

# Sharepoint

## What is SharePoint?

SharePoint is a web based tool from Microsoft. It allows you to share files, better manage and locate information all through a web browser.

## How can SharePoint help my business?

SharePoint can help your business by being the central location for storing your files, project and ad hoc information. SharePoint can search not only the information you enter but also the information inside any document stored there. It will improve your business productivity thereby saving you money.

## How much will SharePoint cost me?

There are two versions of SharePoint available, Windows SharePoint Services which is **totally free** and Microsoft Office SharePoint Server which requires licensing. The great thing is most businesses can get everything they need from the **free Windows SharePoint** and always upgrade at a later stage. In many cases **you may already have SharePoint** but don't even know it.

Some of the many features SharePoint offers:

- **Document Management**: SharePoint allows you to perform a number of functions such as check-in / check-out and approvals.
- **Wikis**: With SharePoint wikis you can develop your own internal knowledge bases. This way valuable information about how your business operations is documented and maintained within your business.
- **Discussions**: With SharePoint you can use discussion boards to dramatically reduce the amount of time your people spend in meetings. Even better, all the information for these discussions is located centrally, documented, backed up and easily searchable.
- **Workflows**: SharePoint allows you to develop workflows around your business processes. This allows you to replicate the same result each time the process is executed. It provides an easy way to track the flow of information and responsibilities all resulting in consistent results.



SharePoint integrates with your existing Office software to allow information to be linked between the two. You can even use Office to take SharePoint information 'offline' for use when not connected to your network.



Because SharePoint is a web based technology it allows you to create extranets quickly that provide a link between your business, your customers and suppliers. You can have your SharePoint site published to the Internet or choose from a number of hosted SharePoint providers.

The Computer Information Agency works with SharePoint extensively. We understand what a business requires of SharePoint because we use it for our own business. We are the creators of the Windows SharePoint Operations Guide which helps IT professionals install, migrate and maintain Windows SharePoint.



We are so confident that you'll see immediate application of SharePoint in your business we are offering a free 30 day supported trial of hosted SharePoint. This means there is no software to install because as long as you have access to the Internet you can use SharePoint. Better yet, we'll work with you during the trial period to help you understand exactly what benefit SharePoint can bring to your business.

What have you got to lose? An initial consultation and 30 day trial are completely **free and without obligation**. For more information about SharePoint or to book your **no obligation** first consultation and 30 day hosted SharePoint trial please contact **Robert Crane directly on 0409 010950** or [director@ciaops.com](mailto:director@ciaops.com) to take advantage of this free offer.



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