

A Hosted Solution to Increase Productivity and Results for Your Members

Features and Benefits of Microsoft SharePoint

Contribute: Make the web a meaningful way to share information

Everything you need to create a site everyone on your team can use

- Forms-based authoring allows users to add, edit, and delete information using 4.0 level browser
- SharePoint team web site template provides a fully functional team site on install
 - Structured and uniform design makes your site easily discoverable
 - Automatic hyperlink management maintains links to new lists and libraries in Quick Launch bar
- Locked down templates protect page layouts and navigation structure
- Support for multi-user and remote authoring
- ISP/ASP support lets you set up team web sites with those outside of the firewall.

Pre-formatted lists give members out-of-the-box functionality.

- Use the Announcements List to broadcast information to your team.
 - Set expiration dates to keep announcements information current
- Keep team activities in sync with the Events List
 - Export event information to your local calendar.
- Ensure access to important client and partner contact information with the Contacts List
 - Export/Import contact information with local contacts list
- Delegate and monitor team activities using the Tasks List
- Share links to relevant sites with the Links list
- Keep documents in context using Document Libraries

Integration with Microsoft Office XP saves time and facilitates information sharing

- Open and save Office XP documents directly to your SharePoint team Web site
- Import/Export contacts with Microsoft Outlook version 2002
- Use Outlook version 2002 to Export events to Outlook calendar
- Integration with Microsoft Excel version 2002
 - Export list information for analysis or archival purposes
 - Import wizard allows you to import Excel spreadsheets to create new lists

Collaborate: Facilitate collaboration and communication

Document libraries give team members a place to collaborate on shared deliverables

- Document upload through the browser simplifies the process of getting documents from a hard drive location to a document library
- Assign templates to document libraries for format and file consistency*
- Custom properties allows authors to specify information needed when a file is added to the library
- Text-based search across document libraries
- Folder view enables you to work on files in the library similar to how they work with files in the Microsoft Windows® Explorer

Interact with team members using your SharePoint-based Web site

- Subscription and Notifications notifies team members by e-mail of any changes made to the content of the Web site
- Inline document discussions let members discuss documents or web sites without altering source
- Discussion boards provide a forum for conversing about topics that interest your team.

- Send for review allow members to route documents for input from others
- Create custom online surveys for your team
 - ✓ Represent the results graphically
 - ✓ Track individual user responses
 - ✓ Export data to Excel for further analysis
 - ✓ Specify whether responses are available for all members to read or not

Manage team member participation

- Invitations allow you to set up members accounts through email invitations (requires administrator privileges)
- Hierarchical roles and rights allow team site owners to assign flexible roles-based security and permissions
- Keep track of member participation with date, time, and author stamping
- Manage users accounts through Web-based administration

Customize and Control: Make your team web work your way

Customize team sites through the browser

- Use drag and drop to customize home page layout
- Create your own pages for custom lists and document libraries
- Specify custom list views to make it easy to see information in a variety of ways
 - Filter by a set of criteria
 - Sort in a particular order
 - Show or hide columns
- Modify existing lists to include custom fields
- Sort and filter list and document library data
- Use sub webs to specify unique permissions

FrontPage Version 2002 provides advanced customization capabilities

- Apply FrontPage themes and shared borders to create a customized look for your team Web site.
- Insert SharePoint team services functionality (lists and document libraries) into FrontPage version 2000-based Web sites.
- Add, move, or delete pages through the navigation view in FrontPage Version 2002
- Incorporate all of the of features FrontPage Version 2002 in your SharePoint team web sites such as photo galleries, automatic Web content, usage analysis, and top ten lists.

Delegated administration reduces requirements on IT and gives site owners responsibility for administering simple tasks

- Using web page based administration, members with administrative permissions can add, delete, and modify user privileges
- User-created nested sub webs allow site owners to create and maintain webs with
- Give users the ability to provision their own sites with the Self-serve Site Creation (SSC) tool

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