



75 REASONS

WHY YOU NEED SHAREPOINT



The bulletin board next to the water cooler is empty. The coffee maker with its burnt communal pot has been replaced by individual coffee pods. In fact, your employees might not even be at the office at all. They might not even be in the same country!

The modern office has changed, but some things remain the same, like the concept that ideally, all of the employees in your company should be working together towards a common goal. This goal is the success of your company, whatever your industry is.

Nobody can do it alone. Teamwork is vital.

SharePoint is more than just a program. It's more than a digital workspace - it's the new office. It's a place that projects can be easily managed. It's a place that coworkers are encouraged to collaborate and share work. It's a place to team build and get work done, efficiently. In short, SharePoint exists to make everybody in your company do their job more efficiently and more effectively, no matter what position they hold.

It's here to help people work together.

Here are Red Rock we are all about working together, so we have put together this Uber list of 75 reasons why Sharepoint is great. Well, in our opinion anyway!



Management

1. **Create a site instantly with unique permissions.** This allows you to create a digital workspace that only employees of your choosing have access to. It could be all of the employees from one department, a team of three individuals, or the entire company - you decide who gets to work in the space.
2. **Sharing information across your whole organisation.** You can share more than just documents. If you need to put out an alert, a bulletin, or any other kind of announcement, you are able to do just that and make sure it actually gets seen.
3. **Event planning.** It's easy to set up timelines, lists of tasks, and necessary inventory all around a specific date on the calendar.
4. **The Intranet Portal.** This is the page that every employee sees when they log on. It's a good place to put employee news or announcements, because everybody in the company has to see it when they get to work.
5. **Events calendar.** Keep everyone on the same page about important events that are coming up for the company, whether they are project deadlines or scheduled meetings.
6. **Featured jobs.** Like to hire from within? Creating a featured jobs section makes it easier to find qualified employees to find and fill gaps in the company.
7. **People search.** It's just like searching for documents, but instead, you are finding talent. Maybe you just need someone's phone number or you need someone with a specific set of experience to handle a task, either way you can find them with a simple search.
8. **Same office simulation.** In this era of outsourcing and telecommuting, you are able to assemble a team literally from around the globe, and with everyone working and communicating from the same platform, it's like everyone is in the same office.
9. **Identify patterns.** SharePoint can automatically identify patterns throughout your company. It's possible to display trends over time through charts or graphs and relationships between any input.
10. **Access to project status information.** It can be hard to track down the status of a certain project, but with a simple search you can see exactly what has been completed, by whom, and what is left to be completed.
11. **Instant communication through messaging.** You are able to see when group members are online, and then instantly communicate with them. These can be personal or group messages.
12. **Record keeping.** Keep electronic records of anything - employees, suppliers, or customers, and then access it simply through search when it needs to be brought up, rather than digging through folders or a filing cabinet.
13. **Inventory Management.** SharePoint makes it simple to keep track of equipment or supplies so your company can always make sure it is stocked. If not, you can be alerted to order more.
14. **Electronic Forms.** Forms can be created to handle just about anything including employee time off, expense claims, or purchase orders. They can also be used externally on company websites.
15. **Feedback surveys.** Create and conduct surveys of your employees or even of your clients. Either way, it's possible to easily organise and view the results.
16. **Manage appointments.** SharePoint has a global calendar, where you can schedule appointments. It is also possible for employees to show when they will be on holiday or unavailable for extended periods.

- 17. Time Management.** The application can be used to keep track of employee time. And it gets more specific: it's possible to record time spent on individual projects.
- 18. Meeting management.** It's possible to plan out meetings and create minutes. After that, you are able to follow up on what was discussed in the meetings and check to make sure tasks are getting done.
- 19. Employee Morale.** What would social media be without funny pictures of cats? Many companies are taking it upon themselves to boost morale by running company contests through SharePoint's enterprise social media. It keeps everyone connected and working as a team.
- 20. My Tasks.** It's easy for management to delegate tasks, which is important, but at the same time it's just as easy for employees to keep track of exactly what they should be doing. This will decrease confusion and increase productivity.



Collaboration

- 21. OneDrive is a personal online document library.** You've definitely heard of "the cloud," and OneDrive is SharePoint's version. This allows you to access your documents from anywhere in the world when you have access to the internet.
- 22. Multiple people are able to work on the same document at the same time.** Worried employees won't play nice? Multiple versions of the document are backed up so nothing gets overwritten. No need to edit your document, save it, email it, then wait for your coworker to download it, edit it, save it, and send it back: this way, you can see the progress instantaneously.
- 23. Sharing documents between people in your company.** It's as simple as the click of a button, and you do not need to use attachments or shared drives across a network.
- 24. Employee profiles.** Employees are able to make profiles that will include their relevant skills, job titles, and any contact info. This makes it easier to find the right people to assign to the right project or to get a hold of each other.
- 25. Yammer.** Yammer is "enterprise social media," which provides a platform for employees to find each other and increase communication. You can even invite external project members like vendors or customers into Yammer conversations.
- 26. Instant communication with Skype.** You can fully integrate Skype to allow employees to call each other or clients, with complete status functionality.
- 27. Company Wikis.** An online database of information added by employees of your company. This database is easy to search, easy to edit, and easy to create. It functions just like Wikipedia, but with the specific information that your company has added.
- 28. Cross platform compatibility.** People on Macs and PCs can use the software together, just like people using different browsers such as Firefox, Chrome, Safari, or Internet Explorer.
- 29. Asset search.** Aside from searching through documents and people, you are able to search for any assets that your company has uploaded. These could include charts, graphs, graphics, presentations, or audio or video files.
- 30. Online discussion board.** Have you ever Googled a problem and it led you to an online forum? Your business can have its own forum in which employees can discuss topics in a threaded manner; all of which can be later referenced if need be.
- 31. Expertise Profiles.** The Ask Me About section allows employees to show their expertise in particular areas. This will make it easier for other employees who need help in a specific area to find them.
- 32. Follow users.** You can follow just about anything, including people, documents, sites, tags, and news feeds. This allows for to the minute updates when it comes to important information. You will be alerted when anything you follow is mentioned, or if it's an individual, anytime they update or post something.
- 33. Trending #tags.** Employees throughout the entire company can view what is trending through the newsfeed or the intranet. If employees are using tags, it makes it much easier to see what is being worked on throughout the day, even if it is in a different department. This is yet another way it brings the company closer together.

Efficiency

- 34. Sharing documents between people outside of your company.** It's just as easy to share work with clients if you need to, whether you wish to show them the progress that you have been making or a finished product.
- 35. Keep previous versions of documents.** SharePoint automatically backs up versions of documents when multiple people are collaborating, but you can also use it to back up older versions of documents when you are just working on them yourself. That way, you can't make an irreparable mistake, there will be a backup readily available.
- 36. Search.** A seemingly simple word, the power of a searchable database allows you to find any documents you might need without digging through a hard drive full of folders. All you have to do is type in the query and it pops up.
- 37. Blogging.** It's easy for employees to set up and maintain blogs. By keeping track of their work progress, this increases the chances of employee innovation and collaboration.
- 38. List creation.** How many scrap pieces of paper do you have with lists on them that you can't find when you need them? Anyone can make lists of anything: managers can make lists of important tasks that need to be completed and share them with the relevant employees, and either can mark off tasks as they are completed.
- 39. Document sync.** Aside from just storing your documents in the cloud, you can sync your libraries and documents automatically, so anything you work on from your home computer can be automatically uploaded or you can work offline.
- 40. Employee profile privacy.** Employees can choose what information is shown publicly in case there are specific points that they would rather have private.
- 41. News feed.** A collective blog where employees are free to share ideas and information. These can include videos, pictures, and links to other information.
- 42. Team site news feed.** Similar to the News feed, but on a smaller scale; it's like a small group blog where members of a team are encouraged to compare ideas with each other and maintain group discussion.
- 43. Iphone or Android compatible.** And any other mobile device for that matter. You can access your data from anywhere you can get internet as long as you have the SharePoint app.
- 44. Complete Microsoft Office integration.** If you use Office, you are able to create your documents in Word or Excel or PowerPoint and easily sync to the cloud where it can be saved, shared, or edited.
- 45. Cost reduction.** Standardising on Office and SharePoint reduces complexity and minimises the work that the IT department has to go through. Plus, since everything is on the same platform, less training is needed.
- 46. Ensure cloud safety with Microsoft Azure.** The security of Microsoft Azure reduces the threat of a cyber attack, it's the preferred platform of government agencies across the U.S.
- 47. Adaptability.** This is probably a full ebook on its own, but the beauty of SharePoint is its ability to be tailored to your specific company and industry. Beyond that, you can tailor almost every last detail for each and every user if need be.
- 48. Client histories.** The ability to keep client histories reduces the amount of mistakes that can be made when communicating with customers. It is possible to include as much or as little information as needed, such as how long it has been since your client has ordered, who has ordered, and who has paid.
- 49. Convert documents to PDF.** If for any reason you need a PDF version of a document you can convert it from within the software. From there you can easily share it with a client if they don't have access to Office.

- 50. Import from Google Drive or Dropbox.** If your company is already using a cloud-based solution, you can simply transfer files and folders directly into SharePoint document libraries.
- 51. There's an app for that.** Looking for something else that's not on this list? SharePoint is completely customisable and upgradable. It is constantly being developed. There is a complete app store full of free and paid apps that improve usability, meaning there is sure to be something to solve your productivity issue.
- 52. Employee-controlled content spaces.** Employees can be in charge of their own online spaces in which they can upload their own work and collaborate with other employees. This improves efficiency by cutting out a middle man and decision making power.
- 53. No accidental work duplication.** It is much easier for employees to see other employees' created work. This reduces the risk of two employees unknowingly working on and creating the same project.
- 54. More search functions means less actual searching.** In other words: employees can spend less time tracking down other employees' work that they might need, and more time simply getting to work by searching.
- 55. Reduce IT strain.** SharePoint allows more ways for employees to manually do things such as share documents online. This way, they don't have to be asking for permission or access from IT because the proper permissions are built in.
- 56. Company document management.** Whether it's company policies, service manuals, or proper procedures, all of these documents can be easily accessible, all the time. Employees can't use the excuse of not having HR documents available!
- 57. Automatic data reporting.** SharePoint can manage and compile information from databases. This can provide summaries of orders and works in conjunction with inventory management.
- 58. Business Blogs.** Using SharePoint to build your external company website also gives you the advantage of having access to a blogging platform. Visitors can comment and respond to your blog posts like a standard blogging platform.
- 59. The use of Virtual PCs.** Virtual PC makes it so multiple users can interact with the same piece of hardware. Essentially, you are able to use one fast computer to power several employee workstations.
- 60. Full accountability.** When it comes to clients, you want to be able to prove that you have gotten the job done. SharePoint allows you to keep complete records of your interactions, and then easily bring them up. If a client has a dispute about some work that they paid for, you can quickly provide evidence that you completed the work.
- 61. Billing.** Maybe your company is so busy that you can't keep up with billing your clients. And if you don't bill your clients, you don't get paid. Now you can keep a record of those clients that you have or haven't billed and send them an invoice from right inside the program.
- 62. Instructional database.** Have you ever been in an office with coffee stained instructions on how to answer the phone taped to the desk? Keep everything digital, and keep it searchable. Whether it's how to make coffee or what to do in case of a fire.
- 63. Customer purchase tracking.** Know what customers buy, when they buy it, and when they need more. Know whether they are a first time buyer or a long time client that hasn't ordered in a while. Either way, know their habits and whether or not they are ready to spend more money.
- 64. Quote tracker.** If you send a client a quote, and they send back a counter offer, you don't want that to get lost. You also don't want to send them back the wrong response. It's all about staying organised to make sure you actually make money.

- 65. Form library.** Keep a complete library of blank forms that can be filled out by your employees when they need to. Less time making copies means less time wasted, and you'll make sure you don't lose the document because it's in the cloud.



Company Websites

- 66. Public websites.** With an included Content Management System (CMS), you have a fully built in web design program. You can easily add information or graphics and create new pages.
- 67. Cross-site publishing.** Do you have more than one website for your company? It's possible to share the same information across multiple sites in a few easy steps, whether it's a cross company promotion or an alert.
- 68. Automatic adjustments.** Basically, if a customer views your website on any platform, it will render correctly. This goes for desktop, laptop, cell phone or tablet. This also allows you to have differently cropped versions of the same image so you don't have to upload multiple versions of the same one.
- 69. Automatic user tracking.** SharePoint sees how users interact with pages: employee or otherwise, and gives appropriate responses. Usually, these responses come in the way of options like "users who found this page also looked at this page," or different product options.
- 70. User targeting.** Essentially, you can have different versions of your websites show up to different types of users. For example, you can have a version for customers and a version for potential employees if you are hiring.
- 71. Built in SEO.** If you build a website using SharePoint, you will automatically have user-friendly URLs instead of random strings of letters, numbers and symbols. This will ensure that you get a higher ranking in search engines and also make it easier to navigate your site.
- 72. Automatic HTML template adjustments.** Like automatically cropped images, your site will display properly on any screen it is viewed on. In addition to making your site functional, mobile-friendly sites are given preferential treatment in Google search rankings.
- 73. Customisable 404 pages.** The HTTP error page is one that nobody wants to find, but sometimes, it just happens. With SharePoint you are able to create a custom one that hopefully will alleviate some of the user's stress that comes from landing on the wrong page.
- 74. Websites in different languages.** You are able to host different language versions of your website online with applicable URLs and the best part is you can automatically translate your listed data.
- 75. Web Analytics.** What good is a website if you can't see who's coming to it? SharePoint keeps track, automatically.



Hopefully, this list has given you a few ideas as to what SharePoint can do for your company.

The idea is to increase productivity, innovation, and both customer and employee satisfaction. Depending on your industry, your version of SharePoint might look a lot different than somebody else's. No two deployments of SharePoint are the same. The underlying structure might be the same, but in order to get the most out of it, the application needs to be tailored to your company's needs.

This is one of the greatest aspects of the application. The more it is customised, and the more it fits your company, the more effective it becomes. And when SharePoint is working effectively, that means your employees are working effectively together.

And when your employees are working effectively together, well, that means your company is working!

Want a hand exploring how it could be applied for your business. Why don't you set up a free 30 minute consultation with us, where we can help you walk through your project and give you the means and information you need to assess whether this is the right solution for you. No hard sell, just expert, consultative input. Drop Russ an email now at russ@redrocksoftware.com.au and we'll be in touch within 12 hours.





Red Rock Software Pty Ltd
45 Delawney street
Balcatta, WA

T: (08) 626 17608

www.redrocksoftware.com.au