



What is SharePoint?

SharePoint is used to create shared workspaces, shared file storage platforms and internal websites (or intranets) it provides enhanced collaboration and sharing of files and information beyond a traditional shared network drive.

SharePoint is intended for storing team or project-related documents and is heavily customisable with features and workflows that allow it to address much more than just file storage. Organisations use SharePoint for project-based management sites, human resources portals, blogs and more. You can also use SharePoint to create portals for clients (an extranet).

Benefits of using SharePoint

Version tracking

With version tracking you're able to revert back to previous versions of a document and see all the history of a document at the click of a button this is very useful when a lot of employees are collaborating on the same file.

Central location

Multi-site organisations can operate easily as all employees can store documents in one shared location.

Improved communication.

SharePoint allows you to include personal profiles about your employees so others can see their interests, who they work with and what their job function is, to improve cross team relations and improve communication.

Anytime, anywhere, any device.

Employees can access files from anywhere with an internet connection, supporting the trend for remote and flexible working.

Ease of access

Many users find it easier to access files on the go, without the need to connect to VPNs or remote desktop sessions which can be slow and clunky.

In the cloud

With files in the cloud you have more resilience you're no longer dependent on the hardware in your server room being available, and it's easy to build in version control, backup and to set rules around who can access, edit and even delete different files.

Why do organisations use SharePoint

SharePoint acts as a great 'shared workspace' for teams to collaborate and share documents and folders, this is especially useful with more employees working from home and offsite. Increasingly SharePoint is being used as an alternative to the traditional server based File Server.

Organisations can configure SharePoint to act as an intranet so users can access SharePoint as a branded company page, managed by an admin, that acts as a dashboard with news, calendar, events etc. Because SharePoint comes as standard with Office 365 it is a low cost option instead of a complex intranet service. It also has a powerful search functionality allowing employees to easily locate files from anywhere in the application. It helps with the environment too as it allows files to be shared and opened digitally rather than masses of paper being printed and thrown away.

Tips for implementing SharePoint

Tagging



Putting Metatags on each document makes searching for content even easier.

Training



Ensuring plenty of user training on the organisations SharePoint will help ensure the platform is fully adopted quickly.

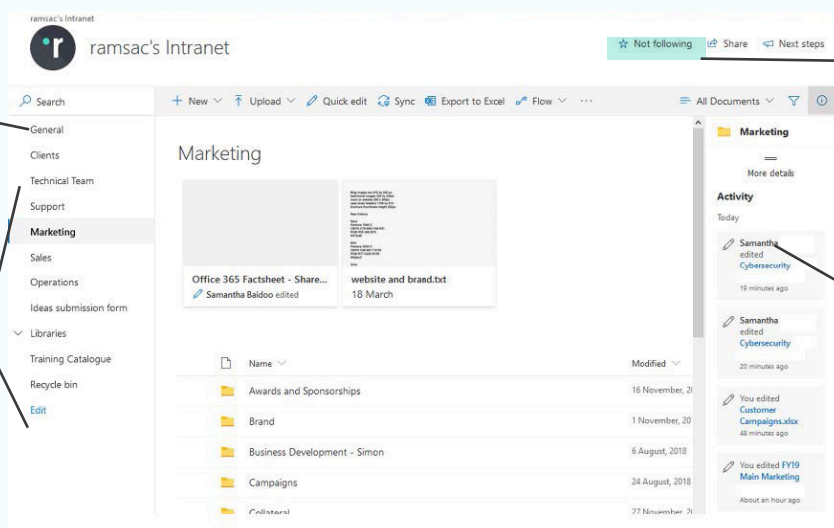
Planning



One of the key points to consider when planning a move to SharePoint is to not just try to replicate the structure of an existing shared drive folder structure. Taking time to work out the structure and permissions before uploading data is critical to a successful implementation.

SharePoint's search functionality is very powerful helping users to locate files quickly and easily.

As an example, at ramsac, we have listed our departments as channels in the left hand panel for easy user access.



Following sites improves you search as it prioritises the content that is most important for you.

In the activity tab you can see who has edited or uploaded documents and when.