# novotronix
● Plan ● Deploy ● Support

# SharePoint Quickstart

Search

Information

Business Forms

Platform SharePoint

Collaboration

Business Intelligence

People

## Overview

Information is the key to making sound business decisions and providing quality customer service – information that exists throughout the organisation in a variety of formats and locations. You can simplify the task of finding and filtering relevant material by implementing a secure management solution that profiles, stores and tracks content throughout its lifecycle.

With the exponential growth of critical information needed to manage businesses today, a major frustration for most employees is the increasing time spent on sifting through these sources of information to determine what is relevant and important to their actual work. As this information flow increases, both inside and outside the enterprise, the challenge becomes not just overwhelming to the individual worker but extraordinarily costly to the company.

Our Quickstart programme uses cloud technology to help your organisation quickly combat common issues around document storage and the ability to easily share content.

The programme will leave your organisation with a working solution, including:

- An Intranet landing page
- Departmental or team collaborative working areas (based on an agreed template)
- Document management capabilities including version control
- The ability for users to work on the same Word, Excel & PowerPoint documents together at the same time
- Easier ways to share and control content securely
- The ability to tag content with the owner, topics, types, locations etc.
- An efficient search facility to find content regardless of where it is stored
- A scalable solution that can be added to over time with business transforming functionality such as forms, workflows, data analytics/reporting and so on.

## >>Migration

We have included for up to a day to assist you in migrating documents from existing file shares. This will enable you to start using the powerful document management capabilities from day one with your own content*. We also have options available to migrate content created or modified within a given time period

*There are some pre-requisites for enabling this migration to take place.  These will include installing some software utilities to undertake the migration and mapping users from the local network to the cloud system.  Administrator privileges will be required for this to work and we can discuss these with your IT team.

The migration task is limited to 1 day but should you require more data to be migrated or perhaps a migration of content from an on-premise SharePoint environment then quotes can be provided to undertake this work.

## >>Support

We can offer an optional support facility, that will allow the initial solution to evolve and expand over time.  This support can be used for initial guidance or to continue to add more functionality.

## >>Licensing

The solution will be built on SharePoint Online, a component of Microsoft's hosted Office365 platform.

The Office365 platform would require a license to be able to access it.  There are various licenses available on the Office365 platform and we can advise on the options available and which would suit your organisation.

## >>Getting Started...

Our 5 day fixed price Quickstart programme will prove to you that SharePoint is the right technology for your organisation and how cloud technology can be quickly adopted.  Either complete the contact form at www.novotronix.com/#contact or email enquiries@novotronix.com and we will arrange to provide a proposal to work with you on a SharePoint Quickstart.  Typically, to schedule in and undertake the Quickstart will take approx. 4-6 weeks from point of contact.