

SharePoint in Its Most Basic Terms

An Information Worker's Introduction

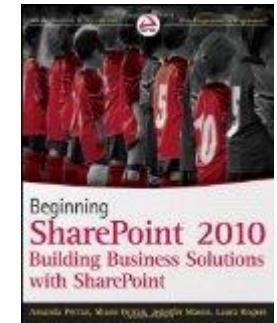




About me...



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solutions for the business



Let's Keep in Touch!

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My Job Description

- I work with users at Rackspace to answer the question.....

"Wouldn't it be great if we could do {enter thing here}, yeah it would be great! Can you please go do {enter thing here}"



Today's Topic

- Making Sense of It All!
 - Understanding Basic SharePoint Terminology
 - The art of Translation
 - Creating a Foundation to Grow From



Why??

- Why do I need to learn these terms?



I Need a Few Volunteers!

don't worry it wont hurt much

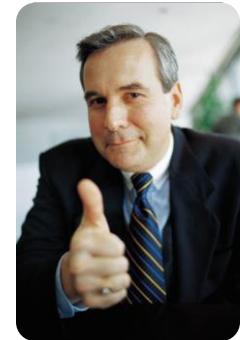
Foundation Perspectives

- How we view things will determine how we define things in many cases.



Know your Audience

- Knowing your audience will allow you to better understand where their foundation is and how to frame the conversation.
- Different roles will likely think about things differently. Having a solid foundation will prepare you best to understand their point of view.



Common Roles

Business Alignment

Responsible for representing SharePoint as a Business Solution to the Organization.

- Business Users
- Executive Sponsors

Infrastructure Support

Responsible for developing and maintaining the SharePoint Farm.

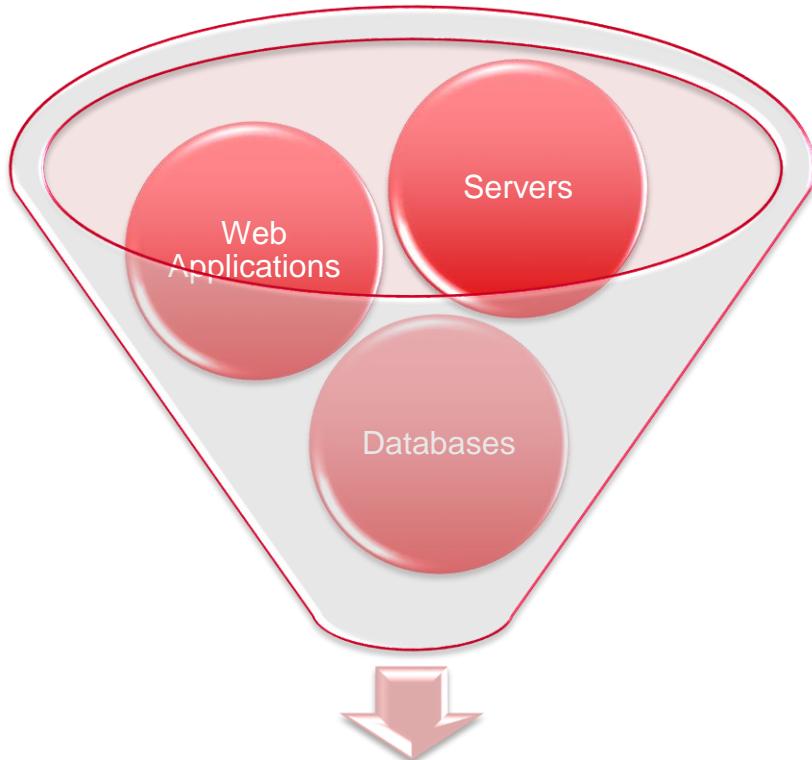
- SharePoint Architect
- SharePoint Infrastructure Administrator

End User Support

Provides day to day support for SharePoint Solution End Users

- SharePoint Help Desk
- Site Collection Admins
- SharePoint Client Side Developer
- SharePoint Developer

SharePoint Farms



Need to Know

- These components are the foundation to any environment.
- Features requests can impact the overall farm configuration.
- Trust your admins to plan for:
 - Performance
 - Scalability
 - Management

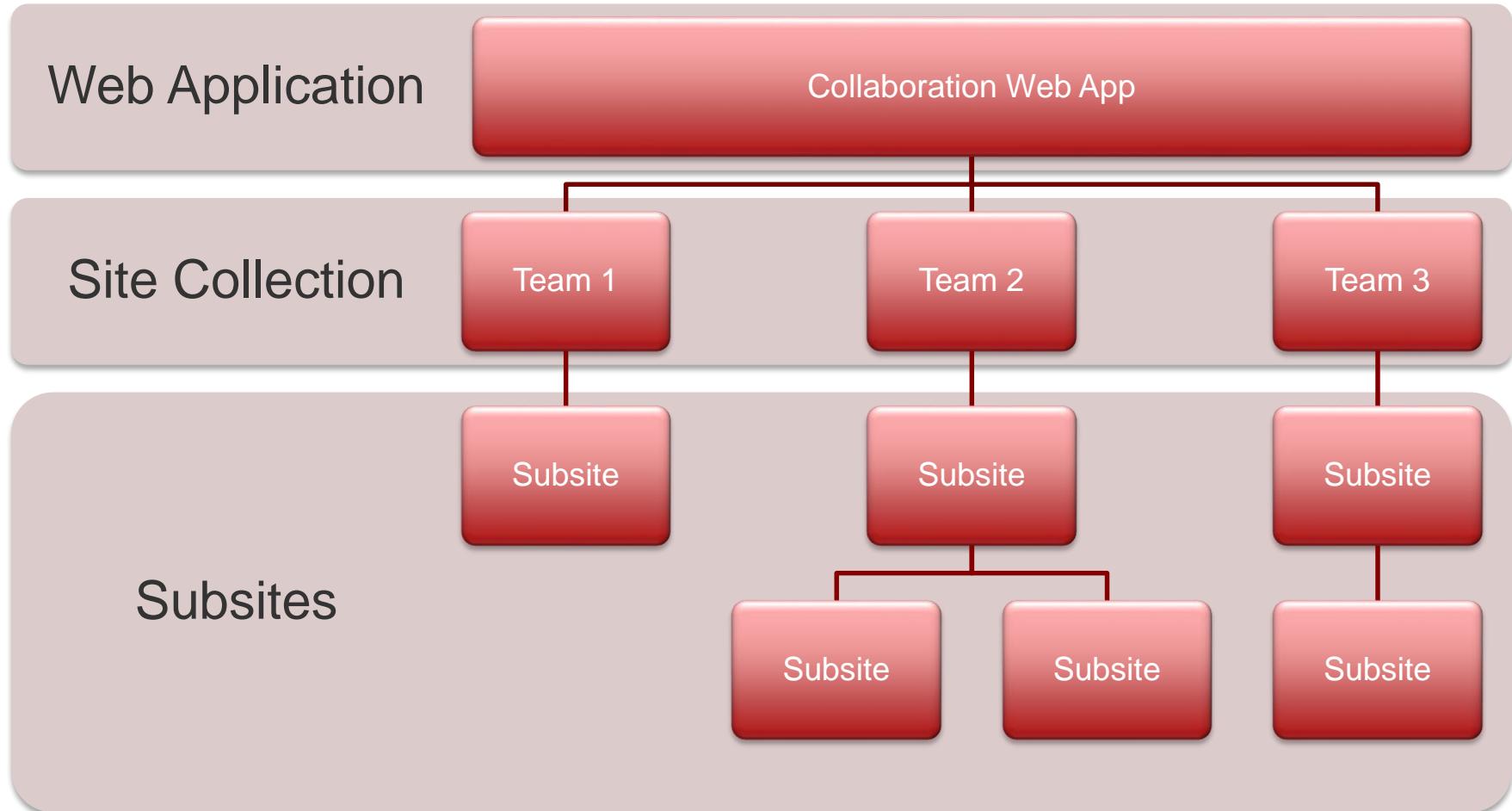
SharePoint Farm

Information Architecture

- Division of Content within SharePoint



Web Applications



Site Collection vs Sites

- The tale of a garbage bag and a dumpster.....

- Dumpster = Site Collection
- Trash Bag = Site
- Trash = Site Content



A landfill contains many dumpsters. Trash bags are placed inside of each dumpster. Each dumpster is given a specific quota size. If you have more trash bags than can fit in the dumpster then you have to increase the quota.

Site Collection vs Sites

- The tale of a garbage bag and a dumpster.....

- Some characteristics apply to the entire trash bag:

- Pull String or Tie
- Scented or Normal
- Dark vs White

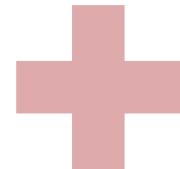


Certain settings within the site collection will apply to all sites within the site collection:

- Galleries
- Quotas
- Templates
- Content Rollup

And Now....Building Business Solutions

- Once we have the foundation set, we are ready to start to build out our business solutions.



Apps



- Two Types of Apps:

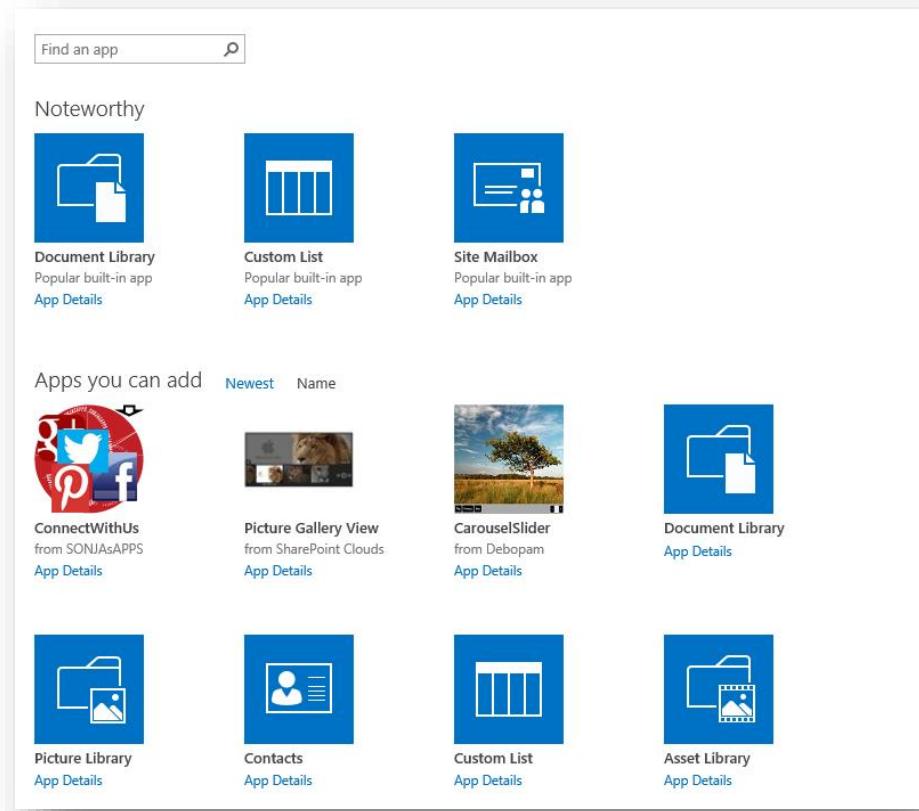
- Lists & Libraries

- Available in Add New App
 - Examples

- Document Library
 - Picture Library
 - Survey
 - Discussions
 - Calendar

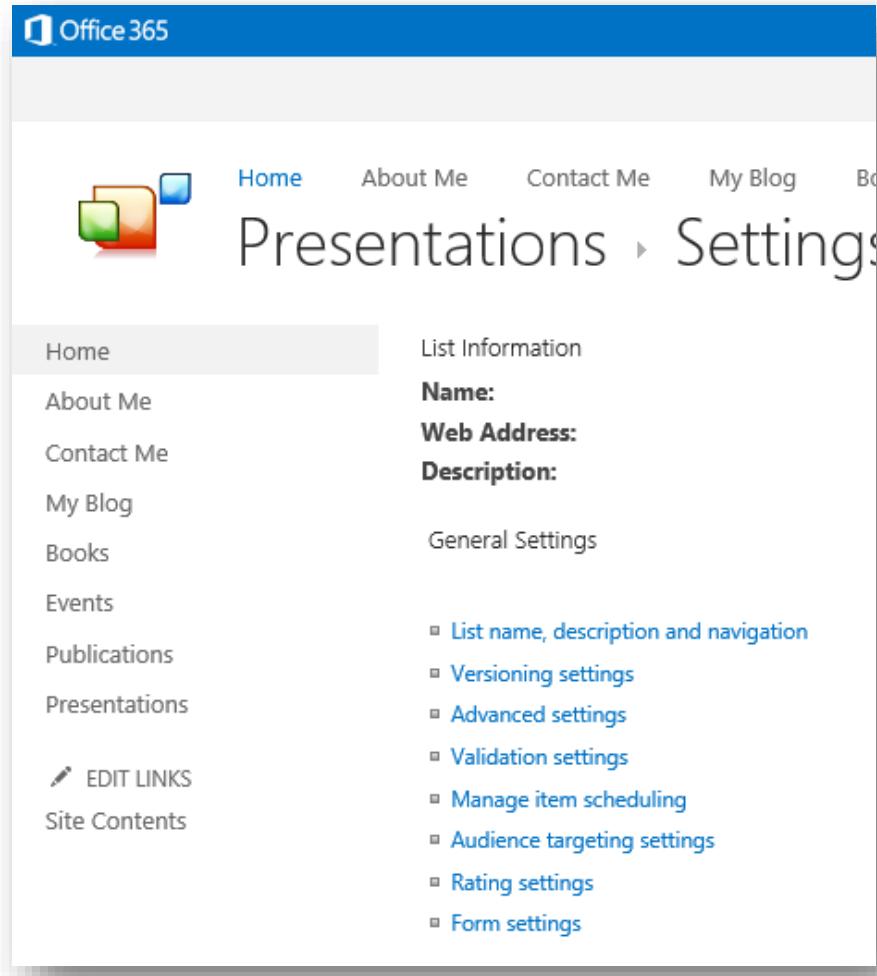
- Custom Apps

- Available in the App Store



Configuration of Apps

- Once an App exists, we can configure the app settings to allow for the app to function according to our requirements.
- Each App can have a different set of configuration options.
 - Example:
 - One document library is using version control, while another is using multi-authoring.



The screenshot shows a SharePoint site with the Office 365 logo at the top. The navigation bar includes Home, About Me, Contact Me, My Blog, and a partial link. The main content area has a ribbon tab for 'Presentations' and a sub-tab for 'Settings'. On the left, a navigation menu lists Home, About Me, Contact Me, My Blog, Books, Events, Publications, and Presentations. Below these are 'EDIT LINKS' and 'Site Contents'. On the right, the 'List Information' section for 'Presentations' is displayed, showing fields for Name, Web Address, and Description, along with a General Settings link and a detailed list of configuration options: List name, description and navigation, Versioning settings, Advanced settings, Validation settings, Manage item scheduling, Audience targeting settings, Rating settings, and Form settings.

Most Common List Configurations

- Versioning Control
 - Major / Minor Versions
 - Check In / Out
- Permissions
- Columns
 - Many Options!
 - Date / Time / Text / Managed Metadata
 - Can span multiple levels
 - Farm (Global) / Site Collection / Site / List
- Views



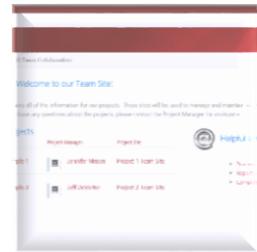
Automating Business Process

- Adding Business Process to Site Content can be done using a collection of additional tools.



Displaying Content

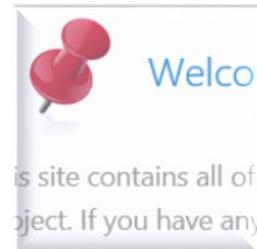
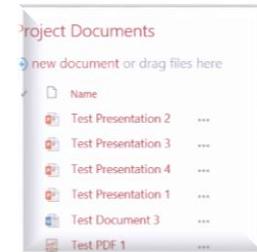
- Use Pages and Web Parts to Display the content within your site or site collection.
- Two Types of Web Parts
 - Functional (do something)
 - App (show site content)



Pages



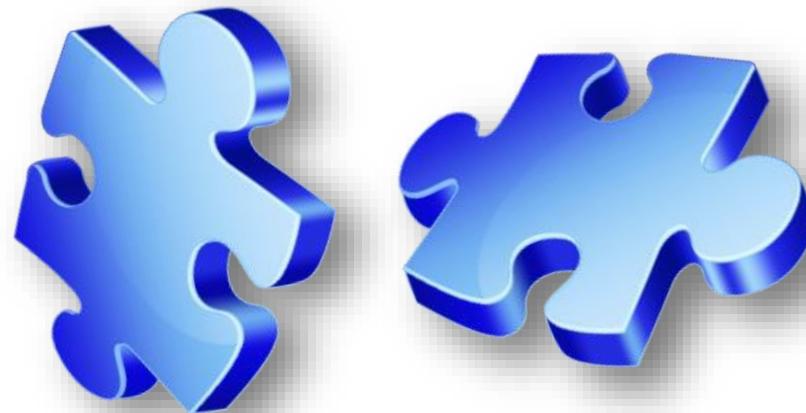
Web Parts



Rich Text

Site Design

- Use all the available elements (pages, text & web parts) to build a solution that displays the information relevant to your solution
- Each solution will use different elements, depending on the business requirements



What if I need more?

- If you are unable to solve your needs using the Out of the Box Features then you can look into advanced customizations and development.
- Multiple Levels of Custom Development
 - Javascript, HTML, Jquery
 - Visual Studio, Complied Code
- Things to Consider:
 - With enough time and money we can do anything!
 - Be sure to account for:
 - Supportability
 - Repeatability
 - Performance



To Sum It All Up!

- The Options are Endless!
- It is up to you to build out the solutions that will make the most sense to your organization.



Thanks for Coming!

- Don't Forget to Visit My Blog
 - <http://www.jenniferannmason.com>
- Sign Up for Office Hours at SPTechCon!
 - See me after the session for remaining available times!