

Trisoft

SharePoint Overview

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Delivering Powerful Web Solutions For Your Business

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What is SharePoint?

SharePoint is an enterprise information portal from Microsoft that can be configured to run Intranet, Extranet and Internet sites.

Microsoft Office SharePoint Server 2007 allows people, teams and businesses to connect and collaborate.

SharePoint Facts

- SharePoint is the fastest-growing product in the history of Microsoft
- Over 100 million licenses of SharePoint have been sold worldwide
- SharePoint has been adopted by over 17,000 companies worldwide
- In 2008 sales of SharePoint surpassed 1 billion US dollars

Why Use SharePoint?

As companies grow so does the amount information they store and the number of users looking to access that information. It soon becomes difficult to keep track of the multiplying documents and their locations. SharePoint overcomes this by allowing you to store and share information in a central site, with version control and visibility of who updated the content and when.

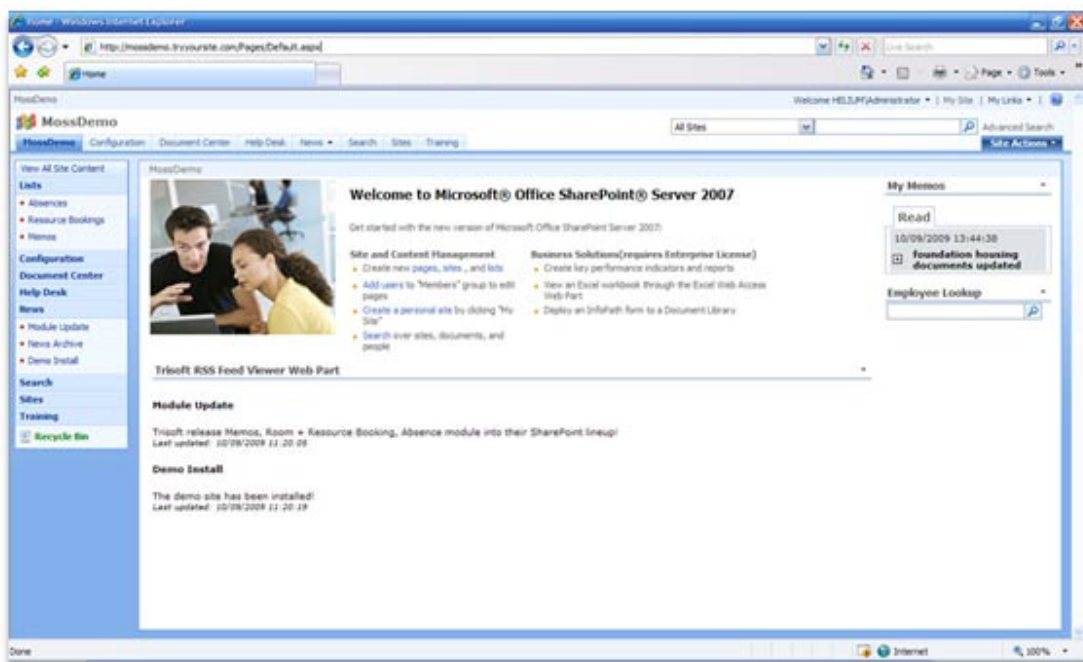
Sharing work files through email is a cumbersome process, filling mail boxes and commonly restricting access to within the work place. SharePoint eliminates this by allowing files to be stored in one location, allowing easy search and access by all team members through a web browser.

Today's work occurs over multiple locations, whether it is in different countries, office locations, separate departments or at your home office. SharePoint enables teams and individuals to connect and collaborate together regardless of where they are located.

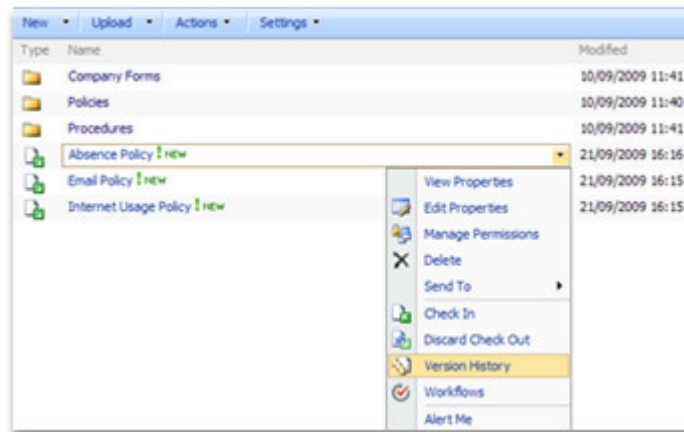
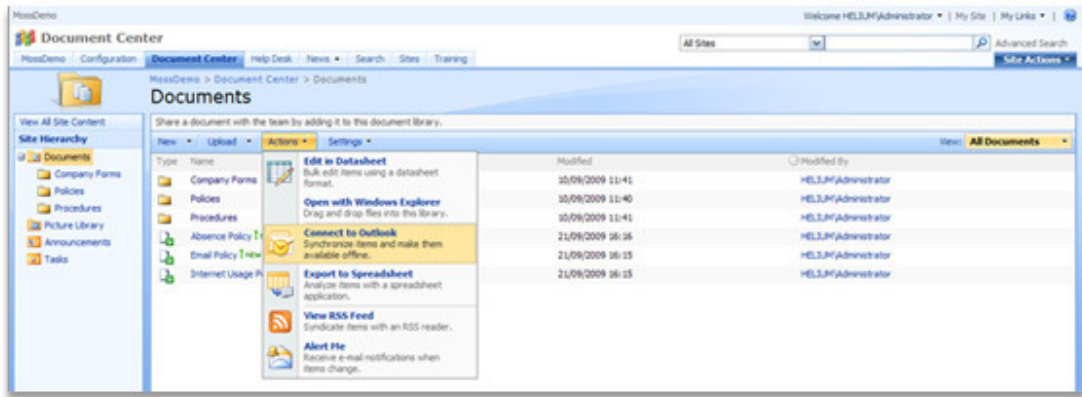
Surveys have shown that employees can spend up to 20 – 30 % of their day searching for data and information. SharePoint eliminates this drag on productivity by providing the robust search functionality needed to find the information and expertise buried in the thousands, or hundreds of thousands of files a company generates in the course of business.

It's difficult and time consuming to create and maintain sites for sharing information. SharePoint allows anyone to create sites for use within their company's Intranet, as they are needed, whether they are departmental sites, document libraries, meetings sites, survey sites, or discussion boards.

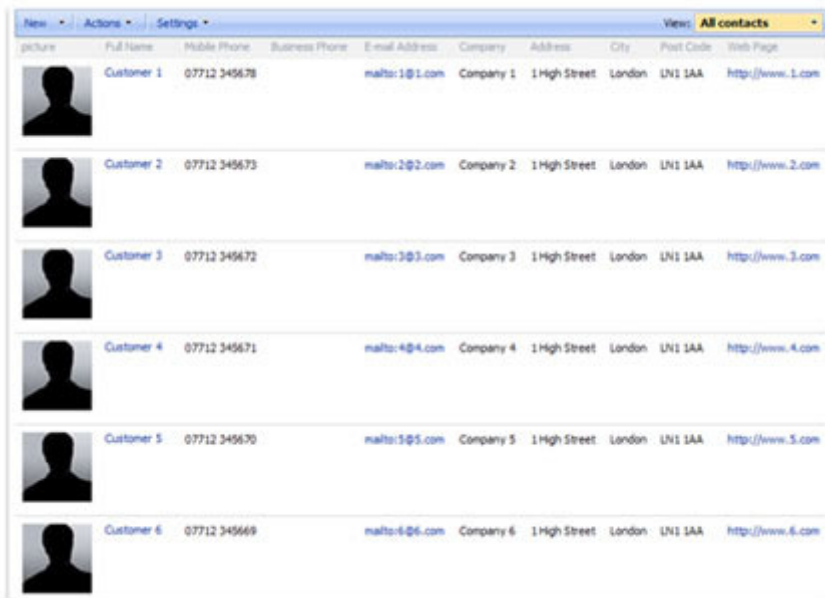
What Does It Look Like?



Example Home Page



Document Library Features



Contacts List

How Are Others Using SharePoint?

Our customers are using SharePoint to:

- **Manage absences** and sickness with approval from line managers and calculations on entitlements, removing the need for paper forms
- **Arrange meeting rooms and resources** and invite attendees to stop rooms being double booked
- **Store customer information** and track sales opportunities through a sales cycle
- Provide a **searchable document store** in a central location for all staff members to find the information required to do their job
- **Store contact information** that everyone can update so it is always up to date across the organisation, with automatic synchronisation into Outlook
- Provide **external access to information** over the internet, for example people working from home or on the road
- **Disseminate information quickly** across the organisation using announcements and news
- **Record health and safety incidents** with workflow for approval by the health and safety manager and RIDDOR form export functionality

What are the Cost Savings?

There are five specific ways in which sharepoint can save you money:

- Reduce IT costs and complexity
SharePoint runs on Windows Server 2003 and 2008 so our customers very rarely need to purchase new hardware.
- Reduce development costs
SharePoint is not vendor specific, and includes an extensive library of out-of-the-box components.
- Simplify management and training

SharePoint provides a single, easy to use interface for your intranet, website and document management.

- Improve employee productivity

Use forms, collaborative workspaces and search to help employees save time.

- Enhance employee effectiveness

Give employees access to critical information from across your organisation.

Return on Investment

Based on productivity and printing cost savings, the following return on investment calculator shows examples of some of the cost saving companies can expect by implementing SharePoint.

	Productivity Costs	Printing Costs	Total
10 staff	£3,706	£424	£4,131
20 staff	£7,413	£849	£8,263
50 staff	£18,533	£2,124	£20,657

Productivity costs based on each staff member saving 5 minutes per day finding information, a 7 ½ hour working day and the 2006/7 average UK annual salary of £23,764.

Printing costs are based on 3 pages printed per person, per day at 6 pence per printed page, with the average worker working 236 days per year.

Trisoft Modules

Trisoft have developed the following modules on the SharePoint platform.

Absences

The Absence Module is a comprehensive absence management system, allowing users to request holidays and record sickness. Managers can view their team's absences in a calendar view, and approve or reject requests.

Administrators can configure the system in various ways including the default holiday amount, carry-over allowances, annual allowance increments, non-working days and year start and end dates.

Trisoft can also develop the system to integrate into existing HR systems to streamline the booking and approval process.

Absences

Absence request and approval module

Title	Absence type	Start date	End date	Time	Approval date	Ap
Mexico	Holiday	06/10/2008 AM	15/10/2008 PM	8 Day(s)		Re
Mexico	Holiday	16/10/2008 AM	18/10/2008 AM	1.5 Day(s)		Pe
holiday	Holiday	10/10/2008 AM	10/10/2008 PM	1 Day(s)		Pe
birthday	Holiday	15/12/2008 AM	15/12/2008 PM	1 Day(s)		Pe
Holiday ! NEW	Holiday	01/01/2009 AM	15/01/2009 PM	11 Day(s)		Pe

11 day(s) taken, 15.5 days left

View: **My absences**

- My absences
- Absence approval
- Absence archive
- Absence calendar
- Approve/reject Items
- My submissions
- Modify this View
- Create View

Absences

Customer Comments

Trisoft are currently developing a comprehensive customer comments and complaints module. Due for completion in April 2010 the system will be feature rich, including management of the information at complaint level, specific process workflows and a complete suite of reporting tools and dashboards.

Document Expiry

The document expiry module is an extension of the existing document management facilities available in WSS. This allows administrators to configure document expiry rules, and lets users view documents which are due to or have expired.

This module helps organisation delegate the management of their information to the relevant staff members, and helps those users to make sure the information is kept up to date.

Home > Company Documents

Company Documents

Show: Documents I own Documents I uploaded

Type	Document	Location	Expires
	Absence Request Form.docx	Downloadable Forms	23/06/2009
	Hire Car Request Form.docx	Downloadable Forms	19/05/2010
	Hotel Request Form.docx	Downloadable Forms	19/05/2010
	Train Ticket Request Form.docx	Downloadable Forms	19/05/2010
	Expenses Claim Form.docx	Downloadable Forms	19/05/2010
	Flight Request Form.docx	Downloadable Forms	19/05/2010

New Upload Actions Settings View: All Documents

Type	Name	Modified	Modified By
Folder	Designs	25/06/2009 16:07	HYDROGEN\tim.foulkes
Folder	Downloadable Forms	18/09/2009 16:23	System Account

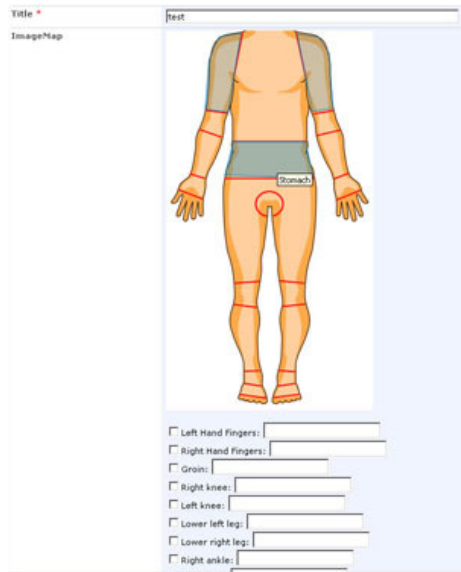
Document Expiry

Health and Safety

The Health and Safety module allows users to record health and safety incidents by entering information through interactive forms in the SharePoint environment. This includes interactive diagrams of the human body to aid usability and the accuracy of the information added, allowing users to click on body sections and add further information about the injury that has occurred.

The module also includes workflow to alert the relevant members of staff when information has been added, and when they need to take action. This includes highlight staff immediately when incidents of high severity have been added.

Administrators can also access reports to give clear information on the number of incidents, and can export the data in RIDDOR form format to be sent to the HSE.



Health and Safety

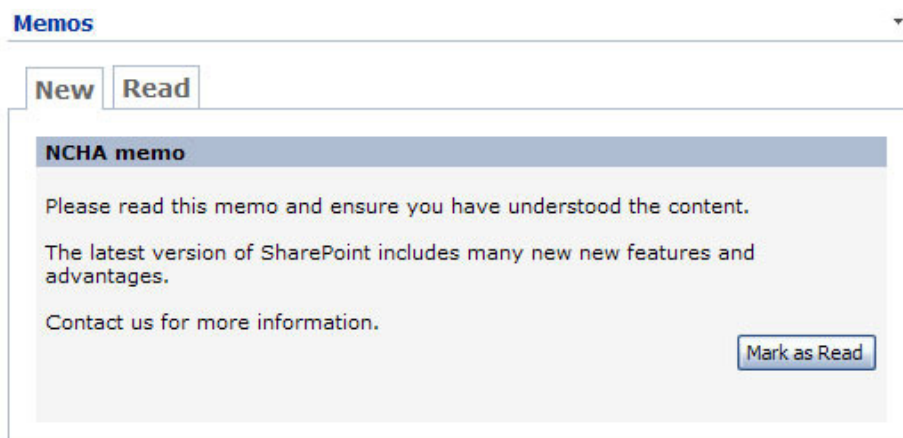
Trisoft are planning to further develop this module to include risk assessments and auditing specifically for housing associations.

Memos

This module provides administrators with the ability to deliver memos to users of the system by adding an item to a SharePoint list with text, images and links to documents and lists.

Administrators can use a lookup field to select the users and groups to receive the message, and view reports on which users have marked the item as read.

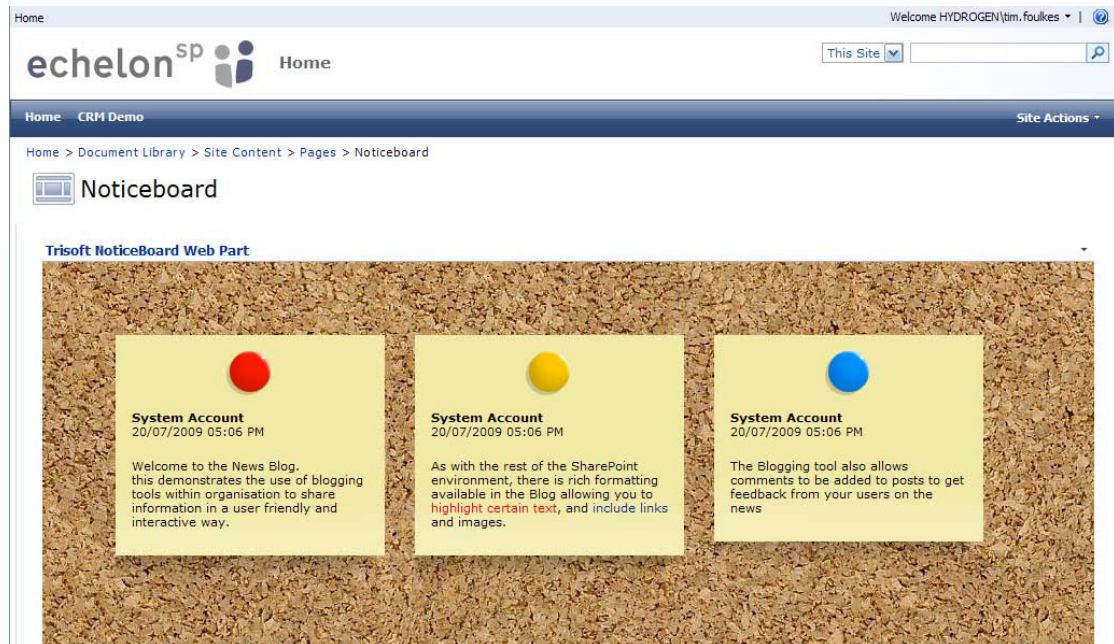
Trisoft will update the design of the web part to meet the requirements of Helm, and administrators will be able to place the web part as required throughout the site.



Memos Module

Notice board

The notice board module allows list information to be displayed in a graphical cork board style. Administrators can configure this module to read information from a specific list and can place the module where required within the site.



Online Tests

The Online Testing module provides users with the ability to manage tests within Echelon SP. Each test can contain a mixture of multiple choice questions, free text questions, and multiple choice questions with free text.

Reports are available to show overall statistics for each test, including a breakdown of each individual question and the percentage of each answer within a question.

Room and Resource Booking

This module allows administrators to create resources which can then be booked by users for specific dates.

The users of the module can search for and select resources to book and invite attendees to be present, with meeting requests being added to their personal calendar within Microsoft

Outlook. Emails alerts are sent automatically to the relevant people in the organisation to book resources, and further services such as drinks and food.

The module restricts users to not being able to book the same resources at the same time, although the name of the person making the booking is displayed so that users can be contacted should a resource be required urgently. The availability of individual rooms can be viewed as calendars which can be connected to Microsoft's Outlook application.

Resource Bookings

This is the main list of Resource Bookings

Room Search

Date from:

Date to:

Required Seats:

Facilities:

- Projector
- Large Flat Screen
- Portable Flat Screen
- Network Points
- Conference Phone

Room Search Web Part

Where Can I Get More Information?

Call us on 01246 263 400 if you would like more information or to see a demo of how SharePoint can help you.