

## Tool Solves Pressing IT Needs

Harnessing the power of a global workforce and overcoming the challenges that come with the explosion of digital information is not easy. But businesses of all sizes have access to a Microsoft tool that can help them solve some of their most pressing information needs. Best of all, many organizations already have it and just are not using it. With some configuration, businesses can turn SharePoint® software into a bottom-line boosting tool that fosters collaboration.

SharePoint has secured a stronghold in the marketplace by providing a comprehensive content management and company-wide search system, automating shared business processes and facilitating information-sharing across boundaries. From small businesses to Fortune 500 companies such as General Mills, thousands of companies are discovering how it can dramatically improve the way they connect people, processes and information. Here are the top three reasons organizations are using SharePoint:

**Document Storage:** Instead of wondering where a client or project document is saved or relying on a shared drive, businesses can centrally store, manage and access documents remotely. They also automatically track and audit usage, use a check-in and check-out system for documents, view versions of a document and revert back to an old edition if necessary.

**Automated Workflow:** SharePoint allows businesses to create a customized system that streamlines their everyday activities while ensuring the work is performed to management expectations and meets all your business and regulatory expectations. The opportunities transcend projects or departmental boundaries. As an example, when PTO requests are completed through SharePoint

by employees, they can be automatically directed to their supervisor and then sent to payroll upon approval.

**Team Project Sites:** The document management and workflow functionality of SharePoint also can be tailored for teams and allow businesses to set up mini-intranet sites for key projects or a smaller group of employees. Businesses, for example, often set up automatic alerts to email team members when it is their turn to complete a task for the project. SharePoint provides constant contact to information and tracks progress to prevent delays if an employee is out of the office. But that is just the beginning of what's available.

SharePoint is more than a document management solution that allows users to store assets and quickly search for information. Organizations use it to exchange ideas, track tasks, survey, discuss issues and build a virtual community. From practical time slip form functions to weather features, SharePoint offers a full line of modules that cater to the user's needs and interests.

Implementing and integrating it into businesses is easy and cost effective through managed SharePoint services. For a low monthly cost, Microsoft certified technology firms like Marco map the organization's workflow, customize SharePoint for the business' specific processes and needs, implement the new solution, provide employee training, manage future upgrades and provide help desk support. When set up properly, SharePoint has the ability to grow organically in the organization, allowing users to add new applications to help them become more productive and more connected.



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