



## QUICK GUIDE

**In plain English ...**

**Why do it?**

**Who uses it?**

**Is it for my business?**

**How much does it cost?**

## In plain English ...

**...SharePoint is a program that helps organisations manage all of their files, resources and people.**

It can be used to support any number of important organisational policies and processes including; project work allocation and progress tracking, team working and management, information collection from people within or outside your organisation, secure file storage and to gather information from many locations to help make business decisions.

Staff can access information securely from any device capable of using the internet – giving them the tools they need to be productive, no matter where or when they work.

While there are many sector specific benefits of using SharePoint, they are all successful for the same reason – SharePoint brings together the resources, information and tools that employees need to work as efficiently and effectively as possible from any location.



## Why do it?

The average UK employee will modify over 1,500 documents a year, work in 7 different teams and with over 25 different people from within and outside their organisation. This explosion in the sheer volume of information being consumed is changing the business landscape as we know it.

The challenge is no longer gathering information – it is working efficiently with new information:

**Surfacing relevant information in the right format for use by the correct people in a timely manner (right information, right format, right person, and right time).**

SharePoint is the flexible 'framework' of choice, used by millions, to work smarter instead of harder at work. It makes it easier to find and use information, communicate with people, find and book resources, track and manage teams and gather and process business intelligence to support decision making.

Often a decision is only as good as the information that was used to make it. Give your team access to the best information by giving the best tool to find it – SharePoint.

### Who uses it?



SharePoint is used by more than 17,000 companies worldwide with over 75 million licensed users, including; BP, BT, GSK, FSB, AstraZeneca, The Red Cross, FBI, the Home Office, and many more organisations of all sizes.

### Is it for my business?

SharePoint is one of the most adaptive platforms on the market. Out-of-the-box it is capable of supporting a range of generic business processes for any size organisation. SharePoint shows its true flexibility when supporting a fast growing organisation as it can be modified and built-on as the organisation grows and changes – adding functionality as required.

In enterprise organisations, it is the ideal platform for bringing together information from previously isolated systems – giving key decision makers access to more comprehensive business critical information in the correct formats so that they can make more informed decisions.

SharePoint is seldom the only solution to a single business issue – but it is one of the only platforms that is flexible enough to integrate with multiple systems within and outside your organisation.

**Decide what you want to achieve and why - before you approach a prospective Partner.**

**Talk to other businesses of your type, size or sector, or better still ask a Partner to provide evidence of a proven track record.**

### How much does it cost?

Most organisations using Microsoft already have access to some level of Microsoft Office SharePoint functionality through Windows SharePoint Services (WSS) as part of their existing agreement with Microsoft – it just needs to be turned on and configured by a partner like Softwerx.

Enhanced functionality can be enabled by deploying the Microsoft Office SharePoint Server with a Microsoft SQL Server database.

From there any number of add-ons can be enabled; including Search, Project Management and Business Intelligence.

Implementation could be as little as a few hundred pounds for configuration of the basic functions to tens of thousands of pounds for a comprehensive multi-tenancy implementation that supports every part of your business. The question is not how much it costs – it's what do you want it to do.

SharePoint Server is the fastest growing server product in Microsoft's history – don't be the last to find out why, find out more now.

### Know even more.

**Want to know even more? Contact one of our team today to benefit from a free consultation:**

**Call: +44(0) 1223 834333**  
**Email: [info@softwerx.com](mailto:info@softwerx.com)**  
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