

# TOP REASONS TO CHOOSE MICROSOFT SHAREPOINT



With Microsoft SharePoint you can establish a central point of access to all of your key business information and share it securely across your business and with customers and suppliers.

## Key features

### All of your information in one secure place

Access all of the information, documents and applications that you use through SharePoint.

### Share knowledge across the organisation

Make it easy for business units, teams and individuals to contribute and manage their own content.

### Track meetings and discussions

Store details of all meetings and ongoing discussions to keep participants up to date.

### Access from anywhere

Retrieve documents and files from anywhere in the world via a PC, Laptop or PDA, just by connecting over the internet.

### Powerful security tools

A robust password system limits access only to nominated users, and different levels of access can be specified, so staff only see information that relates to their role or seniority.

## Benefits of using SharePoint

- All important documents and data are stored in one secure place, reducing time wasted searching for them around the business.
- Your business can stay up to date and be compliant with Health and Safety issues.
- You can find important documents that were created by someone else.
- You can collaborate on documents and files such as tenders, and create a single copy that you can locate when required.
- You can share information securely with customers or suppliers, or work closely with them on projects.
- You will always be up-to-date with information regarding the business or customers for important meetings.
- You can give your staff a self service approach to common tasks such as holiday bookings, meeting room bookings and expenses management, but still retain overall control.
- Your project teams can be more productive and better organised, despite the fact that they work in different departments or locations.

## Microsoft SharePoint modules

### Health and Safety

Manage all documents and procedures to ensure that your business complies with current legislation

### Sales and Marketing Portal

A single point of reference for campaign details, product information, sales quotations, forecasting and reporting.

### Administration and Compliance

Instead of relying on busy secretaries and assistants for repetitive tasks, users can get self-service access to expenses forms, travel request forms, IT helpdesk services, meeting room booking processes etc.

### Senior Management Information Library

All confidential management information can now be stored in one secure place, so you only have one up to date version.

### Dashboard Reporting

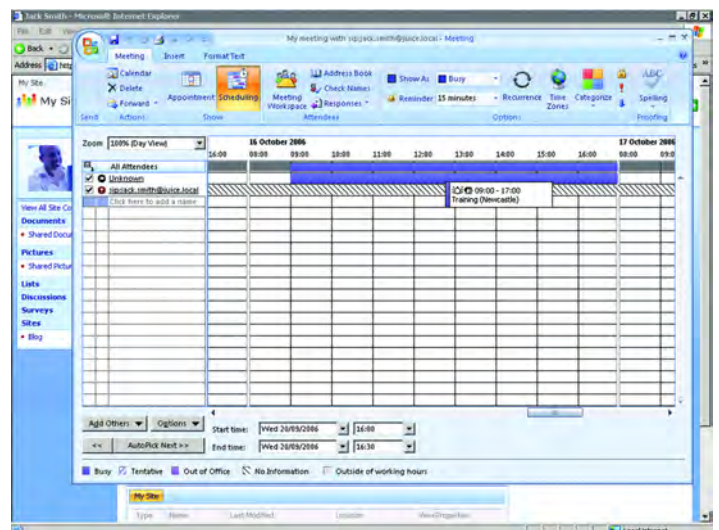
Keep management up to date by presenting real-time dashboards which display key aspects of business performance. How are sales performing? How is cash collection this month? Who are our top customers this week?

### Project Management

Project teams now have a central storage point for all information relating to the task in hand. Even remote members of the project team can get access to the project data, so nobody should be out of touch with progress.

### Human Resources

Store all of your HR information, including employee records, and provide your staff with access to policies and procedures as required by law. Track holidays and sickness with a self-service holiday calendar and request system.



SharePoint training request screen

# Customer case study - Microsoft SharePoint

Young Scot is a national youth charity offering incentives, information and opportunities to people aged 12 to 26, to help them make informed choices, play a part in their community and make the most of their free time and learning.

The organisation uses a range of communication tools, including their website and printed publications, all of which need strong IT support.

## The brief

Young Scot offers incentives, information and opportunities to young people in Scotland through a variety of communication tools. Their website is designed specifically with young people in mind, providing news, reviews, features, competitions, special offers and discounts. The Young Scot magazine is produced free of charge four times a year, and a handbook offers straightforward information on a range of topics including education, work, law, training, money, relationships and travel.

Further initiatives include the Young Scot Action Fund, which provides grants to allow young people to turn their ideas into action, and information lines covering legal, travel and European advice. The Sp@ce initiative, run in partnership with the Scottish Executive Safer Scotland campaign, has set up mobile cyber-cafes in a variety of youth-friendly locations. The Sp@ce roadshow visits schools and youth centres and allows young people to register on [youngscot.org](http://youngscot.org) and see what Young Scot has to offer, and surf the web.

Young Scot needed to upgrade their existing accounting software, together with hardware and associated IT infrastructure, to ensure a streamlined business function. The organisation also wanted to improve their internal and external communication.

## The approach

TSG was initially chosen as an IT supplier to upgrade Young Scot's accounts package. Both quality and the cost-effectiveness of its services won the contract, and this led to further projects as the business relationship developed.



In the past year TSG has helped Young Scot to improve its communication with the recommendation of Microsoft's SharePoint system. This has been implemented across the organisation to host documents and deliver the internal intranet.

## The solution

SharePoint was installed throughout Young Scot to help with document management, and also to deal with enquiries from young callers to the helpline. The software allows for logging of calls with access for all relevant staff, so that chain of event information is available whenever it is needed. TSG also increased Young Scot's server capacity, and provided the facility for staff to log in to the main IT system from remote locations, whether at home or from other sites with internet access.

## The benefits

Hilary Ross, Young Scot's accountant, is delighted with the upgraded systems in place. 'It used to take three days to compile management accounts using our old system,' she said. 'TSG advised us on a Microsoft and Sage combination to help us generate these accounts automatically, and it's produced a substantial time saving for us.'

'We also needed to create a new knowledge management system. TSG suggested SharePoint to host documents and run our intranet. This helps us to search and retrieve information for customers, stores everything from Word documents and PDFs to Excel spreadsheets, and we can also save links to other websites.'

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