

## New Intranet Navigation Guides

The following snips are examples of user documentation I created to help Mattress Firm employees navigate their new intranet, the BEDpost.

**BEDpost Tips**  
This topic contains a series of articles to help you learn how to use the BEDpost.

**MOST POPULAR   LATEST   RECENTLY UPDATED**   Find a page...

**Become a BEDpost expert**  
⌚ Read time = 1 minute Start your BEDpost adventure here! ...  
3851   2   ...

**Let's take a spin around the new BEDpost**  
This page walks you through the homepage and top navigation...  
1374   7   ...

**Complete your BEDpost profile in 5 minutes or less**  
You are the most important part of Mattress Firm—and we want...  
2109   4   ...

**Browse all tags**

Affirmations   **BEDpost**   BEDpost Champion

BEDpost Tips   Best Practices   Bookmarks

Channels   Communities   FAQs   Follow

HIVE   Navigation   Newsfeed   Onboarding

Profile   Pulse   Search   Skills

Submit A HIVE Ticket   THE HIVE   Tips   Topics

Training   Training Resources   Workday

Search tags

**Follow news, information and people that interest you**

**How to search for news, information and people**  
Quick Search Tips: Don't hit

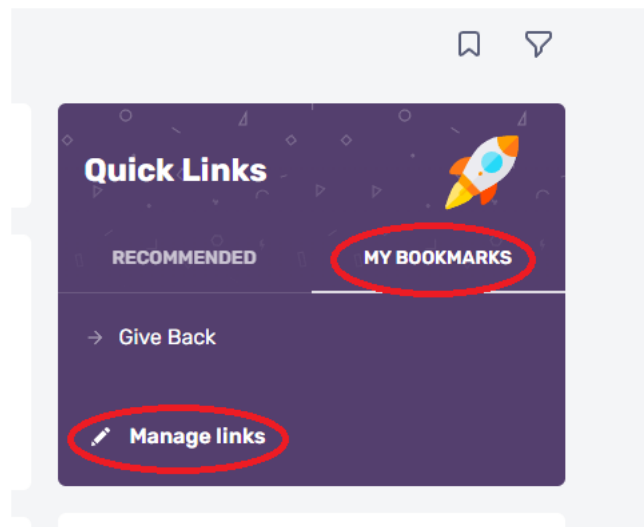
**Join a Community on the BEDpost + FAQs**  
Communities are associate-led

# Access Your Favorite Content Faster with My Bookmarks

Jump to the pages you visit most frequently on the BEDpost by customizing your Quick Links bookmarks

The purple Quick Links box on the homepage is a fast way to get to different places on the BEDpost. But did you know you can make it even more useful? Customize this section by bookmarking your favorite or more frequently visited pages on the **My Bookmarks** tab.

Click **My Bookmarks**, then **Manage links**.



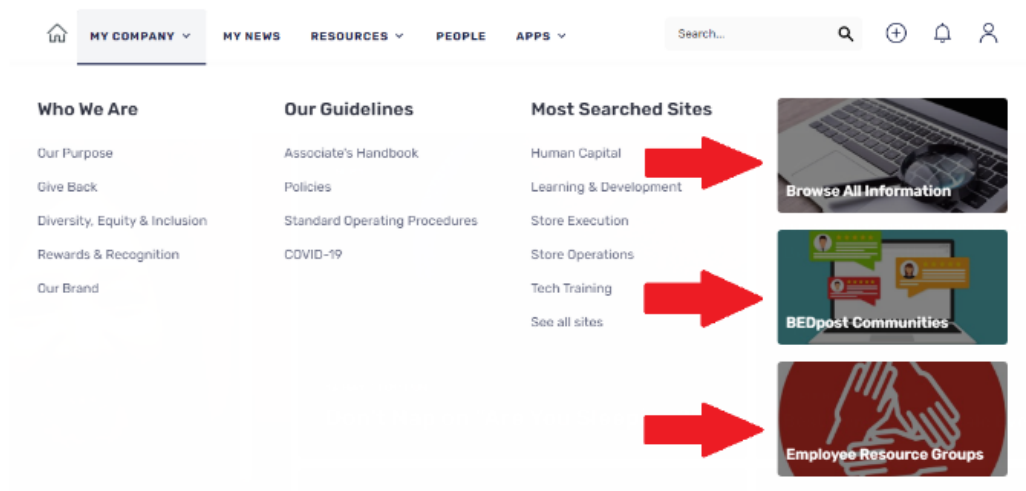
# Explore the Top Navigation

## My Company

Click **My Company** to access important company pages and some handy links to get around. You'll see a list of the **Most Searched Sites**—with a link to **See all sites** at the bottom of the column.

The buttons on the right jump to helpful areas:

- Browse All Information
- BEDpost Communities
- Employee Resource Groups



# Follow People

Follow people who you find inspiring or expect to see interesting posts from. Visit the BEDpost homepage > [People](#) > search for someone by their name > click their profile picture > click Follow.

The screenshot displays a user profile for Angela David, Manager of Internal Communications. The navigation bar at the top includes links for MY COMPANY, MY NEWS, RESOURCES, PEOPLE, and APPS. The profile header shows a circular profile picture and a background image of a sunflower field. Below the header are buttons for Follow, Add to network, Message, and Add to favorites. A red arrow points to the 'Follow' button. The 'About me' section contains a bio and contact information. The 'Skills and expertise' section shows a skill tag for 'Communications'.

**Angela David**  
Manager, Internal Communications

[Follow](#) [Add to network](#) [Message](#) [Add to favorites](#)

**About me**

I am based in Kansas City. When I'm not working, you will find me doing yardwork or attending my children's games and activities. I am a KU grad (Rock Chalk!), a Chiefs fan and a Royals fan.

✉ Angela.David@MFRM.com  
🏢 Associate Communications in Commun...

**Skills and expertise**

Communications 1