SHAREPOINT TECHNOLOGIES
7 FEATURES
designed to improve collaboration, business processes and save capital

1- AUTOMATION

Trigger automations based on specific events:

- Status changes on Lists
- Forms submitted on Pages
- Updates are made in Document Libraries
- Changes made in Dynamics

PowerAutomate/Flow are built right into SharePoint. Almost any manual process within Microsoft can be automated within SharePoint.

2- LISTS

Lists are centralized relational databases that can replace programs like Smartsheets and can utilize almost any Active Directory field.
Users can create issue, onboarding, recruitment, and progress trackers using Microsoft created templates, or create their own from scratch.
(See templates)

With lists, users are able to:

- Query Azure AD
- Shift to calendar view
- Insert images
- Color code

3- DOCUMENT LIBRARIES

With document libraries, channel your data by:
- Workflow
- Permissions
- Function
And centrally manage:
- Permissions
- Metadata

Dial document libraries into a very specific experience per user, department, region, or any logical way they can be spliced.

4- PAGES

Pages can be customized to cater the needs of almost any use case:
- Distinct URL's and Permissions
- Dashboard of multiple external programs
- Sharing both internally and externally

Pages can be utilized in a variety of situations, and can replace internal and external newsletters, announcements, press releases, business changes, and more.

5- COLLABORATION TOOLS

SharePoint is Microsoft's all-encompassing web-based collaboration platform that natively integrates with Office 365 and includes:

- Collaboration Tools
- Modern Intranet
- Training
- Vast Customization Options

SharePoint can be used to replace many external products to dynamically organize your company content to make you more productive, and it's already included with Office subscriptions.

6- ONEDRIVE FOR BUSINESS

SharePoint being behind the GUI, OneDrive is a tool for secure cloud storage of multiple file types. With OneDrive for Business, each user has a business OneDrive folder and specific access levels to company shared folders.

OneDrive for Business enables:
- Secure cloud storage of files
- Permission and Access management
- Individualized file storage
- Access from any device, anywhere
- Cloud backup of local files and PC

7- TEAMS

SharePoint is the base for several Microsoft offerings including Microsoft Teams, OneDrive, and VIVA. Within Teams, you can:
- Store Documents
- Send Chats
- Audio & Video Calls
- Manage Calendar & Set Meetings
- Run Lists and Automation/Flow

Teams is an updated GUI for multiple SharePoint technologies, focused on the user experience. Within Teams, almost any feature of SharePoint can be embedded and acted on from this singular platform.

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