

Microsoft Office SharePoint Server 2007

Quick Guide



Introduction

Office SharePoint Server 2007 helps organizations gain better control and insight over their content, streamline their business processes, and access and share information. In addition, Office SharePoint Server 2007 gives IT professionals the tools they need for server administration and application extensibility and interoperability. Office SharePoint Server 2007 helps you to:

- Get more out of your information.
- Streamline your business processes.
- Simplify the way people work together.
- Ease server administration, extensibility, and interoperability.

These benefits are further described in the Product Overview section of this guide. The Top 10 Benefits section highlights the most important ways Office SharePoint Server 2007 can help your organization make better use of its business information and processes.

Features at a Glance details the new and enhanced features for this release of Office SharePoint Server including:

- Portal
- Search
- Content Management, including Document, Records, and Web Content
- Business Processes
- Business Intelligence

With this knowledge, you will be able to properly evaluate these new features and readily describe their capabilities to your colleagues, clients, and business partners.

Product Overview

Office SharePoint Server 2007 is an integrated suite of server applications that improves organizational effectiveness by providing comprehensive control over electronic content; accelerating shared business processes; and facilitating better-informed decisions and information-sharing across boundaries.

Effectively Manage and Repurpose Your Information Assets

Get more value from your content by providing comprehensive control over the storage, security, distribution, reuse, and management of documents and other electronic content such as Web pages, PDF files, and e-mail messages.

Control documents through detailed, extensible policy management

Define customized document management policies to control item-level access rights, retention period, expiration actions, and document-auditing settings. Policy integration with familiar client applications makes compliance transparent and easy for employees.

Extensible design helps organizations to modify product behavior to suit their unique business needs.

Centrally store, manage, and access documents across the enterprise

Organizations can store and organize all business documents and content in one central location, and users have a consistent mechanism to navigate and find relevant information. Default repository settings can be modified to add workflow, define retention policies, and add new templates and content types.

Simplify content reuse and information repurposing

Submit work from collaborative sites to portals using tools that simplify content reuse and publishing. Simplify management of multilingual content through document library templates designed to maintain a relationship between original and translated versions of documents. Use slide libraries as an easy way to share and reuse Microsoft Office PowerPoint® 2007 slides.

Accelerate Internal and External Shared Business Processes

Make business process initiation, participation, tracking, and reporting easy and flexible by providing a simple, consistent user experience through familiar client applications. Optimize the way people, content, and processes interact within and across organizations.

Boost employee productivity by simplifying everyday business activities

Take advantage of workflows to automate and gain more visibility into common business activities like document review and approval, issue tracking, and signature collection. Integration with familiar client applications, e-mail, and Web browsers simplifies the user experience. End users can easily define and model their own processes using familiar Microsoft tools.

Extend business processes across the organization

Enhance your relationships with customers, partners, and suppliers by making forms-based business processes easily accessible to them, even if they haven't installed client software. Built-in validation rules and integration with Microsoft information rights management (IRM) help to ensure that critical business information can be collected with enhanced security and accuracy.

Focus on strategic, value-added tasks instead of redundant activities

Information gathered using electronic forms can be integrated easily into line-of-business (LOB) systems, stored in document libraries, used to start workflow processes, or submitted to Web services. This helps users avoid duplicate efforts and costly errors from manual data entry, and it helps ensure they have access to accurate, real-time data.

Make Better-Informed Decisions through Centralized Access to Information

Provide a single, integrated location where employees can efficiently find organizational resources, access corporate knowledge, and leverage business insight in order to make better-informed decisions.

Present business-critical information in one central location

Create live, interactive business intelligence (BI) portals that assemble and display business information from disparate sources, using integrated BI capabilities such as dashboards, Web Parts, key performance indicators (KPIs), and business data connectivity technologies. Centralized Report Center sites give users a single place to find the latest reports, spreadsheets, or KPIs.

Quickly connect people and information

SharePoint Enterprise Search incorporates business data and information about people with documents and Web pages to provide more comprehensive results. Tools for query hit highlighting, duplicate collapsing, "did you mean" spelling correction, and alerts help users locate what they want within search results.

Unlock business data

Out-of-the-box (OOB) connectors provide accessibility to data in SAP and Siebel systems. With the Business Data Catalog, IT can create a pool of connections to business systems, which can be reused easily by business users to create personalized, interactive views into back-end data from browsers—all without writing any code.

Leverage your unstructured business networks to drive better decisions

Employees can use new knowledge management tools to get the most from their powerful unstructured business networks, both inside and outside their organizations, by connecting with people more quickly and efficiently. By exploring these undocumented business relationships and finding subject matter experts, individuals can make better decisions more quickly.

Work when and where you want

With offline access to SharePoint lists and document libraries, you can free yourself from the limitations of corporate network connectivity.

Share Business Information Within and Outside Your Organization

Simplify and help boost the security and efficiency of collaboration and knowledge sharing within and across organizational boundaries.

Broadly share business data while helping to protect sensitive information

Excel Services running on Office SharePoint Server 2007 provides access to real-time, interactive Microsoft Office Excel® 2007 spreadsheets from a Web browser. Use these spreadsheets to maintain and efficiently share one central, up-to-date version, while helping to protect any proprietary information, such as financial models, embedded in documents.

Enhance customer and partner relationships

With smart, standards-based, electronic forms-driven solutions, you can collect business information from customers, partners, and suppliers through a Web browser. Lightweight Directory Access Protocol (LDAP) integration and support for other pluggable authentication providers makes it easier to implement extranet SharePoint environments, improving connectivity outside your organization.

Effectively manage and share business insight

Report Center provides a centralized location to access business-critical information. It simplifies control and sharing of reports, Office Excel spreadsheets, KPIs, and dashboards within organizations and teams. Users can define personalized reports and dashboards,

browse reports by category, or view a calendar of upcoming reports and subscribe to ones that are relevant.

Use a Single, Integrated Platform to Manage Intranet, Extranet, and Internet Applications

Office SharePoint Server 2007 provides a scalable enterprise platform that can grow with your business without the need for costly add-ons. IT staff can spend more time on the strategic tasks only they can perform and help drive enhanced business value and positive change throughout your organization.

Boost employee productivity through innovative, enterprise-wide solutions

Make use of powerful development tools and an open, scalable architecture with support for Web services and interoperability standards, including XML and Simple Object Access Protocol (SOAP), to build and extend applications that incorporate business system information and integrated workflow.

Simplify site staging and content deployment

Use OOB site-starter templates for common Web sites, with Area and Page Layout templates and preconfigured navigation. Configure content deployment paths between different computers or the same computer. Schedule processes that define the scope of content and the frequency of recurring deployments.

Get the tools you need to ease deployment, management, and system administration

Robust system-monitoring and usage-tracking tools help to isolate and solve problems faster, and improve the operational efficiency of the system infrastructure.