

Why Use SharePoint: for Business Users

Know more, know it sooner, make decisions based on facts



Our customers tell us:

"In tough economic times, you can't afford NOT to use SharePoint."



Why? Because it's free and it makes Power Users out of non-technical Business Users.

[AccessIG™](#) is committed to helping Business Users know what SharePoint is and what it can do for them, their department, and their company. You may already own SharePoint and not even know it.

Some important facts:

1. SharePoint is included (for **free**) with any computer running Windows Server 2003 or higher. (Just check with your IT department to find out if you have that.)
2. SharePoint is an easy-to-use Web Application – if you can navigate an internet site you can navigate SharePoint.
3. SharePoint is an End User Application – built for Users to imagine and implement Business (cost saving) Solutions.
4. SharePoint greatly enhances the power of your Microsoft Office Applications (Excel, Word, etc.).
5. SharePoint includes a robust **Document Management system**, right out-of-the-box. (Includes check-in/check-out, versioning, etc.)

Some of the 40 **free** SharePoint Business Solution templates already available for you to use:

- **Disputed Invoice Management** Helps accounts payable departments track open invoices including the potential savings associated with paying the invoice early. Allows for analyzing the reasons invoices are being disputed as well as tracking who to contact for more information.
- **Employee Self-Service Benefits** Provides tools for an organization to inform employees about available benefits as well as enabling them to enroll for each benefit.
- **Budgeting and Tracking Multiple Projects** Helps project teams track and budget multiple, interrelated sets of activities. The template provides project management tools such as project creation, assignment of new tasks, Gantt Charts and common status designators. It helps team members consolidate the status of multiple projects into a single view, tracking progress against a set project budget and timeline.
- **Call Center** Helps teams manage the process of handling customer service requests from issue identification to cause analysis and resolution.

- **Compliance Process Support Site** Helps both teams and executive sponsors to manage compliance (i.e. ISO) implementation endeavors. The site allows users to specify control tasks required to meet regulation requirements as well capture compliance issues as they arise.
- **Help Desk** Helps teams manage the process of handling service requests. Team members use the application template to identify a service request, manage identification of the root cause and track solution status.
- **Physical Asset Tracking and Management** Helps teams manage requests and tracking of physical assets. An asset manager approves asset requests and manages the properties of the assets in the system, such as location, condition, manufacturer, model, current owner and estimated value.
- **Sales Lead Pipeline** Helps teams manage the sales pipeline by tracking leads, opportunities, contacts, and accounts. Team members can track sales information, assign open opportunities and gain visibility into the status of overall leads entered into the application template.

Next issue: What is SharePoint? – We'll show you how SharePoint is the Facebook, YouTube, Google, etc. for the Business World.

To learn how you can gain rapid, incremental benefits at low cost with low risk contact us at sales@accessiq.com or call David Foss at 973-360-0750 X115.