



Hosted SharePoint



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In a world where employees are increasingly working beyond the boundaries of the traditional office, accessing the latest information and working together effectively becomes ever more difficult. If you are facing this challenge then KC Hosted SharePoint is the ideal solution.

Share information more effectively between colleagues

Hosted SharePoint services take online collaboration and teamwork to new levels, allowing users to share information, collaborate on documents and collect team knowledge over the internet or corporate network

SharePoint services enable businesses to take control of information and empower their workers by creating a closer working environment. It is perfect for project-based organisations, mobile workforces, multi-location offices, and any business that wants to enable effective communication and collaboration across the whole organisation.

Maximising returns from your internet investment

Your SharePoint services account is accessed through the internet to files stored online allowing your staff to work together on projects and documents, share diaries, contacts and events. Being centrally managed allows for easy management and deployment, all accessed through a secure Web interface. It also ensures that access is controlled and document version tracking is implemented.

A fully secure and supported solution

Each user has a unique log-in, allowing them to set preferences and access only those documents/areas to which they have been authorised. Authorisation works through an administrator setting preferences to specific information and parts of the site.

The service is fully supported 24/7 via both telephone and email and has guaranteed service levels of 99.9% availability.

The security at the data centre hosting level is fronted by multiple firewalls. Security procedures involve constant monitoring of network traffic, router loading and application behaviour.

Enabling real teamwork across your whole company

- Create websites for information sharing and document collaboration
- Integrate through browser, Microsoft Office XP™ or FrontPage™
- Fully virus scanned and data backed-up daily
- Access to information anywhere at anytime



INVESTOR IN PEOPLE



ISO 9001
FS 502189



ISO 14001
EMS 507164



ISO 20000
ITMS 546348



ISO 27001
IS 506165

- Intranet/Extranet Company Directory
- Increases individual and team productivity
- Allows online discussions, notifications and surveys
- Role-based security allows multi-layer access and control
- Requires no support, implementation or other associated costs

Enabling real teamwork across your whole company

Using pre-programmed web-authoring forms, SharePoint lets you instantly create a full-feature SharePoint Services website that your members can begin using immediately. You'll find forms for announcements, events, contacts, tasks, surveys, discussions and links. Members can add, edit and delete information using their web browsers. Automatic hyperlink management maintains links to new material, while templates protect the overall navigational structure, individual page layouts and design elements.

Member management

Once you have launched a SharePoint Services website, a simple email invitation serves to register members to the site, and you can assign different permission levels to each member, depending on their role.

Date, time, and author stamping makes it easy to track member participation. Web-based administration lets you manage user accounts quickly and simply from within the browser.

Member collaboration

SharePoint Services help members share ideas through subscriptions and notifications that alert everyone to website changes. For example, discussion boards serve as a central forum for specific topics and surveys are a useful way to get targeted responses to key issues.

Document management

Uploading tool: simply use your browser to add documents from a hard drive location to your SharePoint document library

Formatting and filing templates: assign templates to document libraries for format and file consistency

Import/export tools: exchange information with Microsoft Outlook

Document libraries

The Document Library feature of SharePoint Services provides a single location for storing all your members' work. Transferring documents to the library is simple - it just takes a web browser. When you assign templates to your document libraries, you guarantee that all documents are consistent and compatible. Powerful text-based search and a familiar folder view make it easy to find documents in SharePoint.

A solution that makes sense

Launching and maintaining a SharePoint Services website is fast and easy. It takes only three clicks to set up and configure your website! Built-in administration features let you delegate administration of the site to a website member, reducing demands on IT staff.

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