



Putting the Share in SharePoint

Tips on Implementing League-wide
Collaboration and Document
Management Processes



Introduction

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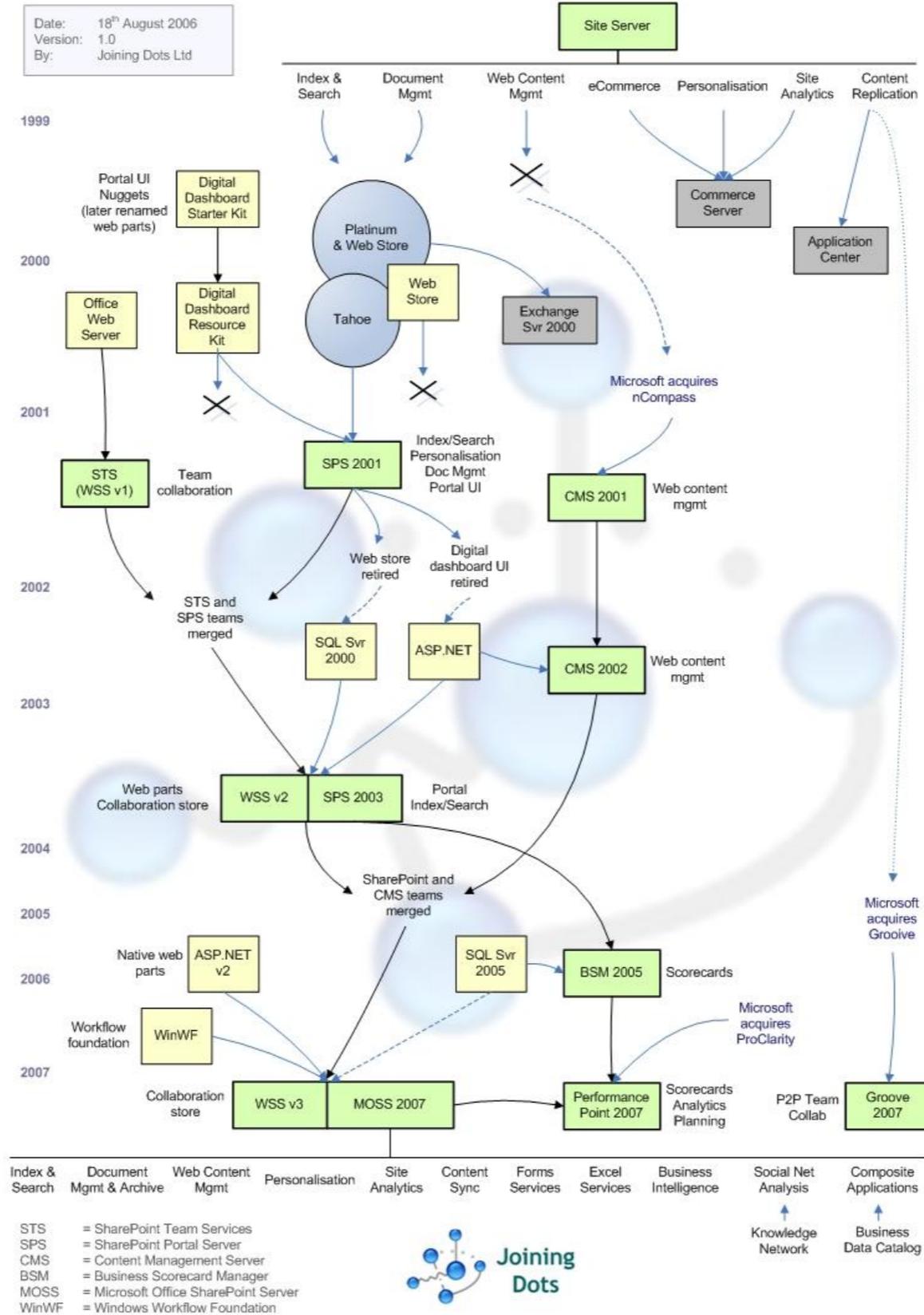
We will cover:

- **Briefly Microsoft on SharePoint**
- **Sophicity on SharePoint**
- **Food for thought**
- **Closing remarks and questions**





SharePoint History





So, what is it?



I just don't know...



Microsoft on SharePoint

(Highlights)

- **Collaboration**
- **Portal**
- **Search**
- **Content Management**
- **Forms**
- **Business Intelligence**
- **Management**



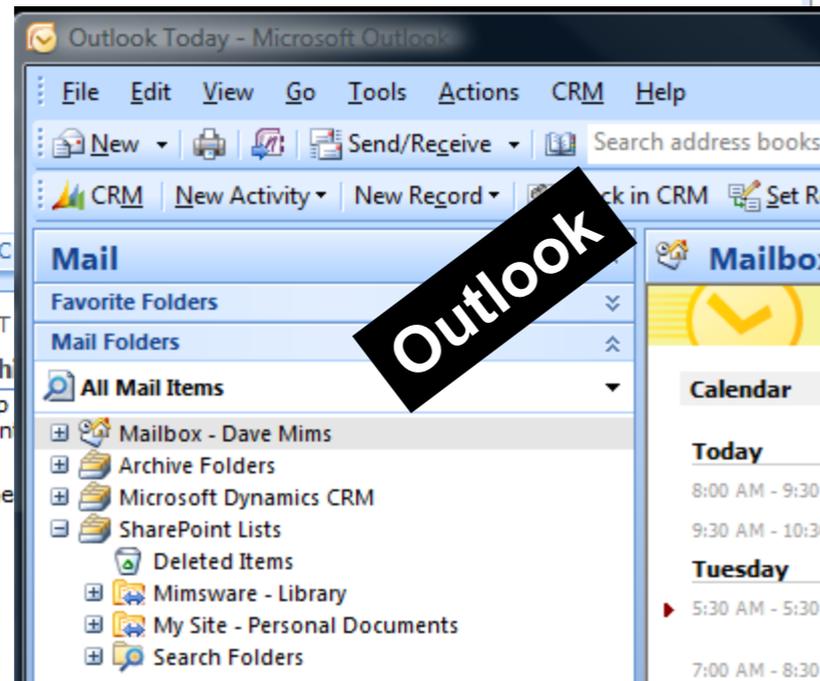
Sophicity Pains

- **Access from anywhere**
- **Centralization**
- **Document Management**
- **Operations**
- **My Documents**
- **Collaborative Task Management**



Sophicity on SharePoint

Access from anywhere...



Yes, and even...





Sophicity on SharePoint

Portal

The screenshot shows the Sophicity corporate intranet on a SharePoint portal. The top navigation bar includes "Home", "Accounting", "Biz Dev", "HR", "Marketing", "NIC", and "SDC". The main content area is titled "Sophicity: We put the IT in city" and features a "Welcome to the Sophicity corporate intranet" message. A left sidebar contains navigation links for "Documents", "Lists", "Discussions", "Sites", "People and Groups", and "Recycle Bin". The main content area includes a "Lunch and Learn Sessions" section and two tables of documents.

Top navigation: Welcome Dave Mims | My Site | My Links | This Site: [Search]

Navigation: Home | Accounting | Biz Dev | HR | Marketing | NIC | SDC | Site Actions

Left sidebar: View All Site Content | Documents (Employee Handbook, Forms, Library, Operations Guide) | Lists (Sophicity Book List) | Discussions | Sites | People and Groups | Recycle Bin

Main content: Sophicity: We put the IT in city

Welcome to the Sophicity corporate intranet:
Navigation along the top provides secured access to department data. Navigation along the left provides access to corporate wide documents, forms, lists, discussions, sites, etc.

If you have a support need, email helpdesk@mimsware.com or call 770-670-6940 x108.

Additional References:

- [BCBS of Georgia \(Dental Insurance Provider\)](#)
- [Employee Handbook](#)
- [Greater Life of Georgia \(LTD Insurance Provider\)](#)
- [HD Invest and Van Kampen \(Retirement / Simple IRA\)](#)
- [Humana \(Medical Insurance Provider\)](#)
- [Operations Guide](#)
- [Quickbooks Timesheets](#)
- [Password Manager \(Change your Network Password\)](#)

Below you will find forms for Mileage, Expenses, Evaluations, Incidents, etc:

| Type | Name | Modified By |
|--------|------------|-------------|
| Folder | _Templates | Dave Mims |

Add new document

Below you will find documents for Letterhead, Powerpoint template, ...

| Type | Name | Modified By |
|--------|--------------------|-------------|
| Folder | Organization Chart | Dave Mims |
| Folder | _Templates | Dave Mims |

Lunch and Learn Sessions
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.
 Add new announcement





Sophicity on SharePoint

My Site

Dave Mims

Welcome Dave Mims | My Site | My Links | ?

My Site

This Site: Dave Mims

My Home | My Profile | Site Actions

Dave Mims | Set as default My Site | Create Blog

Personal Documents

| Type | Name | Modified By |
|--------|--------------------|-------------|
| Folder | Pictures | Dave Mims |
| Folder | InterviewQuestions | Dave Mims |
| Folder | Vmail | Dave Mims |

Navigation sidebar:

- View All Site Content
- My Profile**
 - Details
 - Links
 - Colleagues
 - Memberships
- Documents**
 - Personal Documents
 - Shared Documents
- Pictures**
 - Shared Pictures
- Lists**
- Discussions**
- Surveys**
- Sites**
- Recycle Bin



Sophicity on SharePoint

Collaboration

The image displays two overlapping screenshots of a SharePoint site. The background screenshot shows the 'Employee Handbook: Home' page. The foreground screenshot shows the 'Edit Item' dialog for the 'Home' page, which is currently in 'Wiki Content' mode.

Background Screenshot (Employee Handbook: Home):

- Header: Welcome Dave Mims | My Site | My Links
- Navigation: Home, Accounting, Biz Dev, HR, Marketing, NIC, SDC
- Breadcrumbs: > Employee Handbook > Home
- Page Title: Home
- Section: **Sophicity's Employment Practices Policy**
- Text: Sophicity has a policy of providing equal opportunity to its employees and applicants sexual orientation, parental or marital status, disability, veteran status, sex, or age. compensation, benefits, education, social and recreational programs are administered
- Text: The Americans with Disabilities Act Policy, Equal Employment Opportunity Act Policy, Policy, and any other personnel-related policies adopted by the Board of Directors of
- Text: Inquiries about open positions are strongly encouraged from qualified internal candid department for further information and consideration. All internal inquiries will be treat encouraged to refer external applicants for appropriate job openings.
- Text: Refer to the following sections for Sophicity policies related to:
- Left Sidebar: View All Site Content, Documents (Employee Handbook, Forms, Library, Operations Guide), Lists (Sophicity Book List), Discussions, Sites, People and Groups, Recycle Bin

Foreground Screenshot (Edit Item Dialog):

- Header: > Employee Handbook > Home > Edit Item
- Page Title: Employee Handbook: Home
- Buttons: OK, Cancel
- Actions: Delete Item, Spelling...
- Field: Name * Home
- Section: **Wiki Content**
- Rich Text Editor: Includes formatting tools (bold, italic, underline, list, link, etc.)
- Text: **Sophicity's Employment Practices Policy**
- Text: Sophicity has a policy of providing equal opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, sexual orientation, parental or marital status, disability, veteran status, sex, or age. It is the policy of Sophicity to ensure that all personnel actions including compensation, benefits, education, social and recreational programs are administered in a nondiscriminatory manner along with all other aspects of employment.
- Text: The Americans with Disabilities Act Policy, Equal Employment Opportunity Act Policy, Sexual Harassment Policy, Substance Abuse and Testing Policy, Training Policy, and any other personnel-related policies adopted by the Board of Directors of Sophicity will be used in conjunction with this policy.
- Text: Inquiries about open positions are strongly encouraged from qualified internal candidates, and interested parties should contact the Human Resources department for further information and consideration. All internal inquiries will be treated confidentially. Sophicity directors, officers, and employees are also encouraged to refer external applicants for appropriate job openings.
- Text: Refer to the following sections for Sophicity policies related to:
- List:
 - [[Alcohol and Drugs]]
 - [[Affirmative Action]]
 - [[Annual Employee Review]]
 - [[Computer and Internet Use Policy]]
 - [[Conference Room]]
 - [[Dress Code]]
 - [[Employee Development]]
- Footer: To link to another wiki page in this library, type [[Page Name]].
- Buttons: OK, Cancel





Sophicity on SharePoint

Alerting / Notifications

Welcome Dave Mims | My Site | My Links



Home Accounting Biz Dev HR Marketing NIC SDC Site Actions

> Library > New Alert

New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.

[View my existing alerts on this site.](#)

OK Cancel

| | |
|---|--|
| Alert Title Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert. | Library |
| Send Alerts To You can enter user names or e-mail addresses. Separate them with semicolons. | Users: Dave Mims |
| Change Type Specify the type of changes that you want to be alerted to. | Only send me alerts when: <input checked="" type="radio"/> All changes <input type="radio"/> New items are added <input type="radio"/> Existing items are modified <input type="radio"/> Items are deleted <input type="radio"/> Web discussion updates |





Sophicity on SharePoint

Document Management

Welcome Dave

This Site:

Home | Accounting | Biz Dev | HR | Marketing | NIC | SDC

> Library > _Templates > SophicityLetterhead

Library: SophicityLetterhead

Close

Edit Item | Delete Item | Manage Permissions | Manage Copies | Check Out | Version History | Workflows | Alert Me

| | |
|--------------|---------------------|
| Name | SophicityLetterhead |
| Title | |

Version: 1.0
Created at 2/24/2009 10:26 AM by Dave Mims
Last modified at 2/24/2009 10:26 AM by Dave Mims

Close





Sophicity on SharePoint

Punch lists, Project lists, lists, lists, lists...

Document Library

Team

- Team Certification Track
- Client Change Log

Management

- Team Utilization
- SPLA License Management
- CityCare Complete Network Bundled Helpdesk/Support Hours Per Week

Recycle Bin

Title Status Priority

There are no items to show in this view of the "Client Task List" list. To create a new item, click "New" above.

Add new item

City of [REDACTED]

City of [REDACTED] Checklist (Weekly)

Status Modify Customer Visit Type Modified By Date Completed

There are no items to show in this view of the "City of Forsyth Checklist (Weekly)" list. To create a new item, click "New" above.

City of [REDACTED] Checklist (Quarterly)

Status Title Quarter Assigned To Modified By

Year: 2009 (4)

CityCare C

CityCare Complete :: Monthly Checklists

Title Status Customer Visit Type Assigned To Date Completed

Year: 2009 (26)

Month: 04 (2)

| Year | Status | Customer | Visit Type | Assigned To | Date Completed |
|---------|-----------|------------|------------|----------------------|----------------|
| 2009/04 | Scheduled | [REDACTED] | Monthly | John Miller | |
| 2009/04 | Scheduled | [REDACTED] | Monthly | MIMSHOME\jamieroller | |

Expires: 4/5/2009

Monday- Tim White is on Call 3/30/2009 3:21 PM by Clint Nelms

Expires: 4/6/2009

(More Announcements...)

Add new announcement

Infrastructure Links

- Dashboard Login
- End User Remote Access
- [REDACTED] TimeSheets
- [REDACTED] Admin Setup Guide

| Device Type | Desktop |
|---|---------------------------------------|
| Title | [REDACTED] |
| Machine Name | [REDACTED] |
| CCN Inventory | [REDACTED] :: Inventory :: [REDACTED] |
| Is the laptop at end of life? | No |
| Is the workstation at end of life? | No |
| P2V this server? | No |
| Consolidate this server? | No |
| Brand | [REDACTED] |
| ETA to Decomission | immediately |
| -Server- Role(s) | N/A |
| Canidate for (Server) Consolidation or ThinClient (Workstation) | Yes |
| OS and Version | Unknown |
| Patched | N/A |
| Antivirus | N/A |
| Adequate Specs for Memory, Disk, Proc(s) | N/A |
| Business Class | Yes |
| Risks(Notes) :: Rogue Apps or Services Installed/Running | |

New Actions Settings

| Title | 4/5/2009 | | | | | 4/12/2009 | | | | | 4/19/2009 | | | | | | | | | | | |
|-------|----------|---|---|---|---|-----------|---|---|---|---|-----------|---|---|---|---|---|---|---|---|---|---|--|
| | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |





Food for thought...

Consider 3 Editions:

- **Windows SharePoint Services (WSS)**
- **Microsoft Office SharePoint Server (MOSS) Standard Edition**
- **Microsoft Office SharePoint Server (MOSS) Enterprise Edition**



Food for thought...

Administration Considerations

Home - Central Administration - Windows Internet Explorer

http://mimsapp02:12129/default.aspx

Central Administration

Welcome Administrator | My Site | My Links

Central Administration

Home Operations Application Management Site Actions

View All Site Content

Central Administration

- Operations
- Application Management

Shared Services Administration

- SharedServices1

Recycle Bin

Administrator Tasks

| Type | Order | Title | Assigned To |
|--|-------|-------|-------------|
| There are no items to show in this view of the "Administrator Tasks" list. To create a new item, click "Add new item" below. | | | |
| <input type="checkbox"/> Add new task | | | |

Farm Topology

| Server | Services Running |
|-----------|--|
| MIMSAPP01 | Windows SharePoint Services Database |
| MIMSAPP02 | Central Administration Excel Calculation Services Office SharePoint Server Search Windows SharePoint Services Help Search Windows SharePoint Services Incoming E-Mail Windows SharePoint Services Web Application |
| mimsd01 | Windows SharePoint Services Outgoing E-Mail |

Resources

There are currently no favorite links to display. To add a new link, click "Add new link" below.

Add new link

Done Local intranet 100%



Food for thought...

Security Considerations



The screenshot shows the 'Active Directory Users and Computers' console. The console title is 'Active Directory Users and Computers'. The menu bar includes 'File', 'Action', 'View', 'Window', and 'Help'. The toolbar contains various icons for navigation and actions. The console shows a tree view with 'Mimsware' containing 78 objects. A table lists the objects with columns for Name, Type, and Description.

| Name | Type | Description |
|--------------------------|--------------------|-------------|
| Sharepoint Administrator | User | |
| Sharepoint Search | User | |
| SharepointAcctMembers | Security Group ... | |
| SharepointAcctOwners | Security Group ... | |
| SharepointAcctVisitors | Security Group ... | |
| SharepointBizDevMembers | Security Group ... | |
| SharepointBizDevOwners | Security Group ... | |
| SharepointBizDevVisitors | Security Group ... | |
| SharepointCMSMembers | Security Group ... | |
| SharepointCMSEowners | Security Group ... | |
| SharepointCMSVisitors | Security Group ... | |
| SharepointDBAMembers | Security Group ... | |
| SharepointDBAOwners | Security Group ... | |
| SharepointDBAVisitors | Security Group ... | |
| SharepointHRMembers | Security Group ... | |
| SharepointHROwners | Security Group ... | |
| SharepointHRVisitors | Security Group ... | |





Food for thought...

K.I.S.S



Food for thought...

Microsoft Licensing: Server and client access licensing. For each server, or each server in a farm, a valid server license must be purchased. For each client accessing Office SharePoint Server 2007, a Standard CAL must be purchased. To enable the enterprise features of Office SharePoint Server 2007, an Enterprise CAL, in addition to the Standard CAL, must be purchased. Once the enterprise features are enabled on a server, clients accessing that server, or farm of servers, should have a valid Enterprise CAL in addition to their Standard CAL when accessing the enterprise functionality.



So, what is it?



A muffler. A German Tank M109 muffler..



Closing Remarks and Q/A

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