

What is SharePoint?

Microsoft SharePoint enables your team to create web sites for information sharing and document collaboration, even if they are in diverse locations. Employees can work with team members, find organisational resources, search for information and manage content and workflow to make better-informed decisions. They can easily create and manage custom websites for collaboration, including security-enhanced document sharing.

SharePoint serves as a virtual workspace and can be accessed by multiple users in multiple locations so more business gets done no matter where you are.

SharePoint benefits at a glance

Mobile office

Employees with hectic schedules who are always on the road or out at meetings can now share information, access critical files and co-ordinate projects in one virtual space.

Customer communication

SharePoint reduces the additional time and manpower required to manage paperwork and hold meetings. This lets your business make better use of face-time with customers and suppliers.

Team community

Teams in the workplace have their own virtual space to store and share information. Team and site managers can easily co-ordinate site content and user activity.

Easy to use

SharePoint is designed for easy and flexible deployment and administration. It is fully hosted and browser based.

Familiarity

Collaborative content- documents, lists, events, task assignments and membership rosters- uses Microsoft Office Word 2007, Microsoft Office Excel 2007, and Microsoft Office PowerPoint 2007.

Secure data storage

SharePoint securely stores critical business information in a central data centre. You can access it anywhere using a web browser.



Windows SharePoint Services

With SharePoint your company enjoys:

- Efficient collaboration between staff
- A central location to capture and share ideas, information & communication
- Improved productivity and team empowerment
- Document sharing and co-creation
- Improved management of content and workflow
- New business insights to make more informed decisions
- Customised team- and project-focused intranet sites
- A highly secure environment between geographically spread groups

A new power for the team:

SharePoint sites facilitate team participation in discussions, shared document collaboration, and surveys. Site content is accessible from both a web browser and through clients that support web services. The document collaboration features allow for easy check in, check out, and document version control.

A new power for the individual:

SharePoint site members can find and communicate with key contacts and experts, through email and instant messaging. Site content can be easily searched, and users can also receive alerts to tell them when existing documents and information have been changed, or when new information or documents have been added. Site content and layout can be personalised on a per-user basis, and Web Parts can be used to present targeted information to specific users on precise topics.

Key features of SharePoint

1. Shared document and meeting workspaces
2. Content management features for documents and web content
3. Document libraries with version control
4. Seamless integration with Microsoft Office 2007 and Office SharePoint Designer
5. Standard templates including wikis, blogs, and surveys
6. E-mail alerts when documents or other items have been changed or added to a site
7. RSS feeds for SharePoint libraries and lists
8. Low-cost user licenses for desk-less workers who use a PC on a limited basis
9. Antivirus scanning
10. Single sign-on capability
11. 99.9% scheduled uptime with Service Level Agreements
12. Phone-based support