

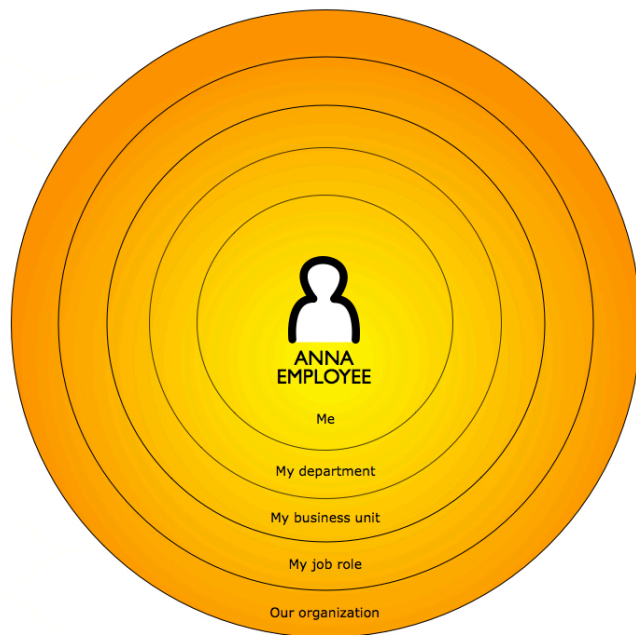
natural gathering surface, the "umbrella", bringing together the information, services and the tools you need at work.

### ON OUR INTRANET "OK" IS ALWAYS OK

Komin gives you a consistent user experience. When you book a room, place orders, do data reporting and other ordinary routines you feel that you do this directly on the intranet. You are not forced to constantly open new windows and you do not meet different graphical designs and interaction designs just because you want to book a meeting room, order a program for your computer or see what salary you get this month.

### OUR INTRANET IS A TWO WAY INTRANET

In Komin you can contribute. You can interact with the content on the intranet and fill in additional details you know about. On



*Komin has a clear recipient focus. It is the recipients way of thinking and the need for simple support during the work day that drives the content, information structure and presentation.*

Komin you can discuss with other employees and through this improve the work we do in our organisation.

### OUR INTRANET IS "FOR YOU", NOT "FROM US"

Komin has a clear recipient focus. Decisions on content and functionality is driven not by the sender's ideas about words, phrases and their desire to be seen. It is the recipients way of thinking and the need for simple support during the work day that drives the content, information structure and presentation.

### OUR INTRANET "JUST WORKS!"

You as an employee can use Komin from any place you need to work. Access to the intranet is not restricted by firewalls. You can, whenever you want, use Komin outside the organisations own premises.

You can use Komin on any platform. The intranet is not bound to a certain kind of browser or a single operating system. Whether you use the standard computer platform, your own personal computer, a tablet or a smart phone, you get a good user experience.

### OUR INTRANET HELPS THE CITY OF MALMÖ ACHIEVE ITS GOALS

Komin help us work more efficient—it does not generate more unnessesary work. Thanks to our intranet you have less administrative "Tool Time" (the working hours you use to look up things, order, register, etc.)—at least two minutes less per day, compared to older manual and electronic procedures. This freed-up time (which may seem small on the individual level, but which collectively represent 80 man-years of work each year!) the organization can use to provide service to the citizen.

Want to know more about the ongoing work?  
Go to <http://komin.malmo.se/omkomin>.



## Our intranet manifesto

# Our intranet manifesto

## OUR INTRANET'S MOST IMPORTANT PERSON: YOU

Komin is for You, an employee of City of Malmö. You find our common intranet useful. The intranet helps you in your work.

## OUR INTRANET IS THE STARTING POINT OF THE WORK DAY

Komin is the natural starting point for your day at work. You start Komin when you get to work—and in a minute, you have important information about what is important for you and your work today.

## OUR INTRANET SUPPORTS YOU AND MAKES YOU MORE EFFICIENT

Komin supports you in your work and make you efficient. This means you can quickly and easily perform routine administrative tasks on the intranet. This means you can spend more time focusing on what you are hired for—to provide service to the citizen.

Komin gives you, through a number of main pages, a clear focus on yourself, your business unit and division. Komin also gives you an expert support in your exercise of your profession, whether you are employed in one of the major municipal fields such as education, elderly health care or social services, or work in the administration.


Komin also has the global content of the organization, important for all employees. The intranet helps to hold together the City of Malmö as one municipal organization.

## OUR INTRANET IS EASY TO USE

Although Komin have large amounts of content, it is easy for you to use the intranet. The things that is important and relevant to you are in obvious and plain language labelled areas that are easy to understand. You can also easily search for information and get good results.


## OUR INTRANET IS THE PRIMARY INTERNAL CHANNEL

Komin is your primary channel for support in your work. Base content, news, tools and services, collaborative spaces – all of this, you get primarily in and through Komin. The intranet is the



[malmo.se](#) [malmotown.com](#) [malmobusiness.com](#) [Hjälp](#) [A-Ö](#) [Karta](#) [Styra telefonen](#)

[Min förvaltning](#) [Mitt arbetsfält](#) **[Vår kommun](#)** [HRutan](#) [Forum](#) [Blogg](#)



Malmö stads organisation


Mål & styrning


Stöd & service


För ledare

Gröna Komin

Kommunövergripande satsningar, program & projekt



 Skriv ut

 Spara bokmärke

### Vår kommun

**NYTT & VIKTIGT**

Större, viktiga kommunövergripande nyheter.

[Få besökare på onsdagens informationsmöte på Lindängen »](#)

[Informationsmöte på Lindängen den 3 januari »](#)

[Nya utbildningstillfällen för Hot och våld »](#)


[Danial Faraj från Malmö representerar Sverige i nordisk kommitté »](#)

[Hög tid att ansöka från de 4 miljonerna! »](#)

Äldre nyheter från Vår kommun


**TANKAR & IDÉER**

De senaste blogginslagen i Komin. Bloggen innehåller olika anställdas egna tankar och idéer om hur vi kan utveckla arbetet i Malmö stad.



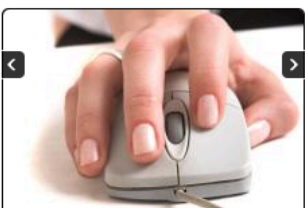
Välkomna tillbaka! Kul att ses igen! »

Förväntningar, löften, nya tag – ska vi "ge järnet" nu? Igår kväll...



Bilden av vår stad behöver breddas »

Den senaste vägen av fruktansvärda våldsbrott i Malmö får inte bara...



Högerklicka för att öppna i nytt fönster i Komin »

Länkar öppnas nu alltid i samma webbfönster. Vill du ändå ha nytt fönster – högerklicka!

**DATOR & TELEFON**

Viktiga tekniska driftmeddelanden som påverkar arbetet i Malmö stad.

[Akut arbete i Telenors Mobila Nätverk \(09/01\)](#)



[Avbrott fiberförbindelser på Kirseberg \(09/01\)](#)

[Störning på minasidor.malmo.se \(04/01\)](#)

[Löst: Driftstörningarna i vår administrativa miljö \(10/01\)](#)

[Fyllgiring på våra Gemensamma ytor \(18/11\)](#)

[Varning för bedrägliga epostmeddelande \(14/09\)](#)



**Tips!**

**Verktøy & system**

- [Avtalskatalogen | info](#)
- [Elit | info](#)
- [Flexite | info](#)
- [HRutan | info](#)
- [IT-kompassen | info](#)
- [Origo | info](#)
- [Raindance | info](#)
- [Vikariebanken](#)

[Fler verktøy & system](#)

**Jag vill...**

- [Ansöka om semester](#)
- [Boka ett mötesrum](#)
- [Boka taxi/beställa taxikort](#)
- [Flexa](#)
- [Få hjälp med datorn](#)
- [Få hjälp med telefonen](#)
- [Hitta en blankett](#)
- [Hitta en person/ett telefonnummer](#)
- [Hitta ett avtal](#)
- [Skriva reseräkning](#)
- [Stänga/öppna/lyssna av telefonen](#)

[Fler Jag vill](#)

**Kontakt**

**HR-SUPPORT**

[HR-service@malmo.se](#)

040-34 94 94

(vardagar 08.00-16.00)

**IT-SUPPORT**

[ITSupport@malmo.se](#)

040-34 27 27

(vardagar 07.00-16.30)

**TELEVÄXEL**

Internt kortnummer: 9

Komin supports you in your work day and makes you efficient.

3

4