

FastTrack SharePoint

As companies from all sectors increasingly move to digital for their day-to-day communication, storage and workflow, there is a need to provide a centralised location from which they can manage all aspects of their business.

A SharePoint intranet portal provides the security, flexibility and scope to handle your documentation, and allow your employees to collaborate from any location and across multiple devices.

Whether your company is large or small, SharePoint offers huge productivity benefits, and it is contained within a modern, clean website which users of any ability can navigate with ease.

Our FastTrack SharePoint service can:

- Deliver a branded, customised intranet portal
- Create sites based on your company structure
- Migrate data from existing file stores
- Be rolled out in weeks, not months

OfficeLabs
Queensgate House, 48 Queen Street
Exeter, Devon. EX4 3SR
Tel: 01392 240365 | Web: www.officelabs.co.uk



What is FastTrack SharePoint?

FastTrack SharePoint is a rapid deployment process which uses a pre-built site structure to provide businesses with a modern intranet portal based on Microsoft technology. By customising out-of-the-box functionality, we can offer a significantly reduced lead time, while still using all of the latest features available in SharePoint Online.

FastTrack is split into discovery, implementation and optional migration stages. We also offer further support and training.

DISCOVERY

Our experts will run through a discovery session with you to learn where your business wants to change – whether that's in document management, security, communication or collaboration. We will work with you to design an intranet structure which matches your current business architecture, and agree on branding, themes, functionality and user access.

IMPLEMENTATION

Once the discovery is complete, we will build your SharePoint intranet portal to specification. During implementation, we will be in constant contact to ensure that you are happy with the look and feel, as well as confirming your security requirements, content types and document policies for different elements of the site are in place.

MIGRATION

FastTrack also gives you the option of migrating your existing documents into your new SharePoint intranet. Whether you're storing them on file servers, external hard drives or other versions of SharePoint, we can import your files into the new environment, assign any content types and metadata you require, and split them into the library structure you need in order to maximise searchability and categorisation.

FLEXIBLE WORKING

SharePoint allows you to access your files anywhere you have an internet connection. A browser-based platform and cloud storage means no longer relying on a connection to your office network, and it can scale to multiple devices so users can work on the move.

COLLABORATION

SharePoint integrates with your existing Microsoft Office suite, with co-authoring features allowing multiple users to work on documents simultaneously. Files can be checked in and out, while versioning ensures that rolling back to a previous document is only a click away. Communication apps such as Teams and Yammer remove the barriers between a company's management and its employees, resulting in a more engaged workforce.

SECURITY AND GOVERNANCE

All data stored in SharePoint can be locked down at a granular level, from the entire site down to an individual user. You can also share externally and decide to what extent documents can be viewed or edited. Storage and auditing policies can be combined with expiration settings to ensure you're compliant in all areas of data protection, including GDPR.

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Why Choose FastTrack SharePoint?

FastTrack SharePoint helps your organisation to realise the benefits of collaboration without the complexity. By choosing to roll out a SharePoint intranet portal using our FastTrack methodology, our team can manage the entire project, from planning to delivery, and even user adoption. We are experts in all areas of SharePoint and will work closely with you at each step to make sure you are comfortable with timelines and ongoing progress.

FEATURES OF FASTTRACK SHAREPOINT:

- Express implementation and configuration
- Clean, modern interface
- Easy to use and update
- Content types and workflow built-in for behind the scenes management
- An extendable collaboration solution
- Microsoft compliant with automatic updates

BENEFITS OF FASTTRACK SHAREPOINT:

Rapid SharePoint intranet deployment – A new company portal, branded and customised to your specification, rolled out in weeks.

Increased user adoption – Engage with your employees by adopting more collaborative ways of working alongside social apps and functionality.

Improved user experience – No more trawling through network drives to find a document: we can customise SharePoint's libraries to let you locate files in seconds.

Greater information security – We help you lock down site and file access to only users who require it, and advise on GDPR compliance.

Simple maintenance, reduced administration – Cloud-based technology removes the hassle and cost of managing on-premises applications, storage and servers, and ensures availability when you need it.

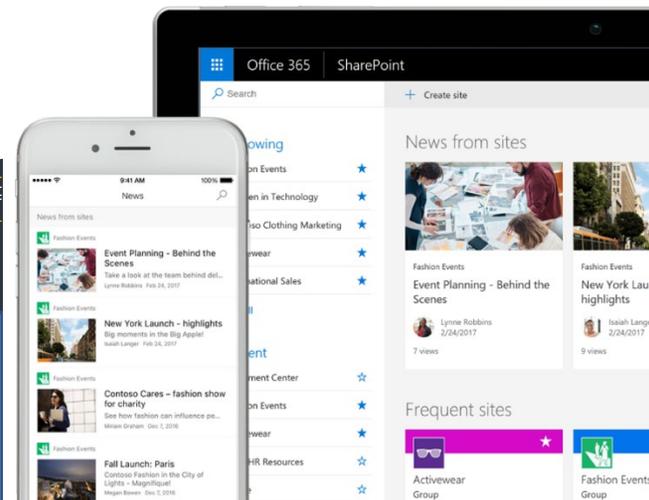
DATA LOSS PREVENTION

SharePoint Online includes Data Loss Prevention (DLP) which protects your stored and shared data. Sensitive user information and company details can be inadvertently disclosed in online and cloud storage, resulting in non-compliance with business standards and industry regulations. Ensuring the security of sensitive information – like passport details and credit card numbers – is therefore critical. SharePoint's DLP functionality allows you to create rules preventing this information from being shared and alerts you (via email) to the attempt until the security issue is resolved.

AUTOMATION

SharePoint lets you automate everyday business processes through workflows, which are intuitive and simple to set up. HR forms, project management tasks and repetitive data collection activities can be streamlined to improve your business productivity.

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FastTrack SharePoint Support & Training

SUPPORT

Using SharePoint is very straightforward, but once the FastTrack project has been delivered you may want the reassurance of being able to ask us for technical help later on. This may include assistance completing specific tasks within your new portal, or with general queries you cannot answer yourself.

FastTrack SharePoint Support can help mitigate any problems you may come across when using the SharePoint site. We offer a fully managed service which includes phone and email support.

FastTrack SharePoint Support provides:

- Experts at the end of a phone or email, answering queries and resolving problems.
- Availability during business hours (9am – 5pm)
- Multiple paths to purchase – we offer an annual support contract, as well as blocks of time via our Retained Technical Services which can be bought and used as needed.

TRAINING

Your new SharePoint portal may be a considerable change to your employees' work routine. New technology can save a huge amount of time in the long run, so getting buy-in from staff at the very start can really help your organisation see the benefits of their new intranet.

FastTrack SharePoint Training provides a ground-up walkthrough of all of the main SharePoint functionality. We'll show your teams how to make the most of the software's numerous features, as well as tips and tricks to help them really appreciate the new environment.

We offer both class-based and webinar training sessions which can be tailored to the goals of your business. Whether you want to focus on specific aspects of file management, or instead want to look at getting the most from SharePoint's reporting or security functions, we can put together a training package which meets your requirements.

NEXT STEPS

A FastTrack SharePoint intranet portal has the potential to revolutionise your existing infrastructure, improve productivity, save money and engage your workforce.

Now that you've learned about the benefits of SharePoint and how it can transform your business, why not book in a free demonstration with one of our team? We can walk you through SharePoint's functionality, and also show you how other companies have implemented it in live reference sites.

During the demo, we'll work to understand your company's needs and goals with SharePoint, as well as your existing infrastructure and file management policies. We will advise whether FastTrack would be a suitable solution for your business, and make recommendations about next steps. If SharePoint is a good fit, we can arrange a further, more detailed discovery day to gather requirements and provide you with a project plan and timeline.

[GET IN TOUCH WITH US TODAY!](#)

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