




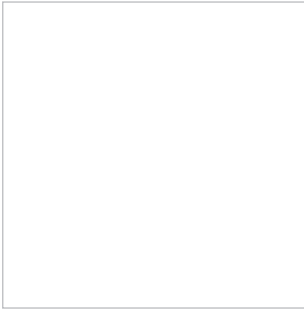
# Microsoft Office SharePoint Platform

Helping organisations gain better control and insight over their content, automate many administrative processes and access & share information.

A woman in a red dress with white polka dots is standing and speaking in a meeting. She has her hands raised as if gesturing. In the background, a man in a suit is sitting at a table with a laptop, and another man is sitting to the left. The setting appears to be a modern office or conference room with large windows in the background.

“ We now have the flexibility to change the system to suit business needs and this gives us an edge over our competitors. We know we have the best foundation on which to build our business. ”

**Chief Operating Officer, ClubLinks**



## What is SharePoint?

SharePoint is an integrated suite of server applications that improves organisational effectiveness by providing comprehensive control over electronic content, accelerating shared business processes, and facilitating better-informed decisions and information-sharing across boundaries.

The Microsoft Office SharePoint platform consists of 2 editions. Microsoft Office SharePoint Server is the fully integrated suite of platform services and applications. Components exist to allow organisations to only invest in the applications they wish to use; for example enterprise search or web based forms. SharePoint Foundation is the base platform, it can be implemented for entry level collaboration and content management.

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## Features and Benefits of Microsoft SharePoint

### SharePoint Foundation

- Collaborating on documents
- Sharing team and project-based information
- Managing virtual teams

### Key Features

- Presence integration
- Workflow
- Document libraries and lists
- Versioning, check-in and check-out
- Alerts
- Web Parts
- Shared calendars and discussions
- Web site creating and management
- Microsoft Office integration

### Benefits

- Improved personal and team productivity
- Re-use of information
- Role-based security always in effect
- More productive collaborative work environment
- Ease of use, deployment and customisation

### Microsoft Office SharePoint Server

- Organise sites across the enterprise
- Connect people with people
- Integrate people with line-of-business processes
- Index and search across existing repositories of data
- Centralised reporting and business intelligence

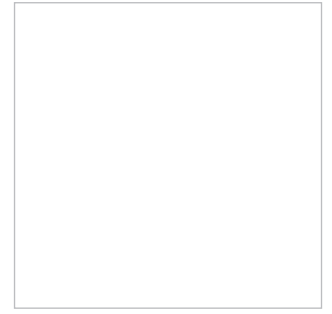
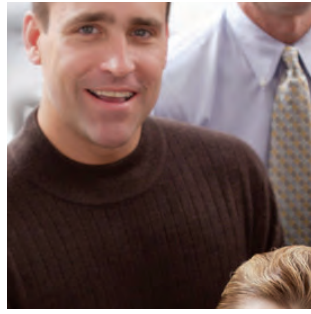
### Key Features

- Centralised creation and administration of SharePoint sites using Site Directory (corporate site taxonomy)
- Enterprise search for all data and information in the organisation
- Structured searches across other systems
- My Sites and people searching
- Content life cycle management
- Business forms/workflow
- Report Centre with server based Excel, KPIs and dashboards

### Benefits

- Improved enterprise efficiency and effectiveness
- More efficient searching and retrieval of information and data from anywhere in the organisation
- Greater overall productivity resulting from greater re-use and more effective team management
- Reduce training costs
- Manage regulatory requirements over content
- Engage with suppliers, customers and stakeholders





## What can SharePoint do for you?

These are only a few of the ways that you can use the Microsoft Office SharePoint Platform.

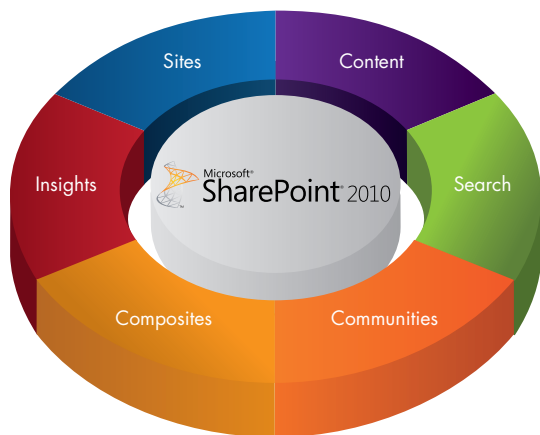
- Manage your documents, information and knowledge beyond a check in/check-out system.
- Invigorate collaboration through social networking for enterprise environments.
- Build upon your existing website and expand the capabilities of your online presence.
- If you collaborate a lot on documents with others and find it difficult to know who has done what, SharePoint allows you to see earlier versions and maybe even to restore to earlier versions when someone really messes up.
- If you keep all your emails in Outlook, it is the perfect place to archive them.
- Share documents and other information with clients and/or partners, in a secure and private environment.
- If it is hard for your team members to meet at the same time for brainstorming sessions, SharePoint facilitates a place where everyone can participate in the conversation when their schedules permit.
- It allows you a central place to make company, team, or project announcements and then everyone automatically gets notified, no matter where they are in the world.
- Synchronise SharePoint Server 2010 document libraries with SharePoint Workspace so you can access, view and edit files anytime and anywhere from your computer.
- You can easily add custom fields to any area without the help of a web or IT person.
- Search for information stored in disparate locations such as file stores, websites and emails.
- Publish KPI's for everyone in the organisation.
- If you work in conjunction with an external organisation, you can manage and share documents, plans, tasks, schedules and meetings.
- Streamline existing business processes and simplify business functions such as leave applications and expense claims using simple forms.

“Microsoft SharePoint helped us centralise and securely share a lot of information. As far as the project is concerned, it was great to work with Professional Advantage, the partner who understands franchise business and has expertise not only in SharePoint but also in Microsoft business solutions like Dynamics GP. This helped when we decided to publish our Dynamics reports on SharePoint for secure access by store managers as well as our head office staff.”

**Mick Tan**

IT Manager, Beacon Lighting

# The SharePoint Platform



## Insights

- Access to information
- Rich analytics
- Visualisation
- Simplified navigation and administration

## Sites

- Reduced IT management
- Office UI and Office integration
- Social computing features
- Improved reporting

## Communities

- Expanded people profiles using photographs and presence
- Recent activity notifications
- Note boards
- Organisation browser
- Social bookmarks

## Composite

- Create no-code collaborative solutions
- Unlock your business data
- Regain control of end user solutions

## Search

- Thumbnail previews
- "Did You Mean?" and related queries
- Improved relevance based on social behaviour

## Content

- Enhanced document management and content organisation
- Improved compliance adherence
- Metadata navigation capabilities

## Fast facts

### Microsoft Office SharePoint Platform Top 10 Benefits

- Boost employee productivity by simplifying everyday business activities.
- Help meet regulatory requirements through comprehensive control over content.
- Effectively manage and reuse enterprise content to gain increased business value.
- Simplify organisation-wide access to both structured and unstructured information across disparate systems.
- Connect people with information and expertise.
- Accelerate shared business processes across organisational boundaries.
- Share business data without divulging sensitive information.
- Enable people to make better-informed decisions by presenting business-critical information in one central location.
- Provide a single, integrated platform to manage intranet, extranet, and Internet applications across the enterprise.
- Encourage employee self-service and adoption of corporate knowledge management through integration with familiar client applications.

## Tailored SharePoint Concept Evaluation Offer



For organisations wanting to understand the possibilities of the SharePoint Platform, Professional Advantage offers a Tailored SharePoint Concept Evaluation Offer



The Tailored SharePoint Concept Evaluation Offer will take you through the guided evaluation process, at the end of which you will have a clear understanding what can be achieved based on your specific needs and the approximate investment required.



For more information, please call 1800 126 499 or email [microsoftinfo@pa.com.au](mailto:microsoftinfo@pa.com.au)

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