

# Webex App Integration

**Inclusive HR Users:** All user roles, but only configurable by admins

**Inclusive HR Subscription Level:** Open to all users with unlocked features on paid subscriptions

**Webex Plan Level:** You will need at least a Webex Meeting Subscription

## Who is Inclusive HR?

The Inclusive Hybrid Work integration app provides insights and directional data to foster an inclusive hybrid-remote work model. This Webex integration app works with Webex Meetings to highlight gaps in supporting hybrid or remote workers.

Inclusive.HR is an inclusion insights company with a mission of creating visibility around employer actions having impact on team member inclusion. With the Inclusive Hybrid Work App, Webex administrators get dashboard views into data highlighting where hybrid or remote team members may be feeling less included than their peers.

Organizations utilizing this Webex Meetings app, will further strengthen their position as stewards to an inclusive work environment and should see improved morale and productivity.

## What does the Inclusive Hybrid-Remote (HR) App Provide?

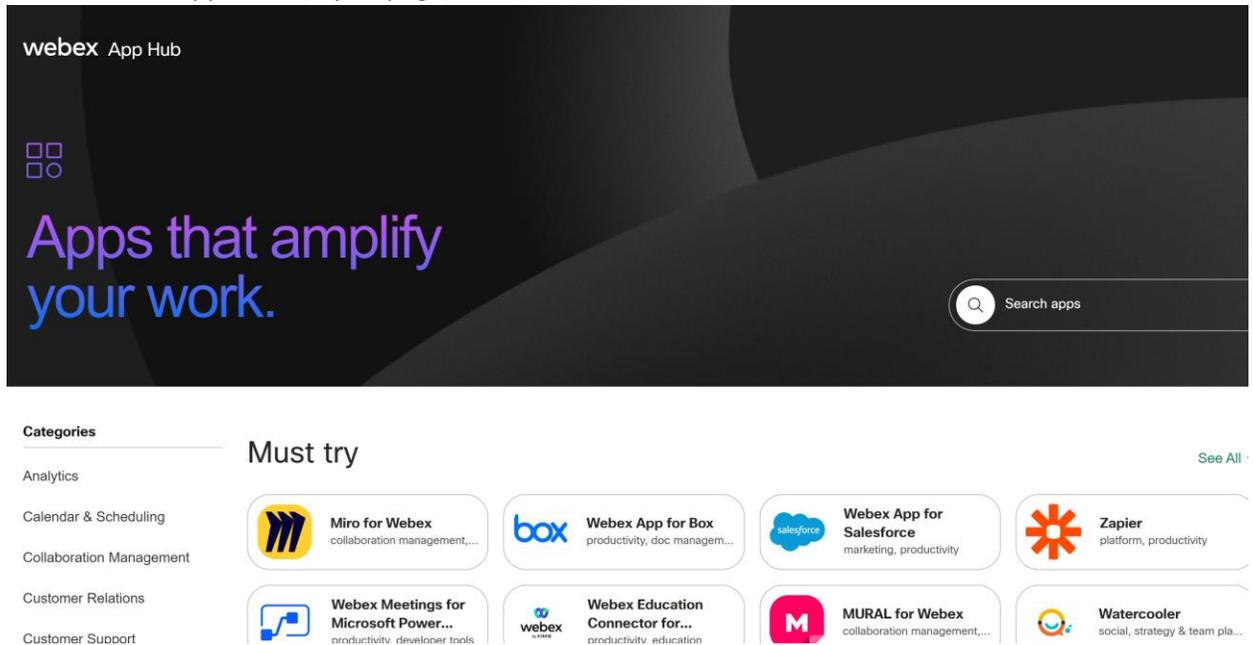
- Actionable insights to foster a more inclusive hybrid/remote/virtual work model
- Dashboard views of all, or select team members, to quickly identify bottlenecks with regard to implementing or strengthening your hybrid-remote work model
- Deep dive into specific team member performance as well as comparison features
- Segment and vertical data to compare industry performance, which can assist in recruiting and retention activities
- Supports implicit bias training by highlighting un-intended behavioral actions between team members

# Installing the app from the Webex App Marketplace

The **owner/admin** for your organization's Webex account should complete the steps below:

\*\* You do not need an Inclusive HR account to install our Inclusive HR for Webex app. Please follow the below steps to begin.

1. Visit the [Webex App Hub](#) and sign into your Webex account
2. In the Search Apps field (top of page), search for **Inclusive HR** and click on it in the results list



3. On the app's, overview page, click on the **Learn More** button.
4. Select **Authorize** to allow Inclusive HR to collect meeting and meeting recording data.

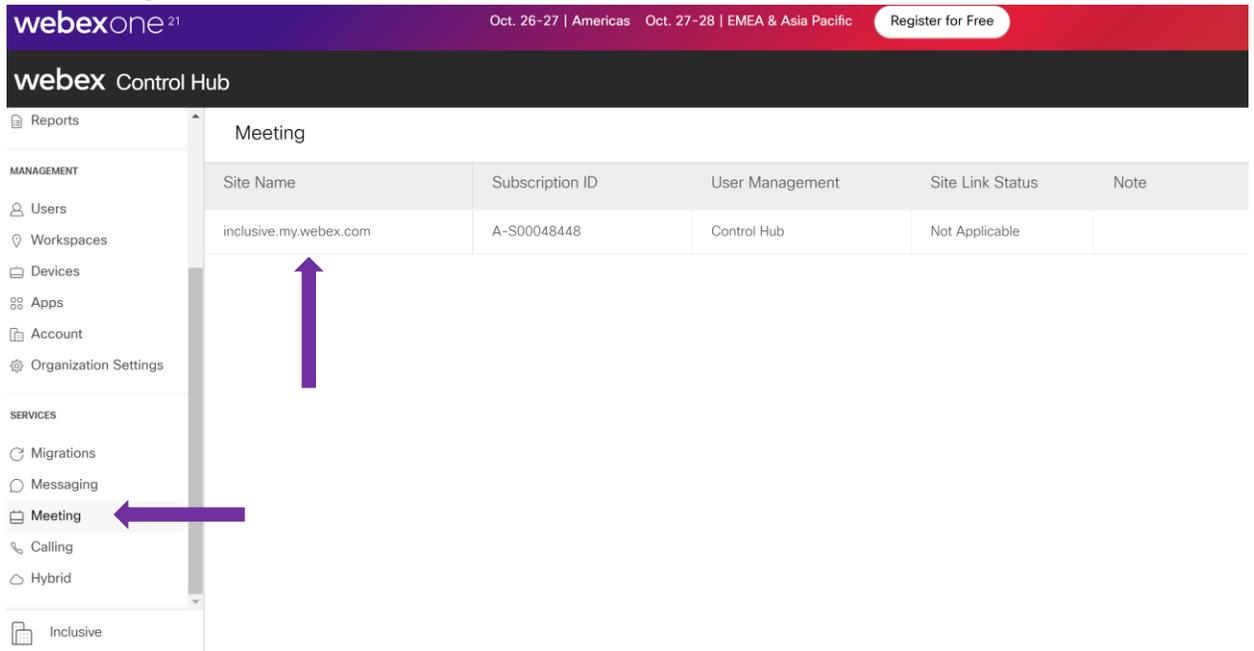
If you have questions about the Webex App Hub at large, please review this great blog from Webex:

<https://blog.webex.com/hybrid-work/webex-app-hub-the-premier-collaboration-app-ecosystem-to-help-you-get-stuff-done/>

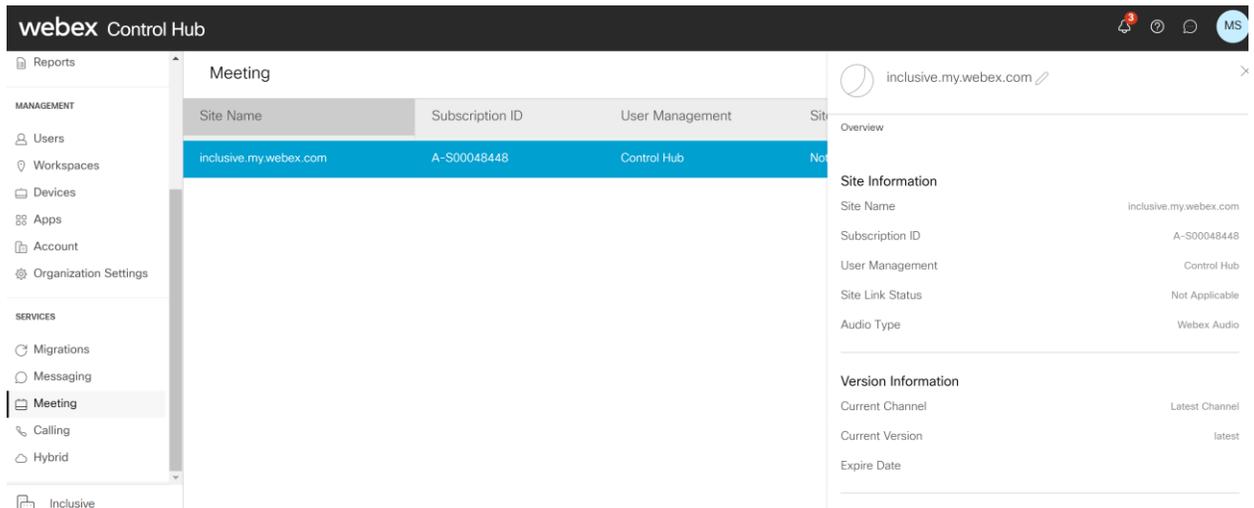
## Webex Account Settings

The steps below will only have to be completed once as this will establish organization wide settings based upon the below selections.

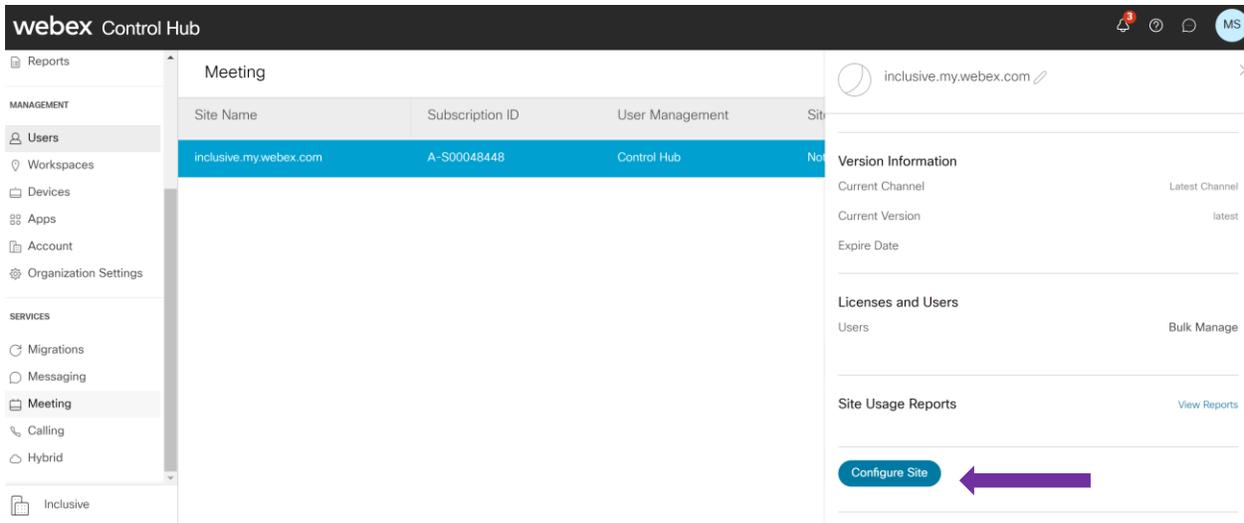
1. Sign into the [admin WebEx account](#)
2. Under **Services**, click **Meeting**, and then click **Site Name (in this example: inclusive.my.webex.com)**



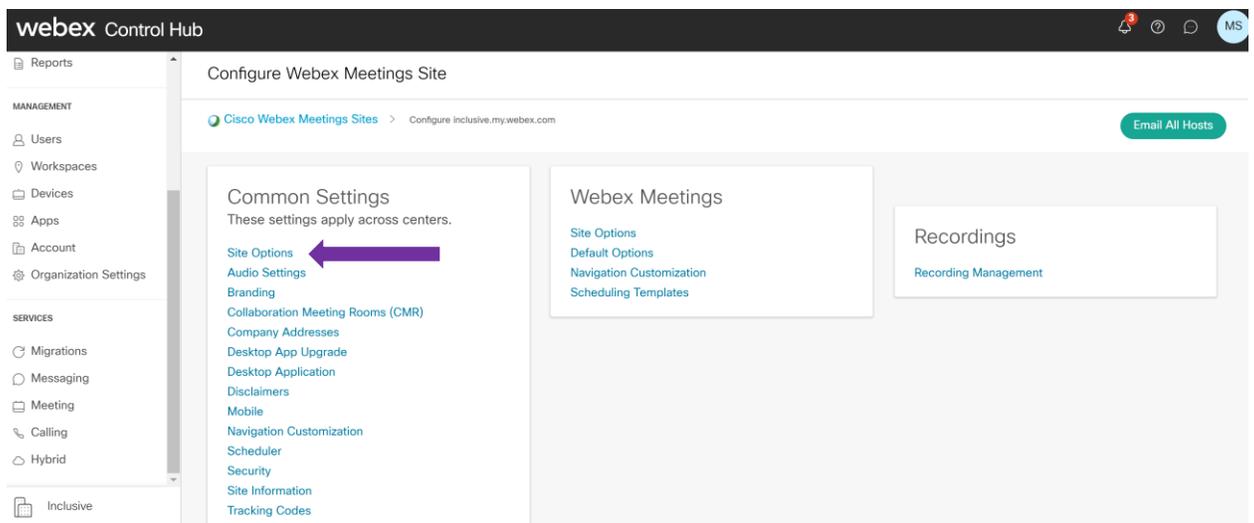
3. After clicking on your Site Name, you should see this overlay:



4. Scroll all the way down on this overlay on the right to find and click on **Configure Site**



5. Click on **Site Options** under **Common Settings**



6. Under the **Site Options**, please confirm these settings as seen in this screen capture

## Common Settings

Cisco Webex Meetings Sites > Configure inclusive.my.webex.com > Common Settings

- Turn on high-definition video (720p) (Meetings, Training and Events)
- Support Recording Auto-Deletion Policy (Warning: recordings older than the retention period entered will be moved to trash on a daily basis)  
Recording Retention Days:
- Create recording transcripts for all hosts' MP4 recordings. To turn on for specific users, go to User Management.
- Allow hosts to turn on or off recording transcripts in My Webex preferences.
- Allow hosts to upload recordings

Default Video Position for Standard Recordings (This setting is only for sites where the default video-centric recording setting is not applicable.)

Active speaker video position in downloaded standard MP4 recordings and in recording playback on mobile devices (Meetings and Events only):

- Inside Frame 
- Outside Frame 

Default Recording Layout for Video-Centric Recordings

Choose the default layout that you want to use for video-centric meeting recordings. Hosts can also specify the default layout for their own meeting recordings on the Webex site

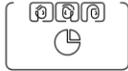
- ✓ Turn on high-definition video
- ✓ Support Recording Auto-Deletion Policy (the number of days is your choice; this is not a requirement but a recommendation to reduce the likelihood of a filling your Webex storage)
- ✓ Create recording transcripts for all hosts' MP4 recordings. To turn on specific users, go to User Management
- ✓ Active Speaker (Inside Frame)

## Common Settings

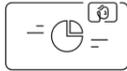
Cisco Webex Meetings Sites > Configure inclusive.my.webex.com > Common Settings

Choose the default layout that you want to use for video-centric meeting recordings. Hosts can also specify the default layout for their own meeting recordings on the Webex site in Preferences > Recordings.

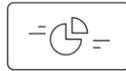
When sharing content



Stage



Focused content with active speaker



Focused content  
(no participant video is recorded)

When not sharing content



Grid



Stage



Focus

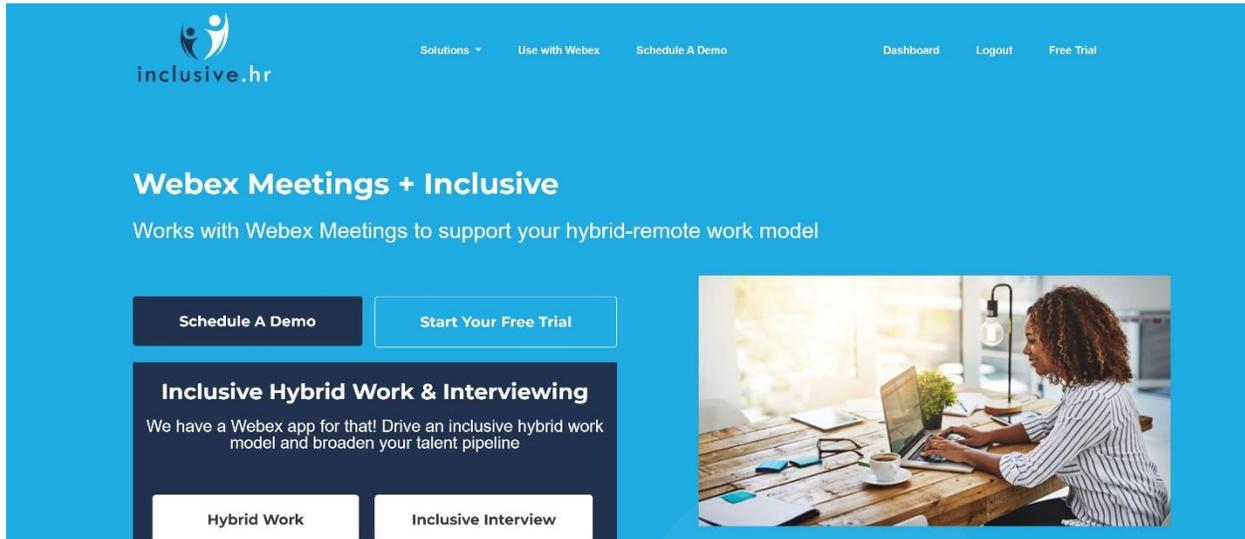


Blank  
(no participant video is recorded)

- ✓ Focused content with active speaker and when not sharing content - Focus

## Next: Registering Your Free Inclusive HR Account

After you have completed the above, please go to <https://webex.inclusive.hr> to connect your Webex app

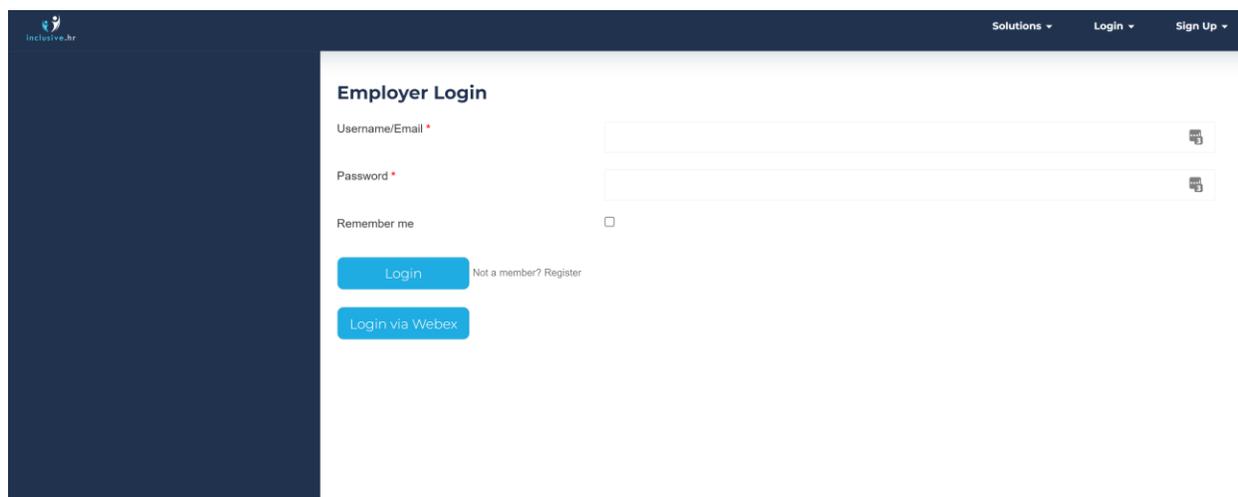


Click [Login](#)

You may not have an Inclusive HR account yet, but that's OK – please click on [Login](#). When you installed the Inclusive HR Webex app, we created an Inclusive HR account for you.



Click on [Login via Webex](#)



If you have installed the app and already granted Inclusive HR Webex meeting and recording permissions, then you should enter the dashboard view. It may ask you to grant permissions again.

If you are not logged into your Webex account prior to clicking on the [Login via Webex](#) button, it will bring you back to Webex to log in there first:

Congratulations as you have successfully connected your Inclusive HR Webex app. In the future, you should always log into the Inclusive HR site via the [Login via Webex](#) button.

## How to Use the Inclusive Hybrid-Remote App

The Inclusive Hybrid-Remote integration app with Webex provides insights to foster a more inclusive hybrid/remote/virtual work model.

It works by ingesting recorded Webex meetings between team members at your organization. Therefore, our integration app will only measure interactions that were conducted on Webex Meetings between colleagues within the same organization. **'Same organization'** here means: colleagues who are on the same Webex organizational account.

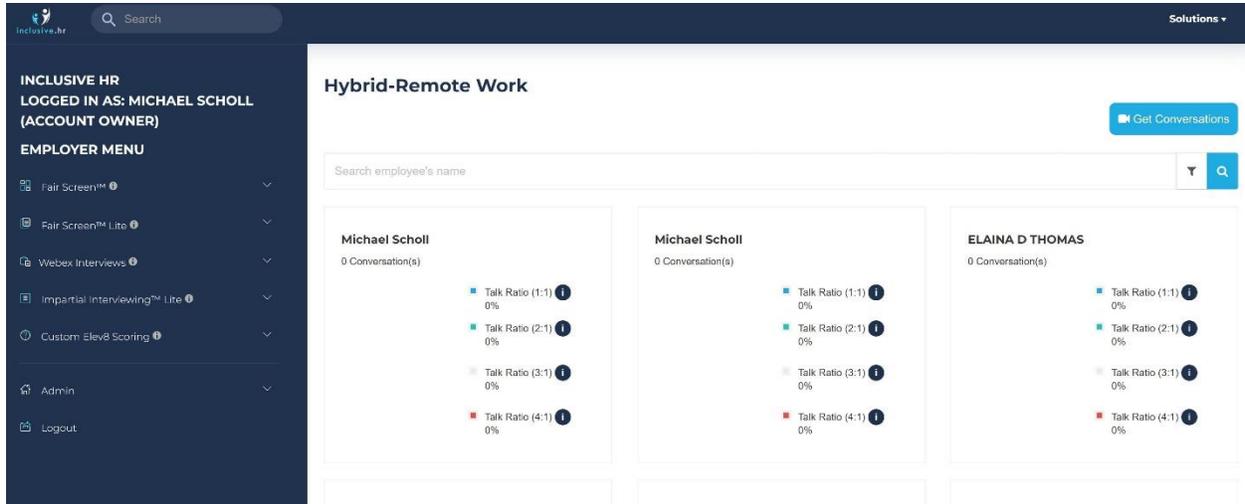
It is important that the common settings described above are configured as outlined for this integration app to work. **The key is to ensure that Webex Meetings between team members are recorded and recorded to the cloud.** This allows Inclusive HR to ingest those archives for Hybrid-Remote Work inclusion metrics.

To view Hybrid-Remote Work Insights

Go to <https://webex.inclusive.hr/jobs/employer/login/>:

**Login via Webex** and make sure you are already logged into your Webex account.

After logging in, you will be taken to your Hybrid-Work App Dashboard:



From this view you will see the names of your colleagues. This first dashboard view will provide the very high-level metrics of each team member. The data seen here will be inclusive of the last 7 days of interactions.

You can click on any individual colleague's name to view micro-insights around that employee's interactions with team members that may highlight coaching opportunities to better support a hybrid-remote work model.