

SharePoint for Small Business Server

Everyone working on the same page

To be successful in a small business it is vital that everybody in the team is pulling in the same direction, has the best tools to perform efficiently and has access to all the information they need to be able to respond quickly, professionally and accurately to the demands of their customers.

What is SharePoint?

Microsoft SharePoint is an application that enables individuals and groups to work collectively on documents, share common calendars and contacts, access information securely using a single point of entry via a web-browser. This flexible, scalable solution evolves and grows with your business enabling you to organise, manage and distribute information without the boundaries of geography.

Why do I need SharePoint?

With the constant annual legislative changes required to retain increasing amounts of information either in paper or electronic form, managing and maintaining information becomes more and more of a challenge, especially for a small business. Sarbanes Oxley, Companies and Data Protection Acts all impact on the storage and technology requirements of a company.

Microsoft SharePoint offers a solution to this problem by delivering technologies that are capable of searching documents by name or even content. Research from Climtech UK and Blue Lion Research shows that it costs around £14 to file a document and £84 to retrieve a document, with 32% of information not being readily available within an organisation.

What other benefits are there?

Microsoft SharePoint can be configured to alert people when changes are made to key documents or a new item appears in a discussion group or project folder. This reduces the amount of time emailing or photocopying copies of documents or the time spent requesting up-to-date versions of a contract.

Legal admissibility of electronic information has always been difficult to manage, but with Microsoft SharePoint, version control technology enables you to keep a full auditable trail of the lifespan of a document showing who, when and what changed a document version and always keeping the original and subsequent versions.



How much does it cost?

Investment should be made in planning and looking at connectivity to existing systems and the workflow benefits that SharePoint can deliver.

Axis First can assist you with the installation, configuration and customisation of your SharePoint sites on either an Ad-Hoc basis or using a Time Unit based package.

If you have Microsoft Small Business Server 2003, then the software which enables Windows SharePoint Services is already included in the box

How easy is it to use?

Because Microsoft SharePoint is a web-based application, as long as you know how to navigate on the internet you already know how to access information on a Microsoft SharePoint site.

Naturally being a Microsoft product, SharePoint will integrate with other Microsoft products like Microsoft Word and Microsoft Outlook to enhance their functionality and create Document or Meeting Workspaces which can be used to show information relevant to that meeting or document.

A Workspace is an area devoted to a particular item such as a meeting or document. Meeting workspaces enable attendees to share an agenda, see a list of attendees and create a document library containing relevant information to that meeting.

Do I need to upgrade my PCs?

To appreciate all of the benefits it is recommended that you run Office 2003. These features will be further extended in Office 2007. Nevertheless if you are running Office 2000 you can still integrate with Microsoft SharePoint and do not have to upgrade.

For more information, please contact Axis First or visit our web site:

I use other non-Microsoft applications to run my business; do these also integrate with SharePoint?

Although Microsoft has a large percentage of the business software market, they understand that companies require solutions from other vendors to offer a total solution for their business.

Web-part technology within Microsoft SharePoint enables connectivity opportunities to other software applications like accounts packages, contact management products or stock control systems.

Many 3rd Party web-parts exist already and more and more are being developed as SharePoint becomes more widely used by businesses. Axis First can advise you of these 3rd Party web-part manufacturers and help integrate SharePoint with your other products.

All my information is kept in filing cabinets; can I get this into SharePoint?

Axis First offer a variety of digital imaging and scanning solutions that can integrate with Microsoft SharePoint. We work with Xerox Corporation and Hewlett Packard to deliver innovative and practical solutions for back dated and ongoing digital imaging.

We also have a relationship with a Scanning Bureau who can operate on a project basis. They will collect, collate, scan and deliver your paper documents as an end-to-end solution.

Can I see a demonstration?

Axis First have their own SharePoint demonstration facilities. Please call a member of the Technology Sales Team on 01278 421020 to discuss your requirements in more detail.

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