

## Increase your productivity and save costs during current economy with Collaboration Solutions



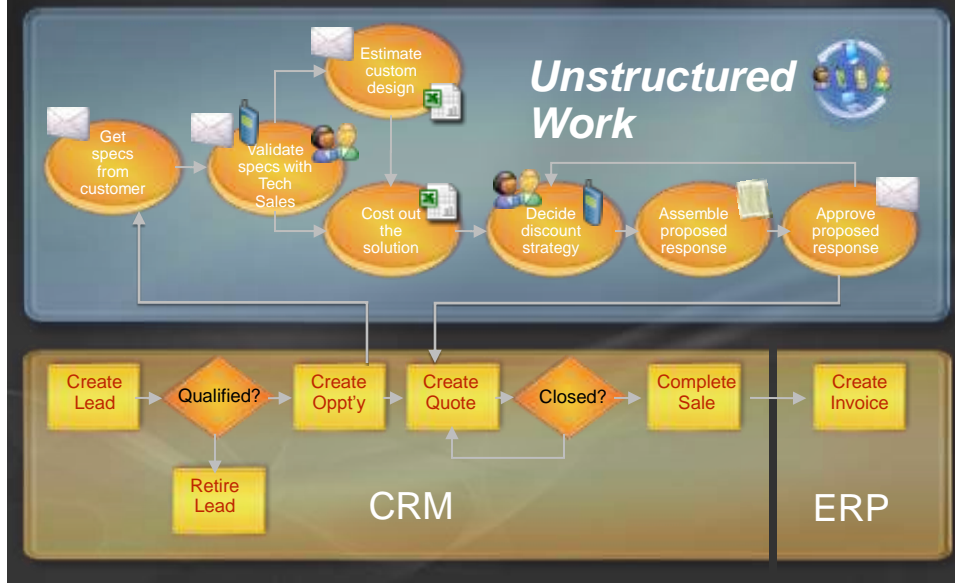
ภูผา เอกะวิภาต  
Partner Technology Specialist  
Microsoft Thailand Limited

January 27<sup>th</sup>, 2009  
13.30-17.00

## Agenda

- What is Office SharePoint Server 2007?
- How can it help me now?
- How can it help me in the future?

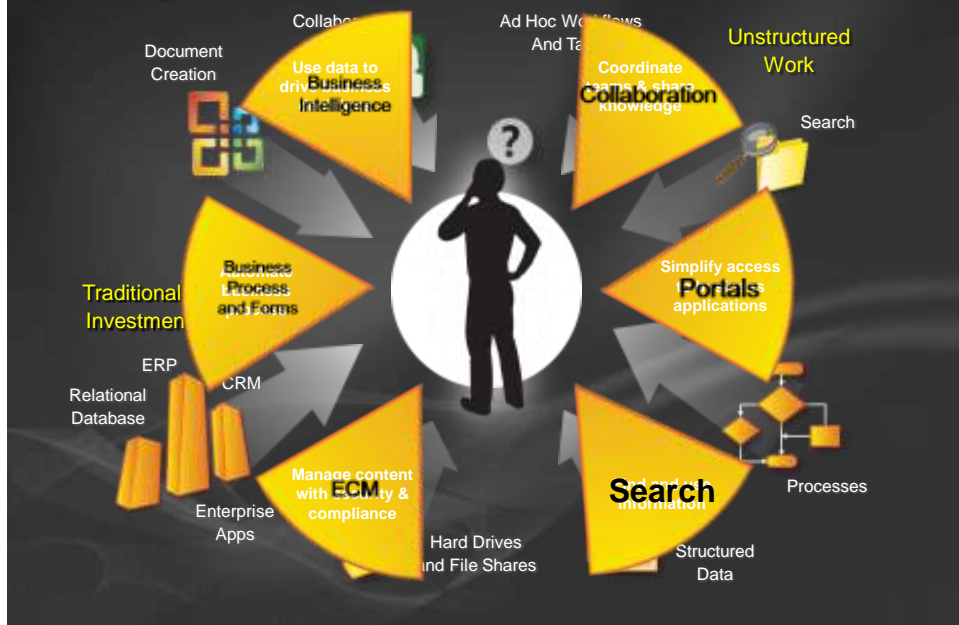
# "Real World" of Information Worker



## One platform for you, your team, and the company



# People as Middleware



## SharePoint Server 2007



- Publish documents, task lists, wikis, blogs
- Outlook sync
- Gantt charts

# SharePoint Server 2007



- Enterprise Portal
- MySites

# SharePoint Server 2007



- Search for content, people, expertise

# SharePoint Server 2007



- Create and manage documents, records and Web content
- Slide libraries

# SharePoint Server 2007



- Create workflows
- Application templates
- InfoPath forms

# SharePoint Server 2007

- Excel services
- KPIs/dashboards
- Role-based  
MySites



# Windows SharePoint Services v3.0

Docs/tasks/calendars, blogs,  
wikis, e-mail integration,  
project management "lite",  
Outlook integration,  
offline docs/lists

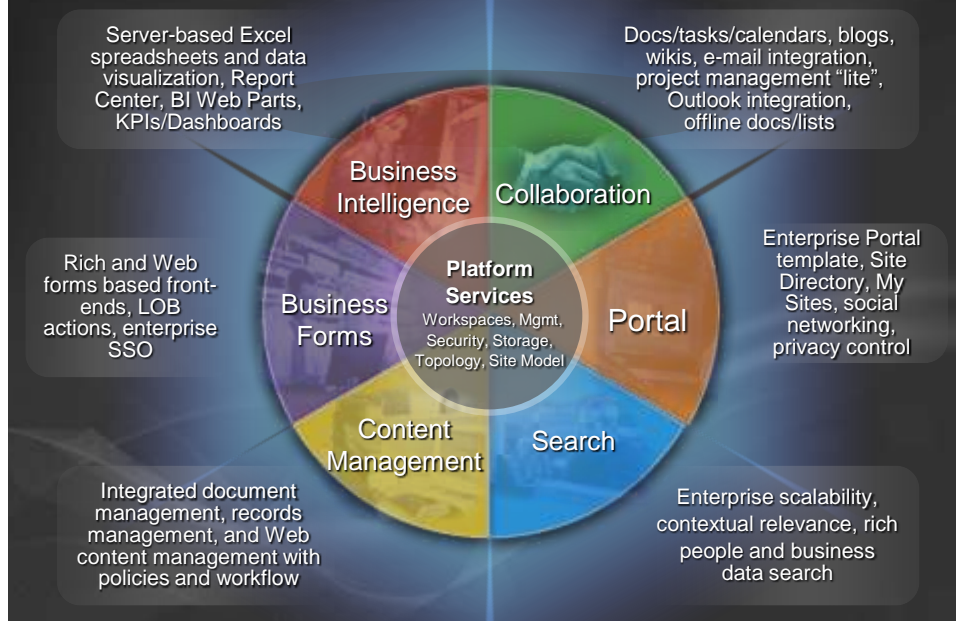
Collaboration

## Platform Services

Workspaces, Mgmt,  
Security, Storage,  
Topology, Site Model



# Microsoft Office SharePoint Server 2007



## Collaboration Features

Collaboration

Collaboration Features in SharePoint helps your organization sharing information and working together in teams, communities and people-driven processes.

- Libraries
  - Document
  - Form
  - Wiki Page
  - Picture
  - Report
  - Slide
- Communications
  - Announcements
  - Contacts
  - Discussion Board
- Tracking
  - Links
  - Calendar
  - Tasks
  - Project Tasks
  - Issue Tracking
  - Survey
- Custom Lists
  - Custom List
  - Datasheet
  - KPIs



# 1. Collaboration Demo

## demo

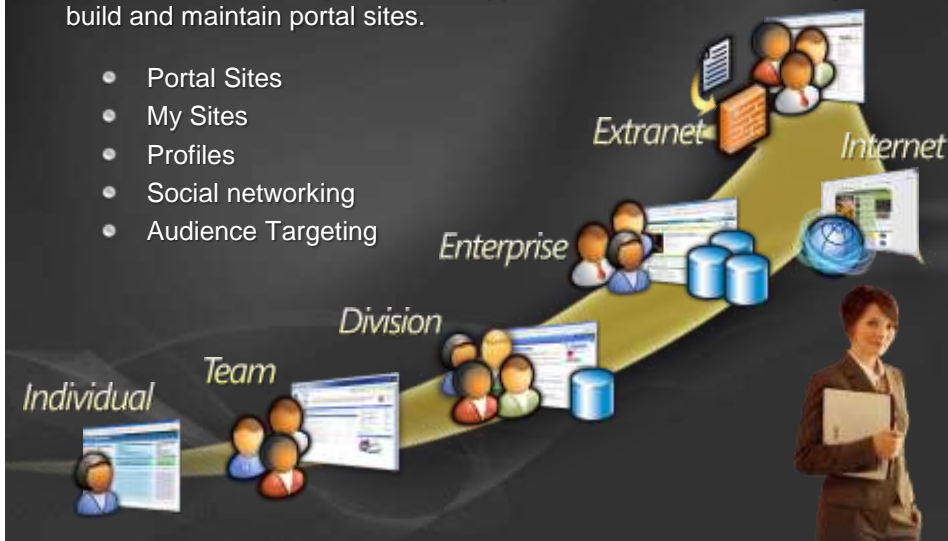
- Lists
  - 1.1 Announcement
  - 1.2 Calendar
  - 1.3 Discussion Board (show sync with Outlook feature)
  - 1.4 Issue Tracking
  - 1.5 Project Task List
  - 1.6 Survey
- 2. Document Library
  - Columns
  - Document Check in/out
  - Version Control
  - Version Comparing
  - Wiki
  - Content Approval
  - Off-Line Access
  - Recycle Bin

## Portal Features

Portal

Portal management features in SharePoint connect people to business critical information, expertise, and application which makes it easy to build and maintain portal sites.

- Portal Sites
- My Sites
- Profiles
- Social networking
- Audience Targeting





## Portal Features - Portal Sites

- 
- Collaboration
    - Team Site
    - Blank Site
    - Document Workspace
    - Wiki Site
    - Blog
  - Meetings
    - Basic Meeting Workspace
    - Blank Meeting Workspace
    - Decision Meeting Workspace
    - Social Meeting Workspace
    - Multipage Meeting Workspace
  - Enterprise
    - Document Center
    - Records Center
    - Personalization Site
    - Site Directory
    - Report Center
    - Search Center
  - Application Templates
    - Document Library and Review
    - Help Desk
    - Job Requisition and Interview Management
    - Knowledge Base
    - Budgeting and Tracking Multiple Projects
    - Room and Equipment Reservations

## Portal Demo

# demo

- Site Templates
- [Knowledge Base Portal](#)
- [Resource Reservation](#)

## Portal Features - My Sites and Profiles

The My Site is personal portal for all SharePoint users to hosted personal information in public and private views. In My Site user can manage personal information's and profiles to describe who I am, and decide which information they want to share or keep it confidentially.



## Portal Features - Audience Targeting

Audience Targeting is personalizing contents to display to the relevant person which decrease information overloading and improve an effective communication to the right target in organization.



## Portal Demo

# demo

- My Site
- Profiles
- Audience Targeting

## Search Features

Search

SharePoint Search Technology provides ability to index all content within SharePoint and content outside SharePoint to providing the ability to find relevant content in a wide range of repositories and formats.

- Search across systems
  - SharePoint Sites
  - People and Expertise
  - Line-Of-Business Application
    - SAP
    - CRM
    - ERP
    - Etc.
  - File Shares
  - Exchange Public Folders
  - Lotus Notes Databases
  - Third-party Document Repository
- Extensible to serve organization requirement
  - Search Center
  - Search Scopes
  - Search Tabs
  - Keyword, Best Bets



## Search Demo

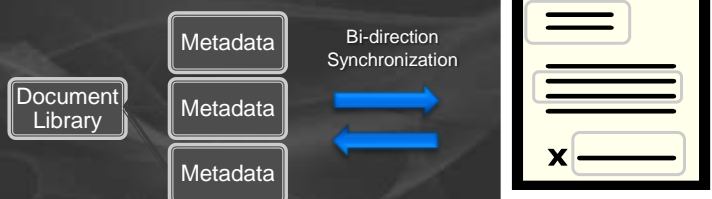
# demo

- Search Center

## Business Process Management Features Document Information Panel

The abilities to collect document metadata from users in Office 2007 clients, which SharePoint allows you to associate custom Document Information Panels to each content types.

- Improve productivity and reduce time to fill-in metadata inside the content of document from Office 2007 clients
- Data integrity and consistency
- Workflow integration



Document (word, excel and PowerPoint)

# Content Management Demo

## demo

- Document Information Panel

## Content Management Features Information Management Policies

The defined rules for auditing and retaining content.

- Auditing
  - Create audit trails that record when an item is viewed, edited, checked out, moved or deleted.
- Barcodes
  - Automatically associates a unique barcode with each document.
- Expirations
  - Specify a document's retention period based on a period of time after the document's creation or last modified date.
- Labels
  - Create a set of data that's visible in the header of all documents subject to the policy.



# Content Management Demo

## demo

- Information Management Policies
- Audit Log Reports

## Content Management Features

### Information Right Management

The enforcement technology to protects documents from unauthorized copying, forwarding and printing.

- Server-enforced IRM
  - IRM added at retrieval time
  - Documents are not stored with IRM
    - IRM converted to store permissions at upload time
    - IRM protected will able to search in SharePoint





# Information Rights Management Setting

**Configure IRM Settings**

Use this page to configure settings for Information Rights Management (IRM).

**Information Rights Management (IRM)**

IRM helps protect your sensitive files from being viewed and distributed without your permission once they have been downloaded off of this site.

☒ Protect files with rights management on download

Title:

Description:

☐ Users may print

☒ Users may use the file offline for:  days

☐ Reject uploads that cannot be rights managed

☐ Protection expires on:

Enter date in MM/dd/yyyy format.

## Information Rights Management demo

- Showing a sample of rights protected file

## Content Management Features Records Management

### What is DoD 5015.2 Standard and why is it important?

The Department of Defense (DoD) 5015.2 Standard (STD) was born out of several process improvement initiatives and business process reengineering efforts during the early 1990's conducted by the Department of Defense. These efforts were primarily directed at improving the preservation of official records in accordance with applicable Federal law. They were also responding to the potential loss of critical official records as a result of the growing reliance on PCs and laptop computers.

### Why is DoD 5015.2 Standard certification important to Microsoft?

As Microsoft expands enterprise content management (ECM) capabilities within the Office System we are committed to the industry standards for ECM. DoD 5015.2 STD is a well know and widely adopted industry standard for records management applications in the ECM industry

Microsoft Office SharePoint Server 2007

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DoD 5015.2 Certified Product



## Content Management Demo

# demo

- Record Management
- Web Publishing

# Business Process Management Features

Business  
Process  
Management

SharePoint provides extensive support for managing business processes by using workflows from Office application, and Electronic Form solution with less effort to develop and integrated to back-end system.

- Electronic Form Solution
- Workflow Designer
- Business Data Catalog



**Contoso, Ltd. Finance Department**  
**CREDIT APPLICATION**

**PERSONAL INFORMATION**

Name:  MATSON  
 Date of birth:  SSN:  Phone:   
 Current address:   
 City:  State:  ZIP Code:   
☐ Own ☐ Rent (If select one) Monthly payment or rent:  Since?

**EMPLOYMENT INFORMATION**

Current employer:   
 Employer address:  Group:   
 Phone:  E-mail:  Fax:   
 City:  State:  ZIP Code:   
 Position:  ☐ Hourly ☐ Salary (If select one) Annual income:

**CREDIT CARDS & LOANS**

Name	Account no.	Current balance	Monthly payment
<input type="button" value="Insert item"/>			
Total Monthly Payment \$0.00			

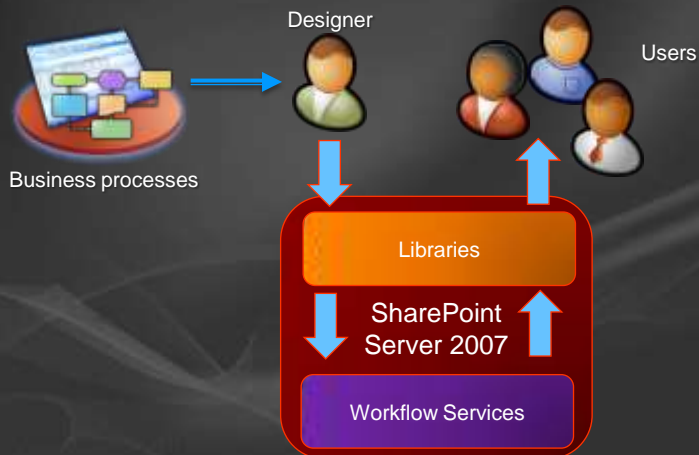
**OTHER ASSETS OR SOURCES OF INCOME**

Description	Amount per month or value
<input type="button" value="Insert item"/>	
Total monthly income \$0.00	

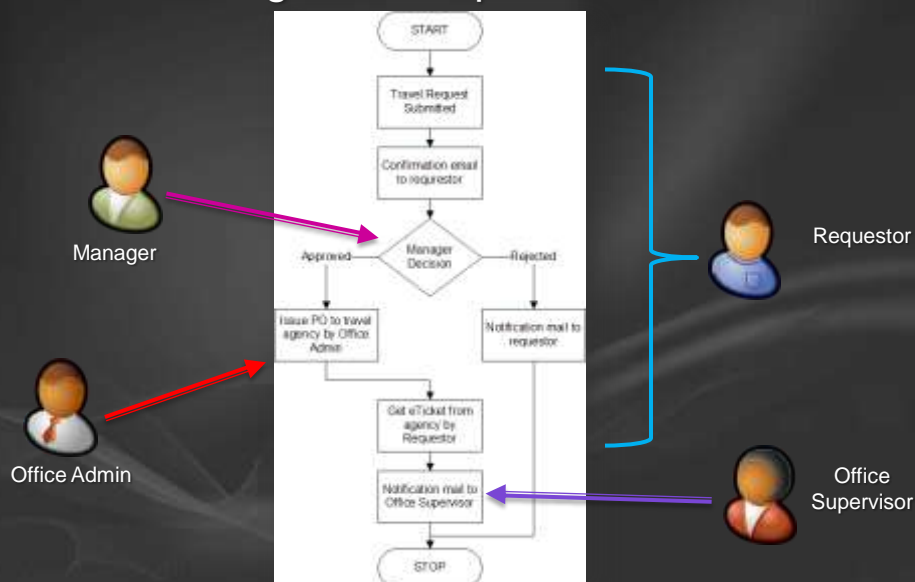
By clicking submit, I authorize Contoso, Ltd. to verify the information provided on this form as to my credit and employment history.

## Business Process Management Features Workflow Designer

SharePoint Designer 2007 is tools to create your own workflow that allows you to add actions, task assignment, collect your feedback (e.g. Approve/Reject) in sequential process without programming skills:



## Business Process Management Features Workflow Designer - Example



## Business Process Management Demo

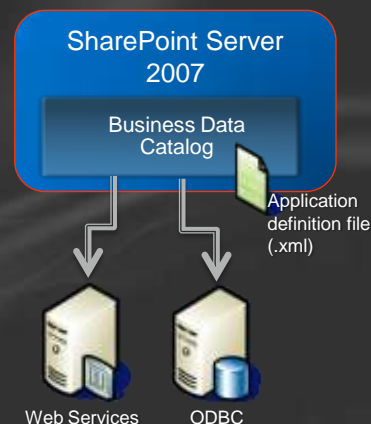
# demo

- Showing how easy to develop Workflow on SharePoint Designer 2007

## Business Process Management Features Business Data Catalog

The Business Data Catalog (BDC) enables you to connect your back-end applications to SharePoint. The BDC allows you to establish a relationship between any kind of database or Web Services and use in the following ways:

- Add business data to lists and libraries
- Display business data in Web parts
- Associate a set of actions with each business data entity
- Index business data so it can be searched
- Import data into user profiles



# Business Intelligence Features

Business  
Intelligence

SharePoint provides a number of features that enabling decision-makers simply create business intelligence (BI) reports to access, analyzer information and keep track company performance (KPIs) and connecting to back-end data sources in easy ways.

- Integrated Business Intelligence
- Excel Services
- Reports Center
- Data Connection Library



## Microsoft Integrated Business Intelligence

Performance  
Management  
Applications



End-user  
Tools



BI  
Platform

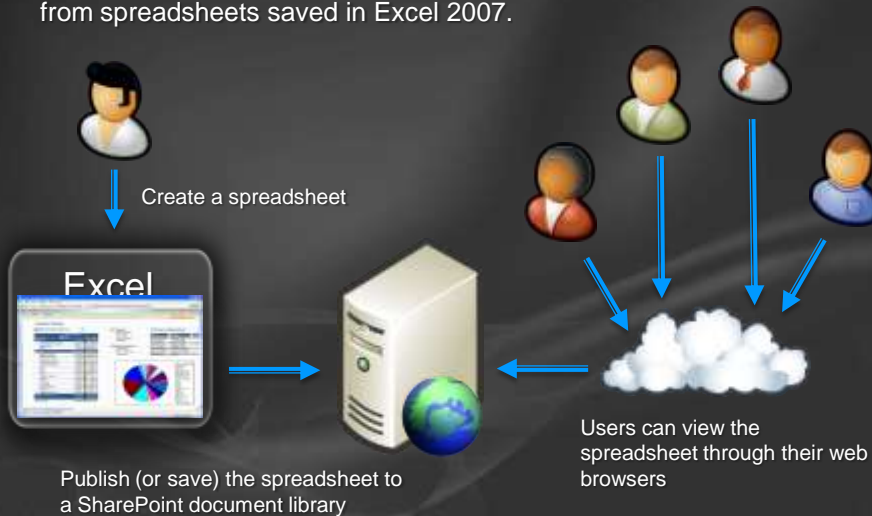




## Business Intelligence Features

### Excel Services

Excel Services makes it possible to display and interact with content from spreadsheets saved in Excel 2007.



## Business Intelligence

# demo

- Excel Services

## Business Intelligence Features Reports Center

SharePoint provides the Reports Center site template as a site that's dedicated to storing reports. Which configured to store two type of contents: Dashboard pages and Reports.

List of included We Parts:

- Business Data
- Excel Web Access
- Key Performance Indicator (KPI)
- Reporting Services



## Reports Center

The screenshot shows the 'Reseller Sales' dashboard in the SharePoint Reports Center. The dashboard includes a table of sales data, a 'Common Filters' section, and a 'KPI Lists' section. Annotations point to these features:

- Common Filters:** A section at the top right of the dashboard containing filters for 'Sales Territory' and 'Channel'.
- KPI Lists:** A section at the bottom right of the dashboard displaying a list of Key Performance Indicators (KPIs) with their current values and trends.
- Live Excel spreadsheets:** A section on the left side of the dashboard displaying a list of Excel spreadsheets available for viewing.

# Advance Reporting Tool

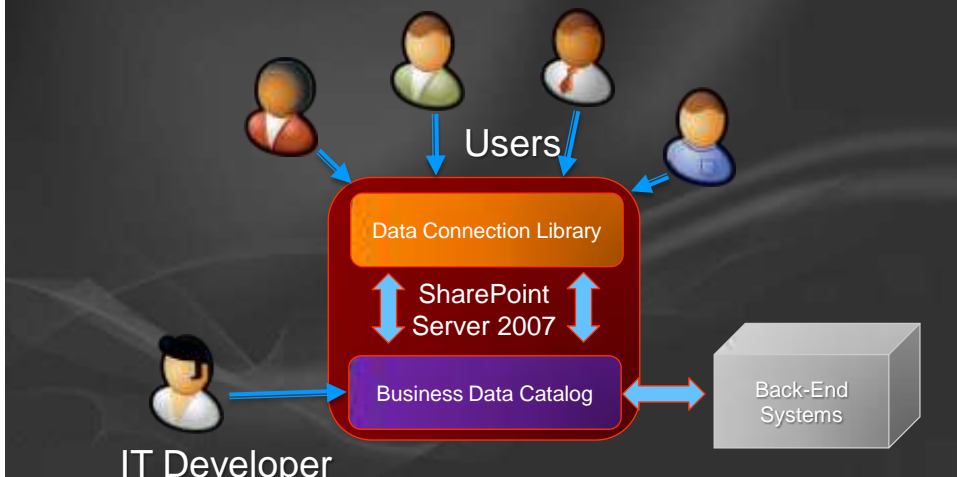
## Performance Point



## Business Intelligence Features

### Data Connection Library

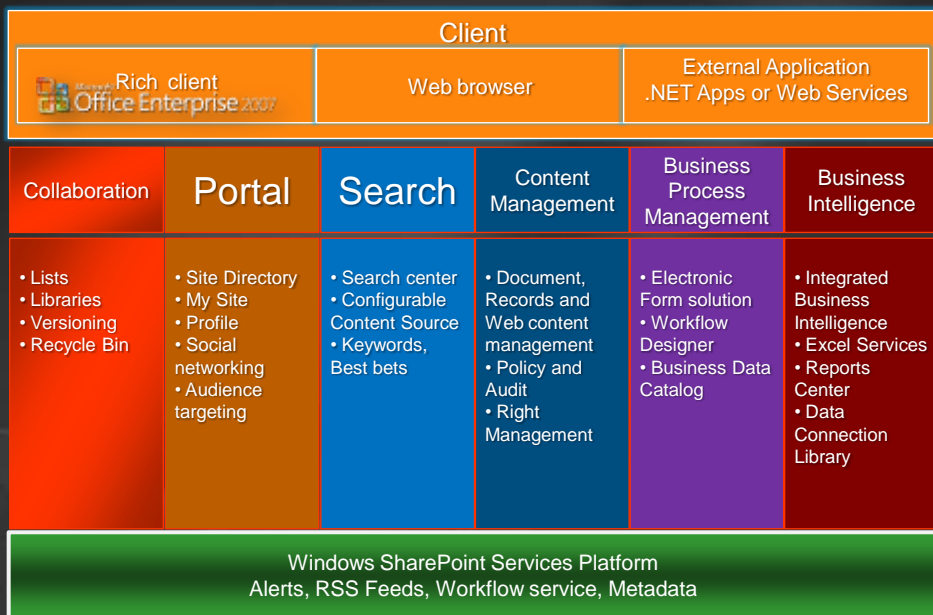
The ability to connect to external data via Business Data Catalog, which enabling decision maker to connecting to enterprise applications, such as: ERP, CRM, OLAP, Database and other. And use it in SharePoint.



# Business Intelligence demo

- [Connecting to back-end data by Business Data Catalog](#)

## Major Features of SharePoint



# Requirements

SQL Server 2000 SP3 or  
SQL 2005 (CPU or Server  
& CAL)

Sharepoint Server 2007  
(Server and CAL)

Windows Server 2003 (Server and CAL)

## Templates For SharePoint Products And Technologies

Two template sets,  
showcasing  
capabilities in context  
of business  
processes and job  
functions

'Fantastic 40'  
Templates for WSS 3.0



Windows  
SharePoint Services

'Splendid7' Role-Based Templates  
for MOSS' My Sites



Microsoft  
Office SharePoint  
Server 2007

# Marketing Manager Template



# HR Manager Template





# Sales Account Manager Template



# Application Templates

## Multi-language and extra functionality (server admin templates – install at server level)

- Absence Registering and Vacation Scheduling Mgmt
- Budgeting and Tracking Multiple Projects
- Bug Database
- Call Center
- Change Request Management
- Compliance Process Support Site
- Contacts Management
- Document Library & Review
- Event Planning
- Expense and Reimbursement Approval
- Help Desk
- Inventory Tracking
- IT Team Workspace
- Job Requisition and Interview Mgmt
- Knowledge Base
- Lending Library
- Physical Asset Tracking and Mgmt
- Project Tracking Workspace
- Room and Equipment Reservations
- Sales Lead Pipeline

## English Only and user-ready (site admin templates – install at site level)

- Board of Directors
- Business Performance Reporting
- Case Mgmt for Government Agencies
- Classroom Management
- Clinical Trial Initiation and Management
- Competitive Analysis Site
- Discussion Database
- Disputed Invoice Management
- Employee Activities Site
- Employee Self-Service Benefits
- Employee Training Scheduling and Mat's
- Equity Research
- Integrated Mktg Campaign Tracking
- Manufacturing Process Management
- New Store Opening
- Product and Mktg Requirements Planning
- Request for Proposal
- Sports League
- Team Work Site
- Timecard Management

## Some reasons from customers Why SharePoint Server 2007?

### For Business

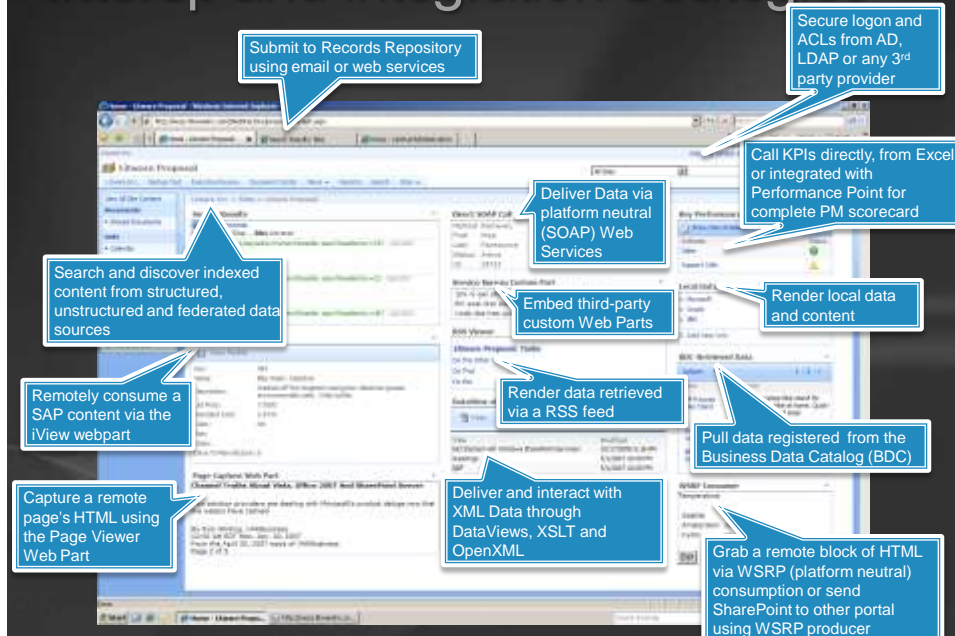
- Access to the content that matters
- Business owned and managed
- Structured and unstructured content for effective decision making
- Integrated with the tools/solutions in use

### For IT

- Common framework, user experience, and security
- Extensible
- Centrally managed and governed
- Integrate with other technologies



## Interop and Integration Strategies



# What Analysts Are Saying

"Microsoft is a **Leader** in the collaboration platforms market with a suite of products that are part of the Windows Server System and the Microsoft Office System. Microsoft's deep strengths lie in strong security, Information Workplace (IW) readiness, and product road map, but it also has a strong positioning in architecture, administration, executive vision, and strategy. **Microsoft is setting the bar in the collaboration platform market.**"

FORRESTER

"Just now in its third major iteration, MOSS is the fastest-growing product in Microsoft's history, gaining more than 100 million client access licenses in a few years; that's roughly one-fifth of the legally licensed Microsoft Office installed base. And this is just the beginning: **MOSS continues to grow as customers are just beginning to apply it to a wide array of business issues and processes.**"

AMR Research






"In a Gartner survey, 40% of respondents indicated that they believed Microsoft was the infrastructure (stack) vendor best placed to satisfy their organization's basic content management needs in the coming 12 to 18 months. Also, **approximately 50% of the midsize businesses we have spoken to say they use Microsoft Office SharePoint Server 2007 and/or Windows SharePoint Services. Additionally, SharePoint is one of the top search terms on gartner.com.**"

Gartner

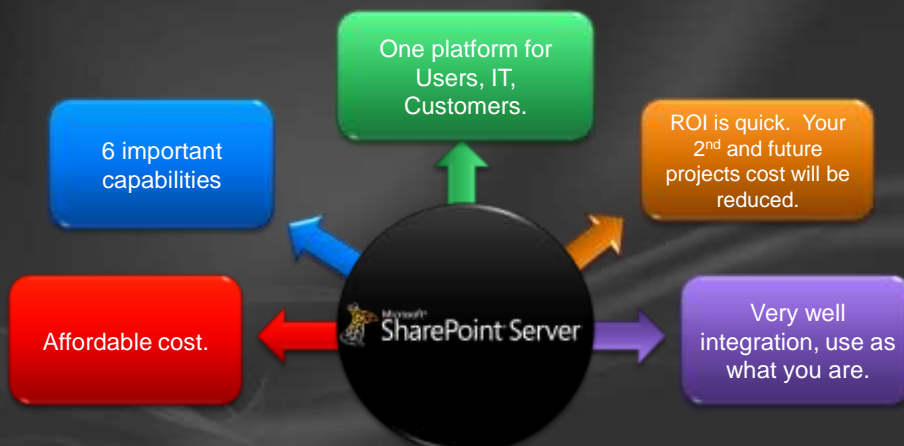
"Microsoft already has a tremendous franchise in SharePoint products and technologies, and as we've noted above, the rapid growth of SharePoint servers within large organizations sets the stage for Microsoft's new content and records management facilities. . . . **we believe MOSS 2007 will be a disruptive force in the content management market.**"

IDC

Company	MOSS implementation
	<ul style="list-style-type: none"> <li>Internal Portal standardized on MOSS for 357,000 employees</li> <li>Migrated off Plumtree and E-room</li> <li>Serves as Central information access, job control center and primary venue for social networking and collaboration</li> </ul>
	<ul style="list-style-type: none"> <li>MTV networks' intranet hosts more than 110 sites for various business groups</li> <li>Portals are rapidly deployed to other Viacom brands like Nickelodeon, TV Land, etc.</li> <li>Extensions like TVLandPress allow access from external groups such as investors, press, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>Internal portal manages all training records, aircraft certification, insurance certification, etc</li> <li>Integrates with their Backend Systems (e.g. HR system (PS Enterprise), Flight Operations System (AIMS), and Finance Systems (Agresso ERP)</li> <li>Flight preparation workflows in the portals help better flight crew readiness and preparation as well as the commitment to on-time performance</li> </ul>
	<ul style="list-style-type: none"> <li>Skanska USA runs over 2000 projects portal and 200 client sites providing secure access to Skanska employees, clients, subcontractors and Project managers</li> <li>Current portal contributes to over 20% efficiency improvements with their construction project portfolio management</li> </ul>
	<ul style="list-style-type: none"> <li>Over 10, 000 McKesson employees rely on the employee portal to create dashboards that display project management data from a variety of sources in high-level visuals, including reports, charts, and key performance indicators (KPIs), so that McKesson project teams can easily track performance against their strategic goals</li> </ul>
	<ul style="list-style-type: none"> <li>Centralized location for all business process automation workflows. Able to initiate HR, Finance or IT workflows and track workflow progress</li> <li>MOSS portal hosts all SCORM based user training.</li> <li>MOSS also hosts all Research and Quality System documentation. Users of the portal can easily identify, consume and find information which was not easily accessible before.</li> </ul>

Company	MOSS implementation
	<ul style="list-style-type: none"> <li>• 250K established employee accounts, 170K active employees accessing the portal, over 60K MySites</li> <li>• They also have a customer facing farm called "Microsites". This is an extranet for their Diamond level customers used for Pre-sales, pre-project collaboration</li> <li>• All built on 6 MOSS farms</li> </ul>
	<ul style="list-style-type: none"> <li>• Over 8,800 company-operated stores in 11 countries with 172,000 employees</li> <li>• Deployed store portal across more than 6,000 stores with more than 175,000 visits per week</li> <li>• Results: Improved productivity, data security, and aligning store priorities with company objectives</li> </ul>
	<ul style="list-style-type: none"> <li>• Over 41,000 users, deployed 6,316 sites with only 136 of these sites needing custom development</li> <li>• Migrated off eRoom and LiveLink</li> </ul>
	<ul style="list-style-type: none"> <li>• Wamu.net hosts 6500+ teamsites, all critical to the business of WAMU</li> <li>• Provisioned MySites to all 60,000 employees</li> <li>• MOSS selected over Plumtree, driven by key business drivers: Server rationalization, Compliance and support of their enterprise architecture program as part of their utility computing initiative.</li> </ul>
	<ul style="list-style-type: none"> <li>• MOSS provided a consistent way to deliver information to more than 1 million students, parents, teachers, and administrators</li> <li>• MOSS portal gives all constituents a single point of access for relevant information, services, and applications</li> <li>• improved learning potential for children, enhanced parents' ability to participate in the education of their children, and improved the effectiveness and productivity of teachers and school administrators.</li> <li>• 460,000 users across the entire DadeSchools school district</li> </ul>

## Some key points





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