

SharePoint – Collaboration & Productivity

Presented by:

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Agenda

- What is SharePoint and why not-for-profits are flocking to it
- Document management
- Team sites
- Security
- SharePoint 2013 (On-Premise) vs SharePoint Online
- Challenges & considerations




SharePoint

SharePoint

Newsfeed SkyDrive Sites

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XAVIER HOME
Children's Support Network

HOME BOARD MANAGEMENT WHS FINANCE SHARED DRIVE NORTH SITE TEAM SOUTH SITE TEAM TRAINING THERAPY KID'S CLUB INFOCUS QUALITY ASSURANCE SEARCH TEST

DOCUMENTS

LATEST NDIS NEWS
CONTINUOUS IMPROVEMENT PLAN
XAVIER BRANDING DOCS
FAMILY SURVEY
STRATEGIC PLAN
STAFF SATISFACTION SURVEY
RISK MANAGEMENT PLAN
SURVEYS


OTHER

PUBLIC HOLIDAY DATES
UPCOMING EVENTS
BOARD ROOM BOOKINGS
TRAINING CALENDAR
BEACHBUGGY
XAVIER STAFF STRUCTURE
STAFF LIST
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XAVIER IS
FLEXIBLE SUPPORT
THAT EMPOWERS FAMILIES

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by Vaydra Wright

Updates of Xavier documents

Changes have been made to the following items. Please click on the hyperlinks...

1. [G Family Support](#)
2. [Advocacy Brochure.pub](#)
3. [Accessibility and Safety of Premises form.docx](#)
4. [Northside Care Plan.doc](#)
5. [Organisational Chart Apr 13.vsd.vdw](#)

...

[Click here to read the Public Holiday dates announcement...](#) 29/04/2013 1:36 PM
by Vaydra Wright

Public Holiday dates for Labour Day / Queen's Birthday


NO public holiday on Monday, 6 May 2013

Queensland's Labour Day public holiday moved to October and the Queen's Birthday holiday restored to June under changes to be introduced by...


WHS UPDATES

There are currently no active announcements. To add a new announcement, click "Add new announcement".

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Today's weather:



To find the cheapest fuel prices in your area, c

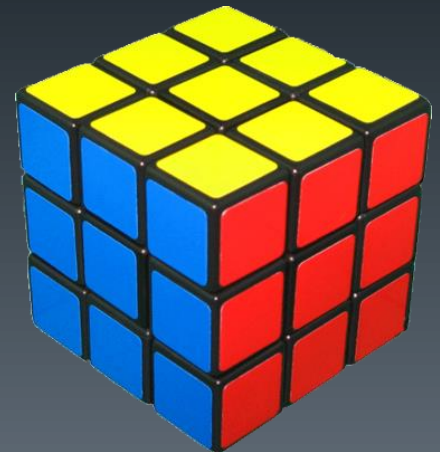
SharePoint

- Is it an intranet?
- Is it a document management platform?
- Is it a collaboration tool?



Problems Solved!

- Better document control & document management.
- Promotes organisational collaboration & unity.
- Provides flexible, secure, remote access.
- Cost effective.



Document Management

Webpage Screenshot

SharePoint

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RGTech - Office 365 11th June	June 11	Ross Beard
RGTech - Office 365 22nd June	May 22	Ross Beard
RGTech - Office 365 July Update	July 10	Tony Nissen
RGTech - The NFP mobility revolution	May 12	Tony Nissen
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Document Intelligence

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Tony Notes ...

rgtech webinar - sharepoint improv...

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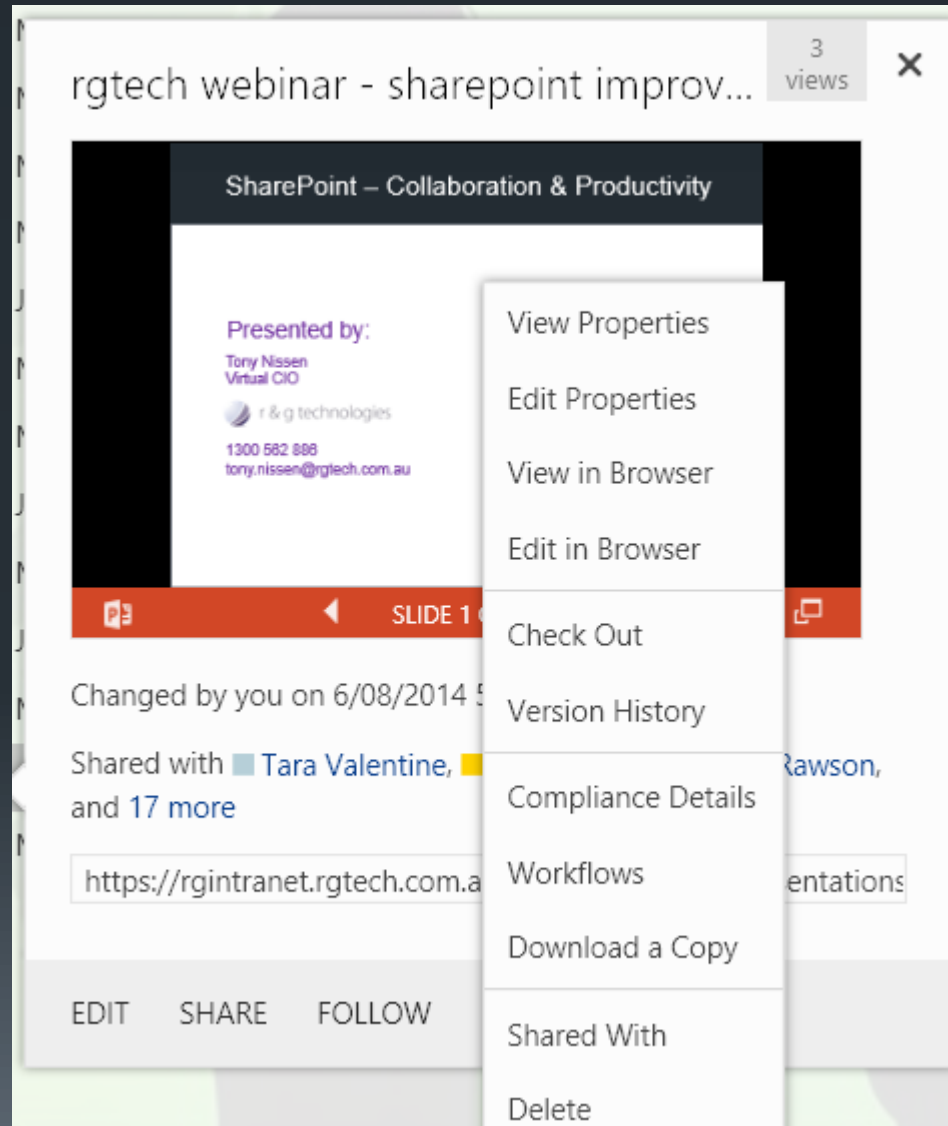
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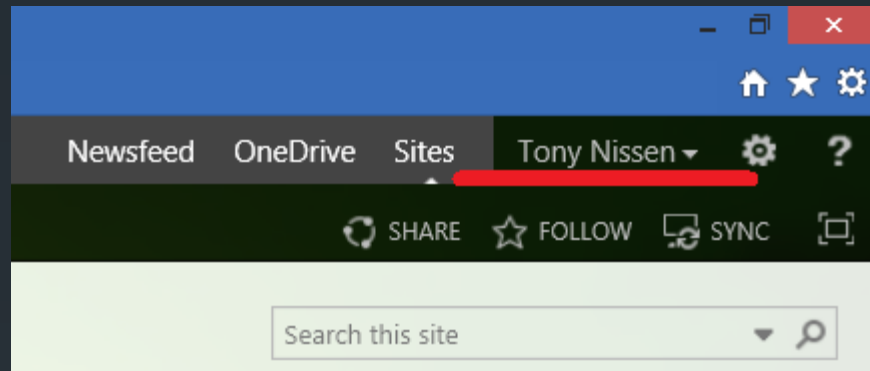
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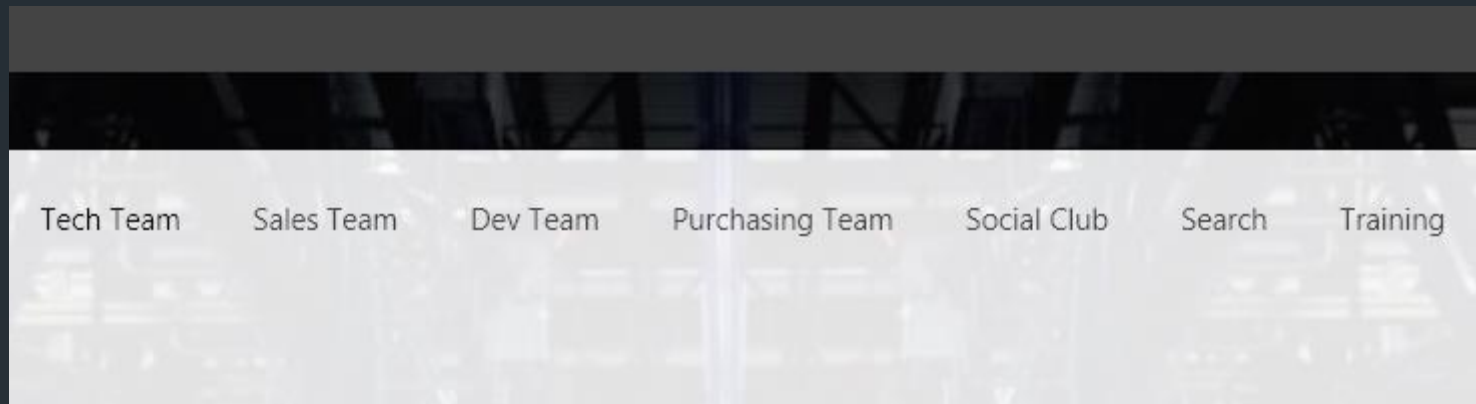
Controlled Access



Team Sites



Team Sites



Team Sites

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- Categories & Brands
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Mimi Tan
CUSTOMER WATCH:
Please provide the following customers with extra TLC

QNP
Nordon
Icon Septech
Shape Consulting
APRG (ad hoc)
D&S Plumbing (hosted)
Carroll Consulting Group
n77

Tech Links

- GFI Max
- GFI Max Mail
- R & G Plesk Console
- Microsoft Licensing Centre
- Test Exchange Connectivity.com
- RG Technologies Support Portal

Add new link

Projects Calendar

July 2014

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	1	2	3	4	5	6
7	8	9	10	11	12	13

Relevant Resources

Technical

JobBoard

Technical Procedures

Technical Policies

Common Passwords

Knowledge Base

Operational

Operational Procedures

Document Templates

On Call Roster

Projects Calendar

Performance KPIs

Standardisation Ideas

Categories & Brands

Config & Policy

Internal Projects


Tech Roadmap

Projects

External Tools

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Communication

Newsfeed

Start a conversation



Jason Neville

Interesting Article on the differences between Exchange Public Folders & Shared Mailboxes, Sharepoint Site Mailboxes & Document Libraries

July 25 Like Reply Follow Jason Neville ...

Shared Calendars

On Call Roster

← → August 2014

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	1	2	3
Marek						
4	5	6	7	8	9	10
Marek				Scott		
11	12	13	14	15	16	17
Scott						
18	19	20	21	22	23	24
Scott						
25	26	27	28	29	30	31

Team Sites Are Great For..

- Teams working on a project together.
- Departments that need to share information.
- Client information that needs to be accessible by more than one person.



Security Settings



Security Options

Groups



Permissions



Planning Security

“Balance the ease of administration and performance against the requirement to control access to individual items.”

If you use fine-grained permissions extensively, you will spend more time managing the permissions, and users may experience slower performance when they try to access site content.”



Source: [http://technet.microsoft.com/en-us/library/cc262778\(v=office.15\).aspx](http://technet.microsoft.com/en-us/library/cc262778(v=office.15).aspx)

Planning Security

- Follow the principle of least-privileged: Users should have only the permission levels or individual permissions they must have to perform their assigned tasks.
- Use standard groups (such as Members, Visitors, and Owners) and control permissions at the site level.
- Use permission levels instead of assign individual permissions.



Group Types

Group name	Default permission level	Description
Visitors	Read	Use this group to grant people Read permissions to the SharePoint site.
Members	Edit	Use this group to grant people Edit permissions to the SharePoint site.
Owners	Full Control	Use this group to grant people Full Control permissions to the SharePoint site.
Viewers	View Only	Use this group to grant people View Only permissions to the SharePoint site.



Microsoft

Security Tips

- Establish a governance plan: make sure you include the person accountable for decisions concerning what types of information should be shared and deleted.
- Engage your IT resource for feedback.
- Heed Microsoft's advice where possible and keep it simple!



SharePoint 2013 (On-Premise) Vs SharePoint Online

- Performance.
- Site collection quotas, file upload limits, and storage limits.
- Blocked file types.



Source: http://technet.microsoft.com/en-us/library/jj819267.aspx#bkmk_FeaturesOnPremise

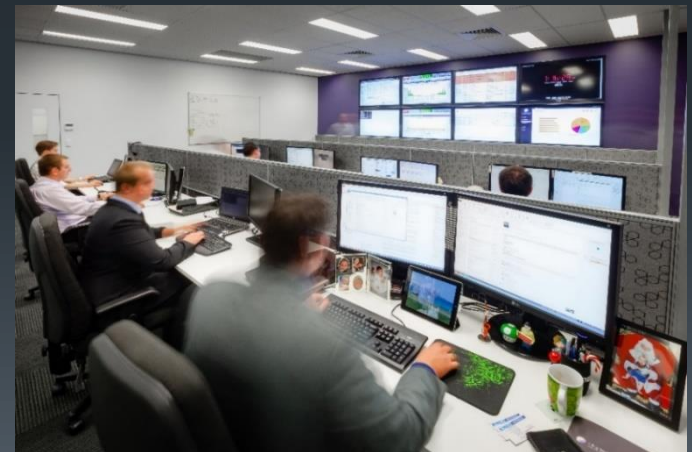
Challenges & Considerations

- Setup & data migrating
- Configuration of security
- Change management
- Staff training



About R & G Technologies

- Award winning ICT consulting firm with offices in Brisbane, Sydney and Melbourne.
- Servicing NFP's nationwide, (5 – 400)
- Trusted IT partner; a single source supplier for all your Data, Cloud and IT Support needs.



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SharePoint Assessments