



Hosted

Sharepoint Services

MWEB Business's Hosted SharePoint Service solution provides all the benefits of Microsoft SharePoint in a hosted environment. It takes away the large upfront purchase and implementation costs typically associated with SharePoint and minimises the need for technical support, making it ideal – and affordable – for companies of all sizes.

Quite simply, SharePoint gives you and your company a central web-based “information exchange” platform that seamlessly connects users, teams and knowledge across the organisation, enabling people to access relevant information and work more efficiently. Daily operations become more manageable and efficient, and users are always aware of internal deadlines and important dates. This makes for a tightly organised work environment that will allow your employees to spend more time on their projects and achieve their goals.

Collaboration: SharePoint allows teams to create websites for sharing information and collaborating on documents in a central online location. This makes it easy for users to work together on documents, tasks, contacts, events, and other information, while team and site managers can easily coordinate content and user activity. SharePoint also integrates neatly with the new Microsoft Office family.

Document control: SharePoint's central library means users can simply “check” a document in and out for commenting purposes, rather than have to email versions of it to team members. This ensures all feedback is collated into a single version of the document, with no confusion. Users can view and roll back to past versions if needed, and documents are automatically indexed to allow for quickly and easy searching.

Personalised web pages: The SharePoint Administrator controls the corporate web page for your SharePoint site. However, individual team members can easily customise their own personal view as well.

Shared calendars: SharePoint's calendar function allows you to easily share and compare calendars, making it ideal for projects that involve people from other companies or those who are not on your global address list.

PRODUCT FEATURES AND BENEFITS

Improve team productivity: SharePoint gives groups of people access to a central workspace in which they can share and organise documents, coordinate calendars and send and receive notices and updates. Sophisticated document management tools mean that employees can work on and update individual documents as a team, without compromising the integrity of the information. This includes the ability to view revisions, restore to previous versions, and control access to documents.



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SharePoint's tools simplifying everyday business activities, such initiating, tracking, and reporting common business activities like document review and approval, and signature collection.

Robust storage provides additional peace of mind, in that company-wide content can be backed up, recovered and restored more easily.

Get users up to speed quickly: Easy-to-understand menu and view options ensure simple navigation. SharePoint also integrates with familiar productivity tools and other Microsoft Office applications, which means employees can use most of SharePoint's functions (such as viewing and updating calendars) while working within Microsoft Office system files and programs.

Build "no-sweat" collaborative environments: Because SharePoint is easy to manage and easy to scale, your IT department can build a flexible collaborative environment with minimal hassle. Changes are quick and easy to accommodate, so less pre-planning time is needed.

Security is simpler and easier: SharePoint's administrative controls enable you to improve the security of your information resources, while decreasing the cost and complexity associated with it. This includes simplified site management and support, as well as the management of access and storage limits to help you to share business data without divulging sensitive information. You can also specify security settings, storage policies, auditing policies and expiration actions for business records in accordance with compliance regulations.

Deploy solutions tailored to your business processes: SharePoint includes application templates that help you to customise a particular task or function to better suit your unique business processes.

Easily scale your collaboration solution to meet business needs: No hardware is needed and no software needs purchasing. The solution includes 2GB, 5GB and 10GB disk space options, which customers can upgrade as needed through the MWEB Business support centre or their account manager.

Customers also have peace of mind in that documents are stored in MWEB Business's Secure SharePoint Environment, and all maintenance, support and upgrades are managed by the MWEB Business team of skilled engineers. MWEB Business also handles maintenance, support and free upgrades.