sounds like it's too good to be true, right? Well, maybe not. Read on to find out how intranet templates could be the solution your small business is looking for.

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Small business owners are often stretched in multiple directions. Juggling several balls all at once on day-to-day activities means there's usually little time left for special projects. What's more, small businesses generally don't have dedicated IT

staff. Keeping up with the latest developments in IT, let alone maintaining,

Many small business are realising the benefits to be had in implementing an office intranet. From document management and streamlined business processes to improved communication and staff engagement, an intranet has a number of potential benefits.

However, for many small business owners the prospect of actually setting one up may mean it ends up in the too hard basket. And that's an understandable reaction if you're not that au fait with technology or you're simply hard pressed timewise.

Utilizing templates, however, could make it a whole lot easier to set up a small business intranet. Let's find out exactly how.

Intranet templates

Online intranet providers offer a range of templates that can be customized to suit your organization's specific requirements. The great advantage of these templates is that the technology is tried and tested. A number of other companies will already be using them and so the functionality has been refined over time.

What's more, the templates can be branded with your logo and company colors so that the intranet reflects your unique brand personality.

In addition, the functionality can be tweaked to suit your specific requirements. Most companies include the following templates as standard features in their intranets:

- Company and team news pages
- Company calendar
- Document management system
- Online business forms.

The basics will already be there, all that's required is for you to refine or populate the

Perhaps the most important benefit though is that you won't have to worry about security either. The hosting company is responsible for ensuring the security of your important company data using the very latest SSL encryption, firewalls, access control and site permissions. Eliminating the headache of security for the small business owner is a huge bonus.

What's more, a hosted solution means that your small business intranet will be accessible to staff members 24/7 anywhere in the world using a mobile or Wi-Fi connection. Providing staff with remote access to company information means they'll continue to be productive when out and about drumming up new business or even on their daily commute.

So if you want to realise the benefits on offer from an intranet but are lacking in confidence or time, then intranet templates are the perfect solution. With the technology all ready and waiting, all you have to do is put your company stamp on it.

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This article has been provided by Helen Borich from the team at MyHub.

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