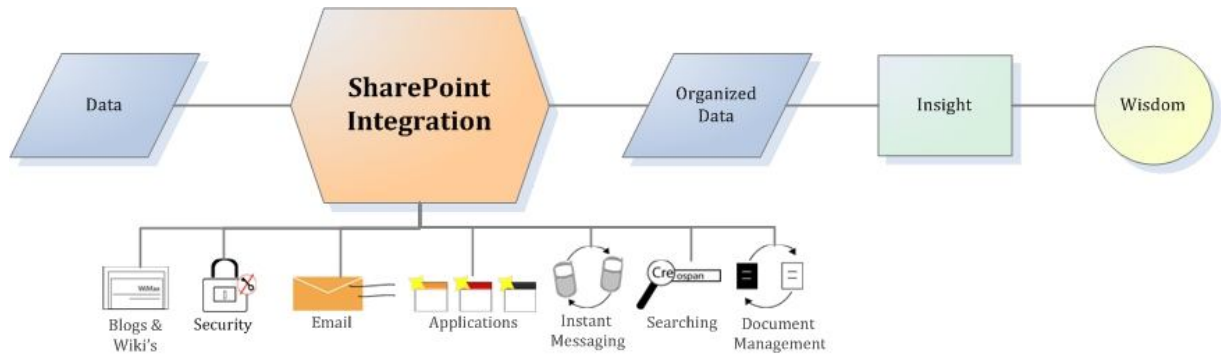


## What is SharePoint?

Microsoft SharePoint is an enterprise information portal system that simplifies intranet, extranet, and internet support. Data such as documents, information and graphics are entered and organized by a document management system within SharePoint. The ability to manage functions such as blogs & wikis, security, email, applications, instant messaging, searching, and document management can all be accessed one central location. Clearer and more organized data will give complete understanding and insight to your employees. Below is a diagram that illustrates an example of the basic SharePoint work flow:



## five main features

Whether you are looking for a customized web browser, a document management system or a tightened security system, Microsoft SharePoint will help organize and centralize all information with its single-point management ability. This simplified, yet customizable function will help you secure business continuity and ultimately reach your business goals.

The following are five main features that SharePoint has to offer:

	<p><b>Web browser interface</b> allows for the end user to navigate through SharePoint.</p> <ul style="list-style-type: none"> <li>• <i>Easier Searching</i> and navigation</li> <li>• Search by key words to find files more efficiently</li> </ul>
	<p><b>Customization</b> enables your specific needs to be met by using features such as:</p> <ul style="list-style-type: none"> <li>• <i>Forms &amp; Templates</i>: company documents can be stored for future ease of access</li> <li>• <i>Applications</i> that your company uses daily can be organized</li> <li>• <i>Email/ IM</i> eases communication within your organization and business relations network</li> </ul>
	<p><b>Extranet support</b> enables users outside the firewall to have access to the SharePoint server via usernames and password protection.</p> <ul style="list-style-type: none"> <li>• <i>Security</i> is assigned to an administrator</li> <li>• Administrator determines the level of information access</li> <li>• Documents created are automatically saved in database</li> </ul>
	<p><b>Intranet</b> can be used to communicate with the use of internal blogs and wikis.</p> <ul style="list-style-type: none"> <li>• <i>Blogs</i> keep users up to date on information within the company</li> <li>• <i>Wiki's</i> enable users to edit or add content to any existing documents</li> <li>• Allows for flawless and collaborative team communication</li> </ul>
	<p><b>Integration</b> works flawlessly with Microsoft Office 2007 tools.</p> <ul style="list-style-type: none"> <li>• Ability to run on any web browser i.e. Explorer, Safari, Firefox, etc.</li> </ul>

## benefits

By customizing, organizing and developing your daily activities into more effective knowledge, your employees work will be collaborative, while achieving both cost and time effectiveness. The results will transform your business, ensuring more resources and opportunities to focus more on business prosperity. The following are some essential benefits that SharePoint can provide to keep your business running smooth and competitive:

**Collaborative** team work is now limitless with possibilities.

- SharePoint provides real time speed for editing and exchanging files
- You can share and update information effectively and immediately

**Cost Effectiveness** creates more budget savings.

- Helps you create more efficient information for employees by eliminating job repetition and errors
- The number of SharePoint specialists needed to perform all duties to customize your needs is minimal

**Time effectiveness** can be achieved as SharePoint reduces the amount of work that a person does by creating more effective means of document management.

- Creates a way to organize files
- Leads to faster search results

## System Requirements

The system requirement for SharePoint installation is simple and minimal. This simplicity provides opportunities and accessibility for organizations with various types and sizes to integrate their enterprise or local systems using SharePoint. The basic system requirement for SharePoint implementation is described as below:

Component	Requirement	Recommended
Computer & Processer	Server with processer 2.5ghz	3ghz or higher
Memory	1GB RAM	2GB
Hard Disk	3GB of available hard disk space	Same
Drive	CD ROM or DVD Drive: local or network accessible	Same
Display	1024x768 resolution monitor	Or higher
Operating System	Microsoft Windows Server 2003 Standard Edition, Windows Server 2003 Enterprise Edition, Windows Server 2003 Datacenter or Web Edition, Windows SharePoint Services 3.0	Later: Plus Service Packs

Source: <http://office.microsoft.com/en-us/sharepointserver/HA101945391033.aspx>

## Creospan SharePoint Service Offerings

Creospan can be identified by its quality in continuously striving to be client focused in all aspects of building and maintaining business relationships. The following are some of our **client-focused** objectives:

- Helping customers establish both IT and operational scalability
- Making sure clients' business, IT process and resources are optimized to increase ROI
- Improving and managing performance
- Helping clients to gain both organizational and individual empowerment

Our subject matter expertise is based on experience in various industries differentiating us with a readiness to work within the client's culture. Our service offering has:

- Onsite, Off-site SharePoint customization and implementation
- Proven expertise in .Net and other Microsoft technologies
- Application development service that is paired with expert level QA service on both manual and automated testing
- On-time delivery
- Customer service by dedicated IT professionals paired with management readiness
- Migration and optimization of WSS 3.0 to MOSS 2007 with minimal downtime while enhancing the end user experience.