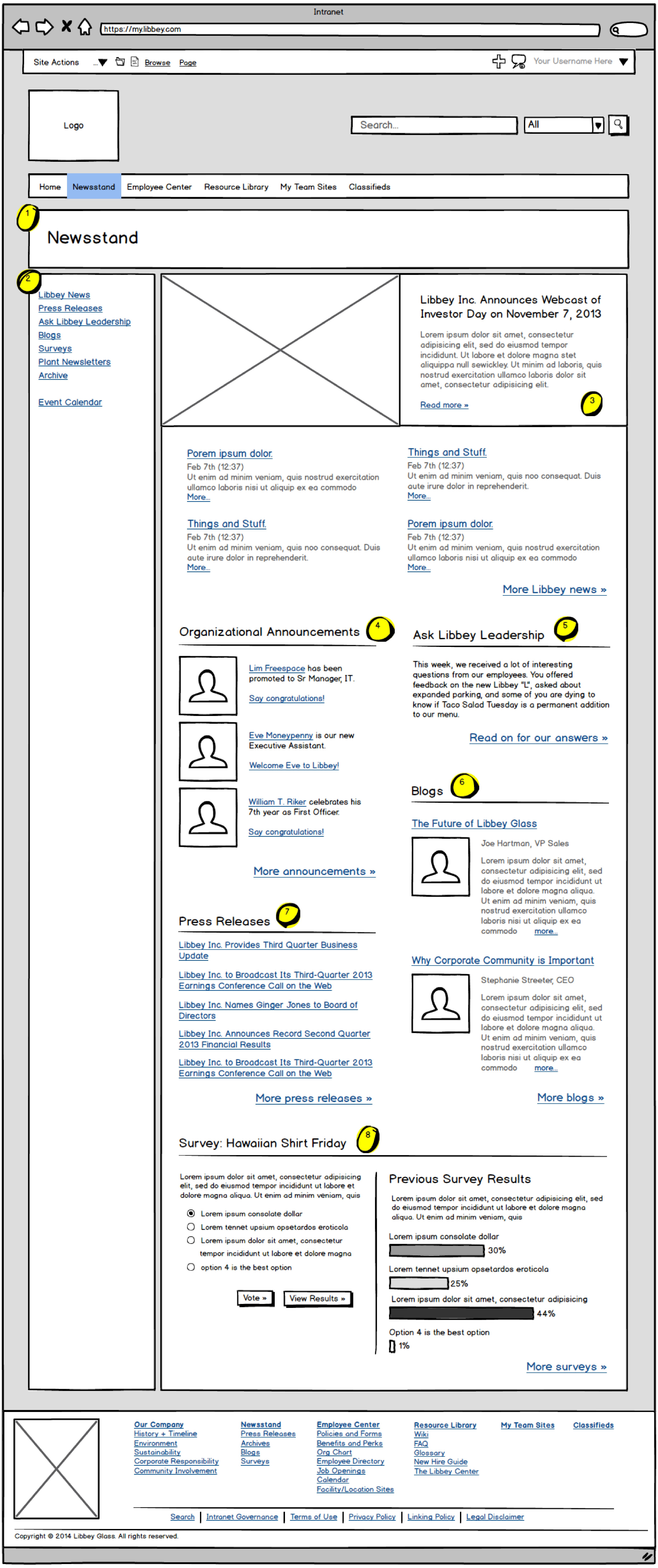
2. The left navigation contains various filters that allow users to narrow their search results based on common parameters. Examples of available filters include site collection, document type, author, and last modified date.

3. The total number of results is displayed next to the results pagination navigation.

4. Search results include the page/document title, a brief preview of the page's content based on its meta data, and the URL of the page/document.

5. When the user hovers over a search result, a large thumbnail preview of the page appears (applies to content pages only, not documents/files).

Libbey "L" Sharepoint
Newsstand - 1.0



Newsstand

- Libbey News
- Press Releases
- Ask Libbey Leadership
- Blogs
- Surveys
- Plant Newsletters
- Archive

- Event Calendar

Libbey Inc. Announces Webcast of Investor Day on November 7, 2013

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Read more »

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Feb 7th (12:37)
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More...

Things and Stuff
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Things and Stuff
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Feb 7th (12:37)
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More...

More Libbey news »

Organizational Announcements

Lim Freespace has been promoted to Sr Manager, IT.
Say congratulations!

Eve Moneypenny is our new Executive Assistant.
Welcome Eve to Libbey!

William T. Riker celebrates his 7th year as First Officer.
Say congratulations!

More announcements »

Press Releases

Libbey Inc. Provides Third Quarter Business Update

Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web

Libbey Inc. Names Ginger Jones to Board of Directors

Libbey Inc. Announces Record Second Quarter 2013 Financial Results

Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web

More press releases »

Ask Libbey Leadership

This week, we received a lot of interesting questions from our employees. You offered feedback on the new Libbey "L", asked about expanded parking, and some of you are dying to know if Taco Salad Tuesday is a permanent addition to our menu.

Read on for our answers »

Blogs

The Future of Libbey Glass
Joe Hartman, VP Sales
Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo more...

Why Corporate Community is Important
Stephanie Streeter, CEO
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More blogs »

Survey: Hawaiian Shirt Friday

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Previous Survey Results

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Option 4 is the best option 1%

More surveys »

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FAQ
Glossary
New Hire Guide
The Libbey Center

My Team Sites

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State:

1. A prominent header clearly establishes the user's location within the L's hierarchy.

2. Each landing page has left navigation that lists all of that section's interior pages. The current page is highlighted for easy scanning.

3. The main focus of the Newsstand landing page is Libbey News, which showcases news items related to Libbey and the industry in general. There are links to individual feature articles followed by a link to the Libbey News overview page. The primary news item takes center stage and has an associated image.

4. The Organizational Announcements section provides an area for news items focused around a particular employee--new hires, promotions, anniversaries, etc.

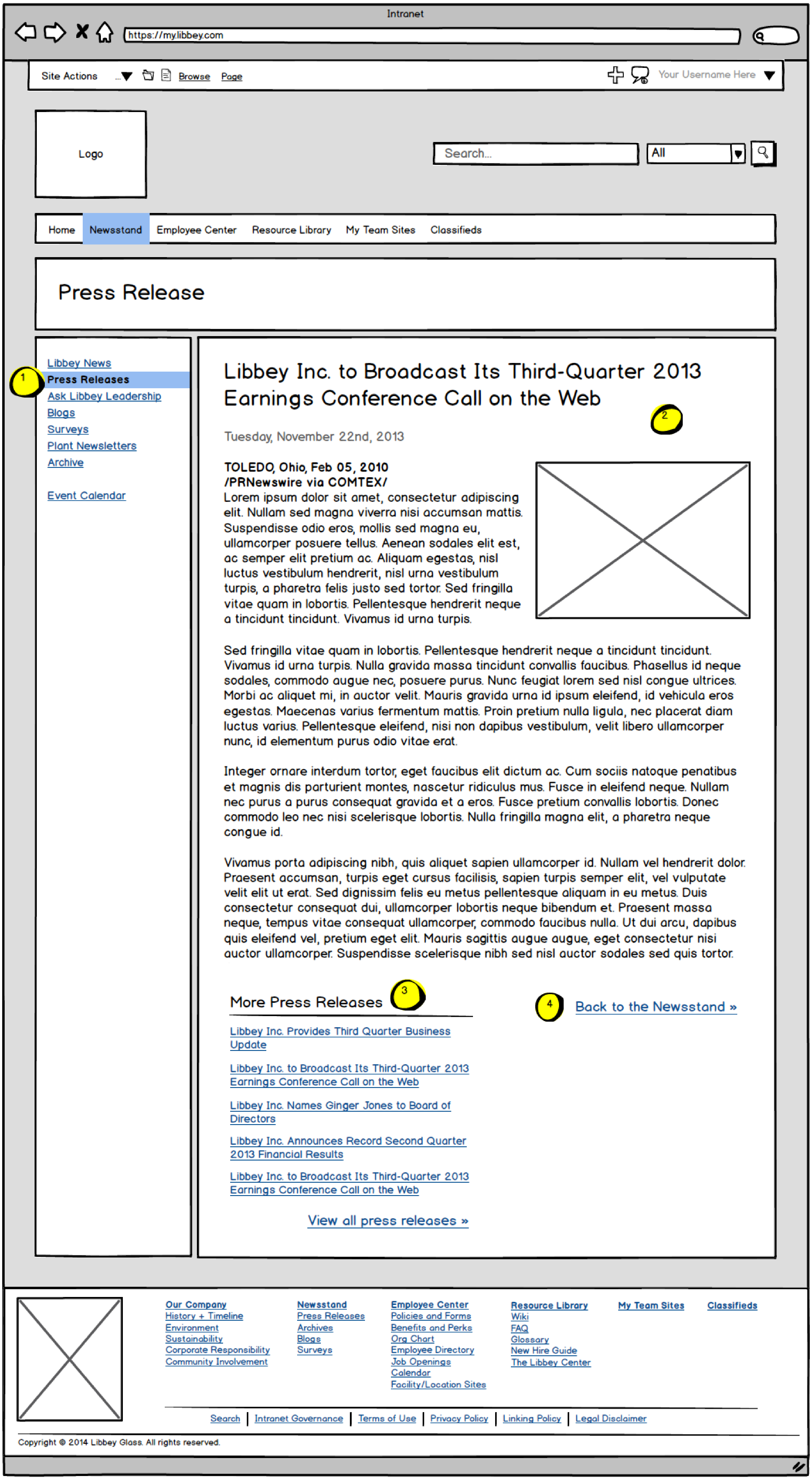
5. Ask Libbey Leadership presents a brief summary of that week's questions for the executive team and a link to the overview page containing the actual questions and answers.

6. The Blogs section has introductions to the latest blogs from Leadership, Corporate/HR, and Subject Matter Experts, with links to the top 2 individual blogs as well as the Blogs overview page.

7. The Press Releases section provides links to the latest Libbey press releases and a link to the Press Releases overview page.

8. The Survey section displays the latest survey and gives users the opportunity to participate. The results from the previous survey are displayed as well, and the "More surveys..." link sends users to the Surveys overview page.

Libbey "L" Sharepoint
Press Release - 1.2.1


Intranet
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Plant Newsletters
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Press Release

Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web

Tuesday, November 22nd, 2013

TOLEDO, Ohio, Feb 05, 2010
/PRNewswire via COMTEX/
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed magna viverra nisi accumsan mattis. Suspendisse odio eros, mollis sed magna eu, ullamcorper posuere tellus. Aenean sodales elit est, ac semper elit pretium ac. Aliquam egestas, nisl luctus vestibulum hendrerit, nisl urna vestibulum turpis, a pharetra felis justo sed tortor. Sed fringilla vitae quam in lobortis. Pellentesque hendrerit neque a tincidunt tincidunt. Vivamus id urna turpis.

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More Press Releases

- Libbey Inc. Provides Third Quarter Business Update
- Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web
- Libbey Inc. Names Ginger Jones to Board of Directors
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- Libbey Inc. to Broadcast Its Third-Quarter 2013 Earnings Conference Call on the Web

View all press releases »

Back to the Newsstand »

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State:

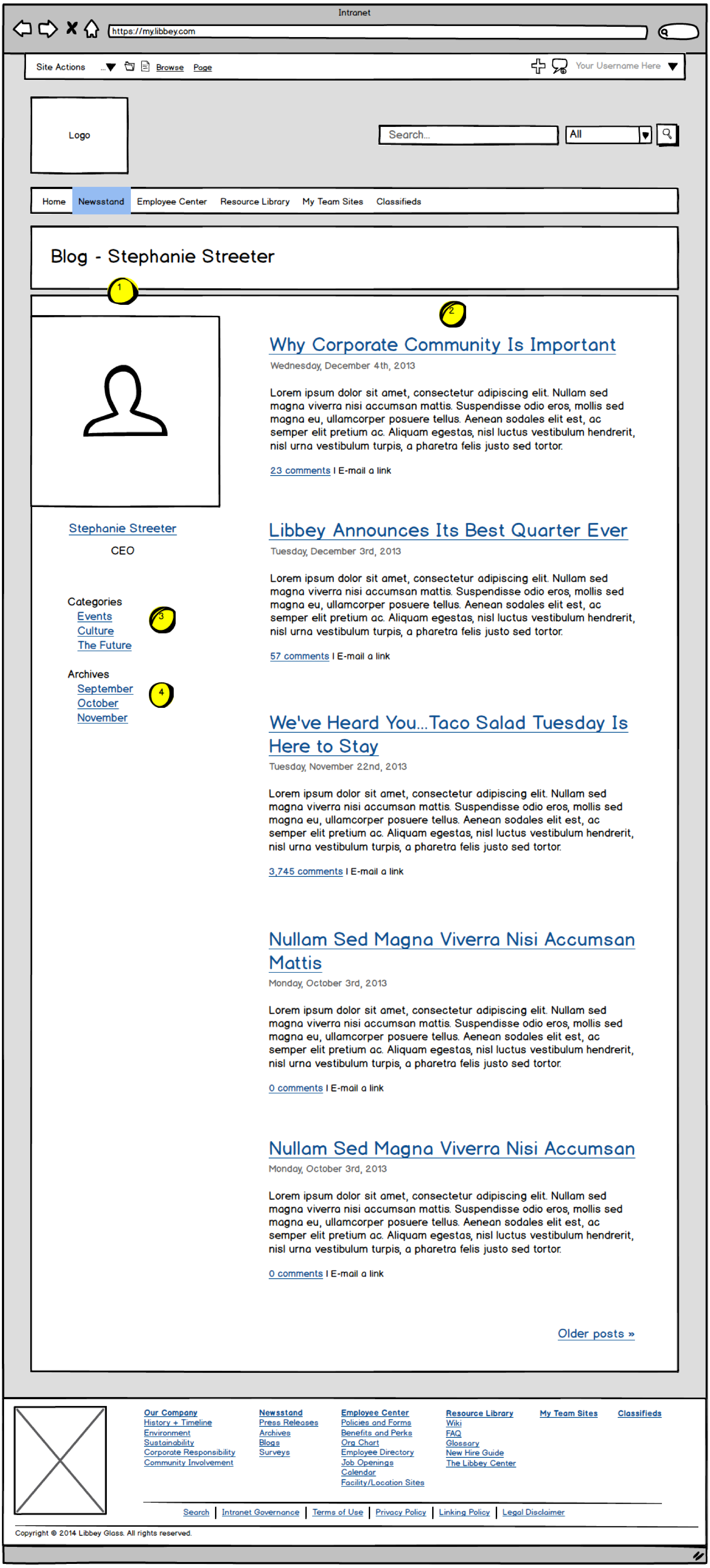
1. When viewing a content page, its parent is highlighted in the left navigation to establish the user's location in the hierarchy.

2. The content of a standard press release includes the title, date, byline, body text, and an associated image. Content templates are very flexible, however, and can allow for different layouts as needed.

3. Users are provided a list of links to other recent press releases and a link to the press release overview page so they can browse all press releases.

4. A link back to the Newsstand landing page serves as a call to action and keeps the user moving through the site.

Libbey "L" Sharepoint
Blog - 1.5.1



Intranet

https://my.libbey.com

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Logo

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Blog - Stephanie Streeter

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Stephanie Streeter

CEO

Categories
- Events
- Culture
- The Future

3

Archives
- September
- October
- November

4

Why Corporate Community Is Important

Wednesday, December 4th, 2013

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed magna viverra nisi accumsan mattis. Suspendisse odio eros, mollis sed magna eu, ullamcorper posuere tellus. Aenean sodales elit est, ac semper elit pretium ac. Aliquam egestas, nisl luctus vestibulum hendrerit, nisl urna vestibulum turpis, a pharetra felis justo sed tortor.

23 comments I E-mail a link

Libbey Announces Its Best Quarter Ever

Tuesday, December 3rd, 2013

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57 comments I E-mail a link

We've Heard You...Taco Salad Tuesday Is Here to Stay

Tuesday, November 22nd, 2013

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed magna viverra nisi accumsan mattis. Suspendisse odio eros, mollis sed magna eu, ullamcorper posuere tellus. Aenean sodales elit est, ac semper elit pretium ac. Aliquam egestas, nisl luctus vestibulum hendrerit, nisl urna vestibulum turpis, a pharetra felis justo sed tortor.

3,745 comments I E-mail a link

Nullam Sed Magna Viverra Nisi Accumsan Mattis

Monday, October 3rd, 2013

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed magna viverra nisi accumsan mattis. Suspendisse odio eros, mollis sed magna eu, ullamcorper posuere tellus. Aenean sodales elit est, ac semper elit pretium ac. Aliquam egestas, nisl luctus vestibulum hendrerit, nisl urna vestibulum turpis, a pharetra felis justo sed tortor.

0 comments I E-mail a link

Nullam Sed Magna Viverra Nisi Accumsan

Monday, October 3rd, 2013

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam sed magna viverra nisi accumsan mattis. Suspendisse odio eros, mollis sed magna eu, ullamcorper posuere tellus. Aenean sodales elit est, ac semper elit pretium ac. Aliquam egestas, nisl luctus vestibulum hendrerit, nisl urna vestibulum turpis, a pharetra felis justo sed tortor.

0 comments I E-mail a link

Older posts »

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State:

1. The user is identified by a prominent header, their photo, name, and job title.

2. The user's most recent blog posts are displayed by default. An "Older Posts" link at the bottom of the page allows readers to view previous blog posts.

3. Users can categorize their blog posts. These categories are displayed as links so readers can filter the user's blog posts based on category.

4. Older posts are also available via the archives, categorized by month.

Libbey "L" Sharepoint
New Hire Guide (Wiki Entry) - 3.1.1

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Marketing Materials
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4b
4c
4d
5
6
guy in a hard hat
security guard

Resource Library - Wiki

New Hire Guide

Last edited by Lisa Fell on 12/11/2014

Rating: ☆ ☆ ★ ★ ★

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Your First Day
New Hire Forms
  Human Resources
  Building Security
  Other Forms
Policies and Procedures
  Safety
  Security
Resources By Location
  Toledo
  Shreveport
  Mexico
  Portugal
  Netherlands
  China
See Also
External Links

Welcome to Libbey Glass!

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Your First Day

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Things to do:

1. Turn in all your forms (see the New Hire Forms section below).
2. Go to the security desk and get your permanent badge (see the Security section below).
3. Have your supervisor introduce you to your new coworkers. You'll probably meet a lot of people, so search the Employee Directory and Org Chart if you forget anyone's info.

New Hire Forms

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Human Resources

Form W-4
Form 1099
Non-Disclosure Agreement
Another Lengthy Form
Yet Another Lengthy Form
Non-Disclosure Agreement
Access Card Application
Parking Pass
Another Lengthy Form
Yet Another Lengthy Form

Security

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Policies and Procedures

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Safety

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More details:

Safety Center
Safety Policy Brochure

Security

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More details:

Security Center
Security Policies and Procedures

Campus Security Contact Info:

Phone: Dial 369
E-mail: security@libbey.com (not for emergencies)

Resources By Location

Toledo

Integer ornare interdum tortor, eget faucibus elit dictum ac. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Food	Entertainment	Shopping
Burritos As Big As Your Head	AMC Theater	Franklin Park Mall
Continental Diner	Monster Truck Rally	Town Center at Levis Commons
Ruth's Chris Steakhouse	Cirque du Soleil	Westfield Park
Rob's Rib Shack	Toledo Tornados Minor League	St. Clair Village
Chipotle	Bud's	Macy's

Mexico

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Burritos As Big As Your Head	AMC Theater	Franklin Park Mall
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Shreveport

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Food	Entertainment	Shopping
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See Also

Very Helpful Info - This very helpful information will be very helpful.
Even More Helpful Info - If you thought the first one was helpful, just wait.
More Forms - There are always more forms to fill out.
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External Links

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State:

1. The Table of Contents builds automatically based on the sections on the page, headers become primary categories and subheaders become subcategories. Each link in the Contents section drops the user down to that section on the page.

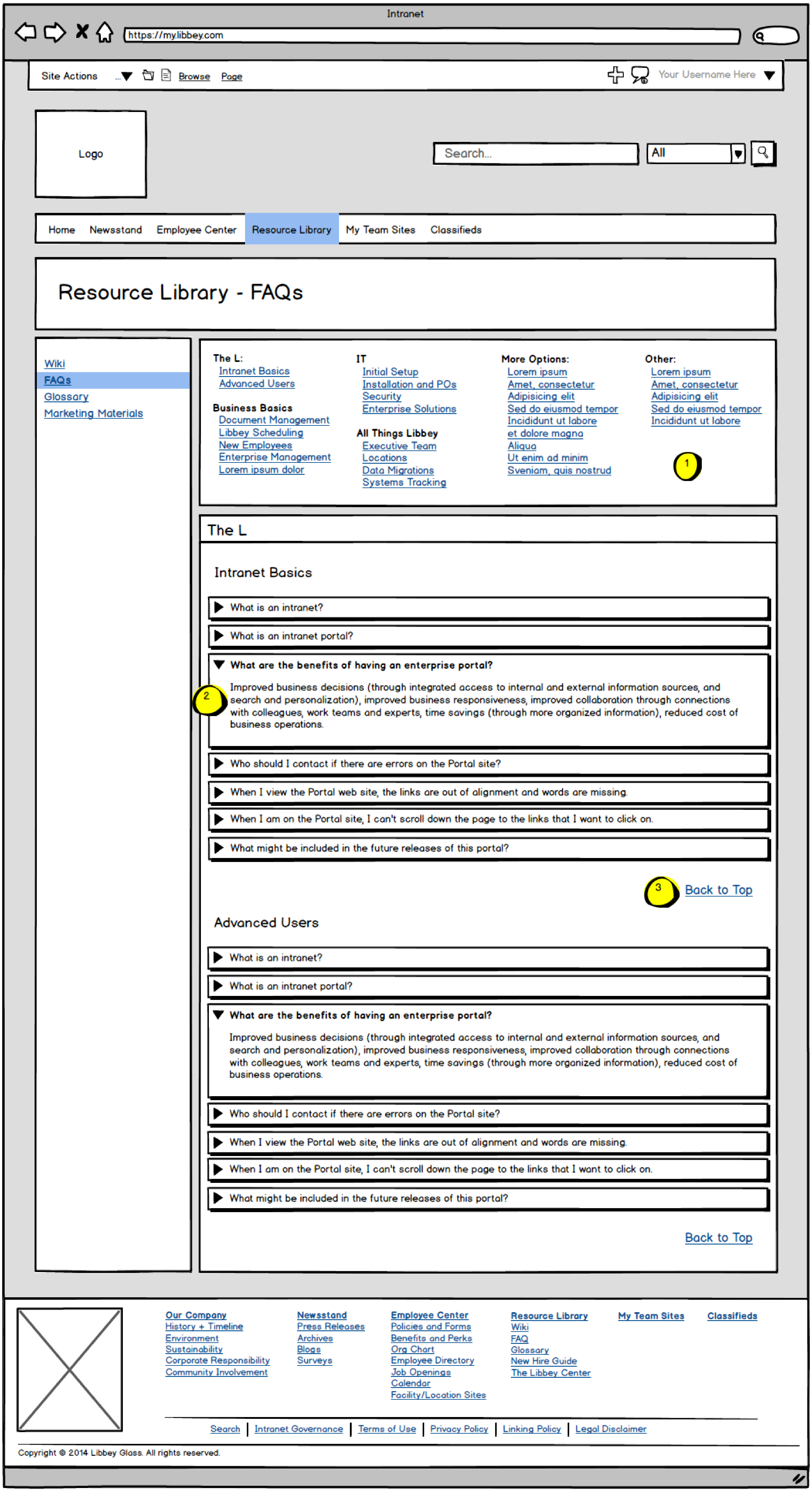
2. Each page contains a timestamp denoting the last person to edit the page and the time it was edited. Editing tools are accessed via the Sharepoint ribbon.

3. Users can provide a star rating for each wiki page.

4a, 4b, 4c., 4d Content sections within wiki pages can be customized based on the content's requirements. A few layout suggestions are presented here.

5, 6. Section headers and subheaders can be entirely custom, but maintaining "See Also" and "External Links" sections on each wiki page to provide users with consistently formatted additional information is recommended.

Libbey "L" Sharepoint
FAQs - 3.2



Resource Library - FAQs

The L:
- Intranet Basics
- Advanced Users

Business Basics
- Document Management
- Libbey Scheduling
- New Employees
- Enterprise Management
- Lorem ipsum dolor

IT
- Initial Setup
- Installation and POs
- Security
- Enterprise Solutions

All Things Libbey
- Executive Team
- Locations
- Data Migrations
- Systems Tracking

More Options:
- Lorem ipsum
- Amet, consectetur
- Adipisicing elit
- Sed do eiusmod tempor
- Incididunt ut labore
- et dolore magna
- Aliqua
- Ut enim ad minim
- Sveniam, quis nostrud

Other:
- Lorem ipsum
- Amet, consectetur
- Adipisicing elit
- Sed do eiusmod tempor
- Incididunt ut labore

1

The L

Intranet Basics

▶ What is an intranet?

▶ What is an intranet portal?

▼ **What are the benefits of having an enterprise portal?**

2 Improved business decisions (through integrated access to internal and external information sources, and search and personalization), improved business responsiveness, improved collaboration through connections with colleagues, work teams and experts, time savings (through more organized information), reduced cost of business operations.

▶ Who should I contact if there are errors on the Portal site?

▶ When I view the Portal web site, the links are out of alignment and words are missing.

▶ When I am on the Portal site, I can't scroll down the page to the links that I want to click on.

▶ What might be included in the future releases of this portal?

3 Back to Top

Advanced Users

▶ What is an intranet?

▶ What is an intranet portal?

▼ **What are the benefits of having an enterprise portal?**

Improved business decisions (through integrated access to internal and external information sources, and search and personalization), improved business responsiveness, improved collaboration through connections with colleagues, work teams and experts, time savings (through more organized information), reduced cost of business operations.

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Back to Top

Our Company
- History + Timeline
- Environment
- Sustainability
- Corporate Responsibility
- Community Involvement

Newsstand
- Press Releases
- Archives
- Blogs
- Surveys

Employee Center
- Policies and Forms
- Benefits and Perks
- Org Chart
- Employee Directory
- Job Openings
- Calendar
- Facility/Location Sites

Resource Library
- Wiki
- FAQ
- Glossary
- New Hire Guide
- The Libbey Center

My Team Sites

Classifieds

Search | Intranet Governance | Terms of Use | Privacy Policy | Linking Policy | Legal Disclaimer

State:

1. FAQ content is split into logical top-level categories for easy scanning and subcategories for further organization. Each subcategory name is a drop-down link that drops the user to the correct position on the page for viewing that subcategory.

2. Users click individual questions to reveal the answer with a window shade animation. Clicking the question again hides the answer.

3. "Back to Top" links return users to the FAQ navigation at the top of the page, a helpful tool on lengthy FAQ pages.