

WHY USE SHAREPOINT?

a QUICK GUIDE for EXECUTIVES



Content Management Check List

- Does your staff work remotely, moving from one client location to another?
- Do they use various devices to get work done?
- Does your content (contracts, proposals, brochures, etc.) often reside on USB sticks? Shared drive?
- Does your staff have difficulty accessing the content when and where they need it?

*If your answer is "yes" to these questions, you want to consider utilizing **SharePoint**.*



SharePoint Benefits

When and how SharePoint can help you and your team

1

VERSION MANAGEMENT

Never again send the wrong version of a document to a client.

Scenario #1

Various members of your team are working on an important proposal for one of your biggest clients. By the time the document is finalized, you've got 10 different versions. Is it clear to everyone which one is the final version?

Benefit #1

SharePoint always shows the latest version of the document. It also keeps a running version history, letting you see a comprehensive record of each version.

2

REAL-TIME CO-AUTHORING

Save your staff time so that they can do more in their day.

Scenario #2.

Both your operations and sales teams need to put together a statement of work for a client. The client is expecting to see it asap. Wouldn't it be convenient & time-saving if both teams could work on the document at the same time?

Benefit #2.

Multiple authors can have the same document open and work on it simultaneously. They can see the changes being made by the other authors in real time.

3

CENTRALIZED CONTENT LIBRARY

Easily collaborate and stay connected.

Scenario #3.

You have many employees working remotely. Or you may have multiple offices around the globe. They all need to access the same, up-to-date content.

Benefit #3.

SharePoint provides a central location for all types of content. No more shared drives or UBS sticks. All your employees need is an Internet connection to stay connected to content. Also, SharePoint is highly customizable. The look (branding), the information architecture (groups, (sub)folders, etc.) - you design.