

# Product overview

## Secure SharePoint Portal



SharePoint is a portal that seamlessly connects users, teams, and knowledge so that people can share information across business processes to help them work more effectively. SharePoint presents information from various systems in one place through single sign-on and intelligent integration of applications that can include MS Exchange, MS Outlook, Word document, PowerPoint presentations and Excel spread sheets.

SharePoint Portal Server is a secure, scalable, Enterprise-class portal that is naturally integrated into the Microsoft Windows and Office environment.

SharePoint portal aggregates, organises and searches diaries and documents so that users can quickly find relevant information. Personalization of portal content and layout, and audience targeting enable information to be published to the right person at the right time.

The main features of SharePoint are:

- Document management - security, version control and workflow
- Portal - aggregating information and presenting it the right person at the right time
- Search - index and search information inside and outside SharePoint for fast retrieval

Ideal for organising and managing projects, teams and collaborative working with people inside and outside the organisation. Just set up a new project room allocate users and define their permissions. It is as straight forward as that.

Prices are for a monthly subscription and exclude VAT which will be applied at the standard rate. There is also a set-up fee which is equal to one month's subscription. Prospective users can register on line and payment is made by direct debit. As soon as contact and bank details have been registered your application will be processed. There is no limit to the number of users that can be registered at each application. Minimum contract period is six months but there is a 30 day no quibble money back guarantee. For further details about our no quibble guarantee please contact us.

Please allow 4 working days for the application to be processed. You will be sent an e-mail confirming receipt of your application and another one to confirm that the application has been successful. Each registered user will receive a letter confirming user ID and PIN. On first registration the user will be asked to enter and confirm a password. The system will prompt users to change their password every 90 days

Applicants will be able to start using the software 4 working days after submitting their application. The first month's subscription will only charge for the number of days remaining after the software has been made available. Thereafter, the subscription will be debited on the first of the month or on the next working day if the first of the month should fall on a weekend or a bank holiday.

Users who want to leave the service must give 90 days written notice of their wish to terminate their agreement. However, users may be substituted or replaced at any time. This means that employers do not need to pay for unused access if an employee leaves and is replaced. This substitution can be requested on line and will be actioned within 4 working days. Additional services or upgrades can be applied for at any time and will come into immediate effect.

secure  
SharePoint Portal

secure  
Virtual Office

### Additional FAQ

**How does a user access MS Office SharePoint Portal?** A user opens up a new window containing a suitable browser (i.e. Internet Explorer) types in the URL for the Portal project area (or selects it from his list of favourites). The user will then be invited to log in to the project area using the User ID and password allocated to them. This works for any user that has been granted access to the project area; even users that have no other permissions within Secure Virtual Office (i.e. people from organisations other than your own).

**How do I access other applications in Secure Virtual Office once I have logged into SharePoint Portal?** Other windows applications are available through left mouse "clicking" "Start" on their task bar. Available applications are presented according to permissions granted on the users' profile within Secure Virtual Office.

**I have just been invited to join a task force where the project room has been set up on some other organisations server.**

**How can I access it?** You access it in exactly the same way. Open Internet Explorer and enter in the URL you have been given. This will take you to the other organisation's Sharepoint Portal site where you can log in using the User ID and password you have been given by the organisation that has invited you to join their project.

