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Microsoft SharePoint is a leading tool for file management and collaboration. Through configuration into a variety of useful business tools, it enables more effective teamwork.

SharePoint's flexibility means that it can be customised to streamline work processes and generate efficiencies, while cloud hosting means team members can work collaboratively from wherever they are located.

Key Features

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Customisation & branding – SharePoint instances can be designed to meet the specific needs of businesses. With a high level of control over themes and look and feel, it can also be made to match company branding easily.

Accessibility - SharePoint Online can be accessed anywhere there is an internet connection. This allows staff to access key files remotely or allow them to work on documents collaboratively with colleagues even if they aren't in the office.

Internal Compliance - Document management features ensure the integrity of business information. This includes permissions for the visibility of files, and restrictions on viewing, editing, view, restoring and downloading.

Simple sharing - Files, folders or sites can be shared easily. Recipients then receive an email link to the asset. Access can be password controlled, and there are options for read-only or editing capabilities. Once the task is complete, access to files or sites can then be revoked.

Search by metadata - Files uploaded to SharePoint can be tagged with metadata that provides more information about the files. Rather than going through nests of folders to find a type of file (eg. contracts) metadata can be used to find them quickly.

SharePoint Benefits

Collaboration

Allows users access the information, data and tools that they need, wherever they are. Shared workspaces, calendars, documents, notifications and alerts can be created, while offline synchronisation capabilities improve team productivity.

Streamline Tasks

Keep tabs on project progress and tasks with visual timelines, to-do lists and the ability to view both SharePoint and Outlook tasks in one place.

Mobility

Along with access on-the-go, SharePoint offers optimised viewing for devices. It can even deliver push notifications for smartphones to let users know of document changes. Data can be synced for offline use with Office 365 applications.

Our Microsoft SharePoint Services

Akita has implemented Microsoft SharePoint solutions for organisations spread across a wide range of industries.

Our team of consultants and developers work pro-actively with companies in the planning of each SharePoint instance, ensuring that the design of the solution fits both with business aims and the way in which they work.

Our full range of solutions for SharePoint services include:

- **Consultancy & Scoping**
- **Development**
- **Project Management**
- **Cloud Hosting**
- **Backup (for SharePoint Online)**
- **Integration & Migration**
- **Licensing**
- **Ongoing Support**

We'll be happy to recommend the right solutions for your business based on your needs and current IT setup.

Choose us as your development partner and let us help you enjoy the full range of efficiencies and cost-savings that Microsoft SharePoint solutions can bring to your organisation.

Common Microsoft SharePoint Developments

SharePoint's flexibility makes it an excellent solution for a variety of business requirements. Below we outline some of the more common SharePoint projects that we've been involved in:

Intranets

SharePoint provides an ideal platform for creating and managing intranets or internal-facing websites. Companies and authorised employees can easily communicate important internal information such as company announcements, policies and employees notices. Relevant work documents can also be stored for employee access and use.

Extranets

An extranet is an external facing portal where authorised individuals can login and gain access to select company documents. This allows for external communication through a secured and monitored system. It's a useful way of storing customer reference documents, or for HR to give access to training material for new staff in the process of on-boarding with a company.

Document Management Solutions

SharePoint can allow business users to share and collaborate on files and documents seamlessly, saving them in libraries. Cloud hosting allows for access on the go, and synchronisation with Microsoft Office 365 means staff can stay connected to updates.

Team Websites

SharePoint provides a cost-effective way to create professional websites that provide functionality for collaboration or knowledge-storing.

Business Search Engines

Make it easier for employees to find company information - documents, news or announcements - that would otherwise remain inaccessible.