

Modcomp Solutions

INFORMATION

Microsoft SharePoint Benefits

Many companies today are adopting SharePoint. As a result SharePoint is Microsoft's fastest growing product.

SharePoint is being installed because there are a number of benefits that SharePoint brings over and above alternative mechanisms of content sharing and document management (eg File Servers or Shared Folders on Exchange).

Accessibility

The first benefit of SharePoint is that it is a web based product. Therefore a SharePoint site can be accessed from any PC in the company that has web access.

Documents can be shared and found easily

SharePoint provides a central location for documents. It avoids the situation where people store documents on their 'C' drive locally. Of course to get the full benefit, a company needs to have procedures in place that encourage people to use SharePoint as the location for editing and working on documents.

Security

Of course security is important. SharePoint comes with excellent security. Site security can be tied into Active Directory, or alternatively, the site can be password protected. The SharePoint site can incorporate a hierarchy of security levels meaning that the SharePoint site can be designed such that access can be restricted and managed to allow access only to those who need to view particular areas.

Some companies may want to impose security down to the document level.

Version control

SharePoint automatically provides version control. Previous versions are stored automatically. This means that should an editor make mistake with a document a previous version can easily be retrieved.

Check-out control

When editing a document, a user can 'check-out' the document. This means that the document is locked for editing. Other users can see who 'checked-out' the document.



Alerting

Alerts can be set-up. When a document is changed, a selected list of people can be alerted. This helps promote quick communication and good collaboration.

Navigation

Because the navigation of SharePoint is very visual, it makes it easier for a user to find the information they are looking for. This is not necessarily the case with a usual file server.

Backup

Because SharePoint stores all its files (documents, spreadsheets etc) in a SQL Server database, the process of backing-up the document store is easier and quicker.

Online presence

SharePoint provides a mechanism for seeing who else is on line. Users can communicate with each other using instant messaging.

Integration with Office

There is good integration with office. Calendars can be shared. Outlook Calendars can be synchronised with SharePoint calendars.

Social Networking

Users can have a Mysite which is place for them to set up sites relating to particular projects. The sites can contain information about particular skills etc. This promotes collaboration through the organisation.

Portal for other applications

SharePoint can form a portal for accessing other applications,

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