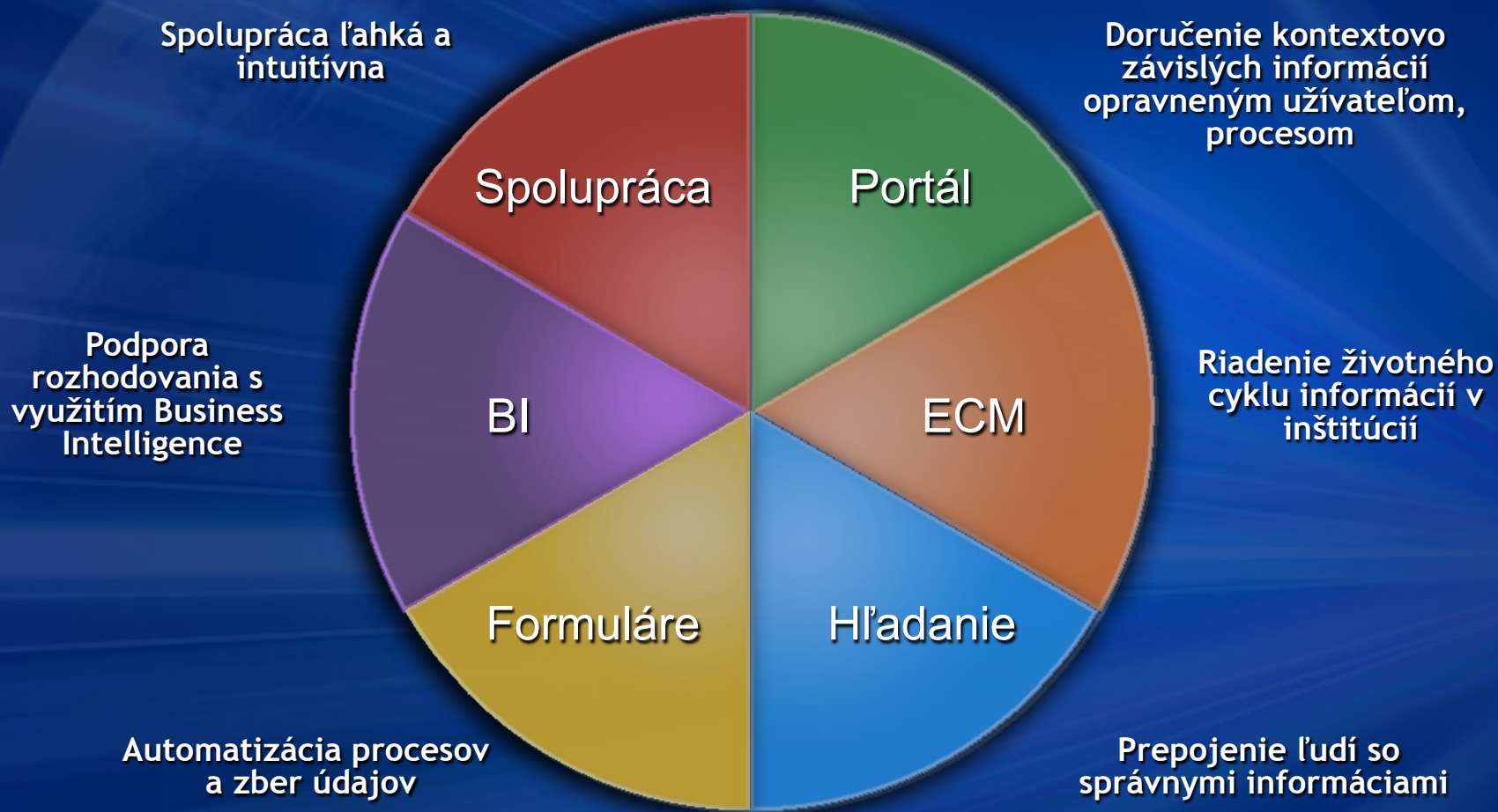




Office SharePoint Server 2007

Gabriel Fedorko
Technický riaditeľ
Microsoft Slovakia

SharePoint „investície“



Dokument management

- **Škálovateľné knižnice dokumentov a úložiská**
 - Rozširovateľné obsahové typy s bohatými metadátami
 - Check-in/check-out s verzionovaním
 - Úložiská veľkých dokumentov a špecializované vzory
- **Workflow a schvaľovanie**
 - Upraviteľné workflow procesy postavené na Windows Workflow Foundation
 - Predpripravené, sériové a paralelné workflow procesy (napr. "Dokument kontrola/schvaľovanie" a "Zber podpisov")
- **Bezpečnosť a logovanie**
 - Prístupové práva a bezpečnosť nastaviteľné na každú položku zoznamu, až na úroveň jednotlivého súboru
 - Podpora pre čiarové kódy, elektronické podpisy
 - Úzka integrácia s Information Rights Management (IRM)

Enterprise Content Management

Zber metadát v Office klientovi

Microsoft Word 2007 interface showing a document titled "Clinical Trial Agreement.docx". The ribbon includes tabs for Write, Insert, Layout, References, Mailings, and Review & Comment. The Properties task pane is open, displaying metadata for a "Clinical Trial".

Properties: Clinical Trial

Study Title:	Clinical Trial - Sample Test	Study ID Number:	1304W-P	Sponsor's Protocol Number:	10-421	Sample Size:	200
Reviewer:	Lauren Antonoff	Date of Review:	6/9/2005	Related Studies:	http://contoso/clinical trials/1304W-P/State List.xls http://contoso/clinical trials/1304W-P/Study Overview.ppt		

The document content includes a "CLINICAL TRIALS AGREEMENT" title and an "INTRODUCTION" section. The status bar at the bottom indicates "Page: 1 of 14" and "Words: 5,920".

Upravitel'ny
Document
Information panel
založený na InfoPath
technológií

Definícia metadát v
Content Type
Definition

Zber metadát ako
časť procesu
vytvárania

Enterprise Content Management

Stránky na správu dokumentov

MSWeb > Office

Windows SharePoint Services

Home CMS SPS Project

My Site My Memberships Help

Search

Create Edit Page Site Settings

Home > Research Destinations

Asia

Asia

- China
- Japan
- South Korea
- North Korea
- Mongolia
- India
- Pakistan
- Russia
- Thailand
- North America
- Europe
- Africa
- South America
- Australia
- All Content...

Announcements

Welcome to the Asia document repository. This is the place to go to get started with all of your document related tasks!. Select a folder on the left and start working with its contents.

What's New

	Last Modified
Content Services dev	6/3/2003 11:59 AM
Content Services Namespace	5/30/2003 11:05 AM
CMS - WSS - SPS Scenarios	5/16/2003 10:02 AM
Microsoft ECM Overvier	5/9/2003 1:42 PM
CMSSharePoin Scenarios	5/8/2003 12:24 PM
CMS Scenarios	5/5/2003 4:35 PM

My Document Tasks

Task	Due Date
2005 Budget	Approve 1/28/05
Performance Review	Approve 2/12/05
India Marketing Plan	Final Approval 2/11/05
Refund Policy	FYI 1/17/05

My Checked Out Documents

Check Out Date	
2003-2004 Botswana	12/28/04
Trade Shows	12/30/04
Wildlife Refuge	1/4/05

Document Status

You have [2 documents](#) that have been approved this week.

You have [4 documents](#) that have been checked out to you.

Find Document Upload Document

Content Type

- ☐ Customer Brochure
- ☐ Fact Sheet
- ☐ Itinerary
- ☐ Marketing Proposal
- ☐ Price List
- ☐ Trip Report

Milestone

Program Manager

Author

Actions

- Alert Me
- Manage My Settings

Správa veľkého rozsahu dokumentov

Riadenie schvaľovania dokumentov a verzií

Vzory dokumentov

Prehľadávanie dokumentov cez metadáta

Enterprise Content Management

Workflow schvaľovania dokumentu

Customize Workflow - Microsoft Internet Explorer

Address: http://noahelhi/test/_layouts/CstWkflIP.aspx?List=%7B388DDC76%2D964A%2D4D03%2D8071%2D6A761689CC16%7D

SharePoint Portal Server v3 > test

test

Home Documents and Lists Create Site Settings Help

Site Actions

Customize "Approval_1": Shared Documents

Use this page to customize this instance of "Approval_1".

You may customize this associated instance of this Approval workflow by deciding how tasks are routed and/or completed by setting what causes this workflow to end.

Task Options

Assign tasks to

- ☐ All participants simultaneously
- ☒ One participant at a time

During task completion allow

- ☒ Delegation
- ☒ Change Requests

Stopping the Workflow

Stop this workflow when

- ☐ Any participant rejects
- ☐ A specific number of participants approve
- ☐ Document or item is changed (currently unsupported by schedule)
- ☐ A specific item is changed (currently unsupported by schedule)

_____ is set to _____ (currently unsupported by schedule)

Workflow Completed

After the workflow completes

- ☐ Make content visible to readers using content moderation
- ☐ Change list item

_____ equal to _____

Next Cancel

Nastavenie
schvaľovania
dokumentu

Sériové, paralelné,
delegovanie,
a zmeny

Automatický stop
procesu workflow

Workflow Status - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links Home - Team Site OWA

Address http://dlcbeef1/_layouts/WrkStat.aspx?List={3182C214-2B5E-43BD-83CD-A546FDEEC22D}&WorkflowInstanceID={48452a49-b06e-4ada-a8b3-7a7d38c3a131} Go

Team Site Welcome John Fan | Help

Team Site Home Site Actions

Associate a Workflow: TAP

Use this page to associate a workflow template with this document library. If the desired workflow template does not appear below, please contact your administrator to get it added to your site collection or workspace.

Workflow

Select a workflow template from the list.

Select a workflow template:

Approval
Collect Feedback
Manual Document Translation
Moderation

Description:

Use this workflow to route a document or list item for approval. Each Approver will be assigned a task to Approve or Reject the associated document or item.

Menu Options

Type a name for this workflow. The name will be used to identify this workflow for users of this document library. You can also add a status menu item to the context menu and view forms.

Type a unique workflow name that will be displayed on document library items.

Tap Presentation Approval

Do you want to add a status menu item for this workflow?

☒ Yes

☐ No

Task List

Select a task list to use with this workflow. You may select an existing task list or you may create a new task list.

Select a task list:

Tasks

Description:

Use the Tasks list to keep track of work that you or your team needs to complete.

Litware Revenue Note.doc - Microsoft Word

File

Clipboard

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Workflow Task

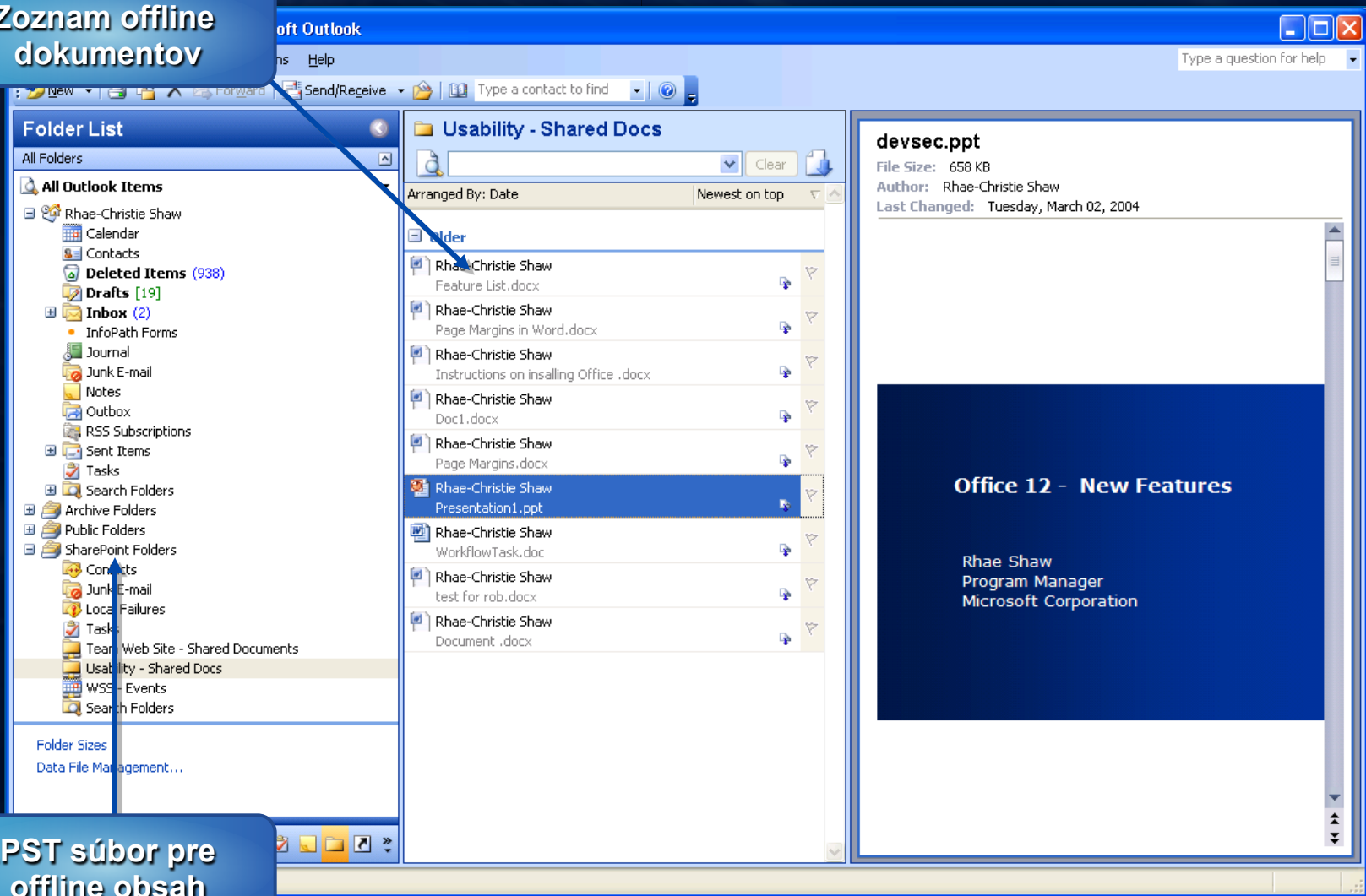
You have multiple workflow tasks regarding this document. Please open the task list to complete your tasks

Open...

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins (margin: The blank space outside the

Offline Sharepoint Outlook

Zoznam offline dokumentov



.PST súbor pre offline obsah

Spolupráca na projektoch

Projekt Management - Windows SharePoint Services

Home - Team Web Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Go Links >>

Log In | My Site | My Memberships

Office Marketing

Home Guide Marketing Design Development Test

Edit Page Site Settings Create >

Home > Project Task List

PWA Planning

Lists

- Documents
- Project Task Lists
- Review Docs

Tasks - All

1 of 1 View: All

Sept 00, '06 Sept 00, '06 Sept 00, '06 Sept 00, '06 Oct 00, '06 Oct 00, '06 Oct 00, '06 Nov 00, '06

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S

Futures Deck

PTL Demo

Marketing Budget

Marketing Offsite

Schedule out GTM

Add Task Open with Project Link to Outlook Delete Edit in Data Sheet Show Gantt

Type	Title	Assigned to	Status	Priority	Due Date	% Complete
Task	Futures Deck	William Lyon	Completed	(2) Normal	9/4/2006	100%
Task	PTL Demo	William Lyon	In Progress	(1) Normal	9/4/2006	90%
Task	Marketing Budget	William Lyon	In Progress	(2) Normal	9/4/2006	
Task	Marketing Offsite	Giovanni Mezgec	Pending	(2) Normal	10/4/2006	
Task	Schedule out GTM	William Lyon	On Hold	(2) Normal	10/4/2006	

Project Task List
na SharePoint
stránke pre ad-hoc
projekty

Jednoduché Gantt
grafy

Prepojenie na
Project
Professional

Jednoduchý
zoznam úloh a
závislostí

Management pravidiel životného cyklu dokumentov

- **Centrálne riadené auditovacie a expiračné politiky**
 - Audit užívateľských aktivít a histórie dokumentov
 - Reporty o aktivitách užívateľov a súborov
- **Archivačné a regulačné politiky**
 - “Schválené pre skartáciu” akcia na management expirácie
 - Možnosť manažovať dokumenty fyzicky uložené mimo úložiska
- **E-mail ako záznam**
 - Podpora pre management životného cyklu a archivácie e-mailov cez Office Outlook 2007
 - Drag and drop e-mailov z Outlooku do úložiska

Enterprise Content Management Records Management

Home - Corporate Records - Microsoft Internet Explorer

http://northwind01/records/default.aspx

Home - Corporate Records

File Edit View Favorites Tools Help

Home > Corporate Records

Welcome Ethan Gur-esh | My Site My Links Help

Corporate Records

All Content

Corporate Records Home

Northwind's repository for corporate records related to suppliers, purchasing, and financial results

Record Series

Actions	Description	Location	Aliases	Default
Unclassified Records	This Record Series is an example that stores records submitted to the Official File in the "Unclassified Records" document library.	Unclassified Records		Yes
Financial Results	Records relating to quarterly financial results	Financial Results	quarterly report/earnings	No
Investment Records	Records related to managing Northwind's investments. Includes: portfolio files, investment confirmations; investment and treasury transaction records.	Investment Records	portfolio files/transactions/investment confirmations	No
Purchasing Records	Records related to purchasing and purchasing processes. Includes non-contract purchase orders, purchase requisitions, procurement documentation, Requests for Information or Proposals (RFI/P), responses to RFI/Ps; and proposal evaluation documentation.	Purchasing Records	rfp/proposal evaluation/rfi/purchase order	No
Supplier Contracts	Records related to contacts and agreements between Northwind and third parties. Includes leases, contracts, Independent Contract Agreements (ICA) and associated addenda, attachments, and exhibits. Retain until last extension/amendment/addendum has expired.	Supplier Contracts	contract/license/agreement	No

Links

- Manage Record Series
- Add new link

Northwind TRADERS

People and Groups

Recycle Bin

Upravitel'né
politiky podľa typu
obsahu

Selektívne
sledovanie, audit a
expirácia obsahu

Úložisko rôznych
typov obsahov
vrátane emailu

Information Rights Management politika

Content
Management

Configure IRM Settings

Use this page to configure settings for Information Rights Management (IRM).

Information Rights Management (IRM)

IRM helps protect your sensitive files from being misused and distributed without your permission once they have been downloaded off of this site.

☒ Protect files with rights management on download:

Title:

Company Confidential

Description:

Documents within this library are sensitive and confide

☐ Users may print

☒ Users may use the file offline for:

14 days

☐ Reject uploads that cannot be rights managed

☐ Protection expires on:

8/18/2005



Enter date in M/d/yyyy format.

OK

Cancel

Web Content Management

- **Dizajn pre Internet a Publikované stránky**
 - Pripravené vzory stránok s flexibilnými navigačnými prvkami
 - Webový manager pre management štruktúry stránok a obsahu
 - Upraviteľný workflow a podpora pre multijazyčné stránky
- **Nové Web a Word Authoring nástroje**
 - Nový Web author HTML editor umožňuje kontextové editovanie
 - Integrovaný nástroj pre spracovanie obrázkov development
 - Server-side Word to HTML konverzia
- **Nové publikačné nástroje**
 - Konzola pre automatizované nasadzovanie obsahu
 - Časovanie platnosti stránok a notifikácia expirácie
 - Rozširovateľný framework pre konverziu dokumentov



Search

**Version:** Published (1.0) **Status:** Published and visible to all readers. **Publication Start Date:** 7/20/2005 2:28 AM

Future Physics Major?

Contoso Financial offers a wide range of tax deferred and standard savings plans for education.

It's never too early... or too late, to start

News

The numbers are in

Contoso Financial announces stunning Q4 financial results. [> More...](#)

Time on your hands?

Contoso Financial wins the best

Top Products

Retirement accounts

401(k), IRA, Roth IRA... [> More...](#)

Investing accounts

Mutual funds, brokerage accounts, real time tools... [> More...](#)

Automatizované nasadzovanie obsahu

Časované
nasadzovanie
obsahu

Replikácia obsahu
na rôzne stránky

Microsoft Internet Explorer

File Edit View Favorites Tools Help

http://home

Central Administration -> Operations -> Content Deployment -> Manage Content Deployment Paths and Jobs

Manage Content Deployment Paths and Jobs

This page is used to manage content deployment jobs and routes.

Content deployment is used to replicate content from one site collection into another site collection. The source and destination servers can be in the same farm, or in different farms.

Content deployment is managed using routes and jobs

- A path creates a relationship between a source and destination farm
- A job is associated with a path and defines the specific content to be replicated from the source to the destination, and the schedule on which replication should occur

[Click here to learn more about content deployment.](#)

To begin replicating content, create a path, and then create one or more jobs associated with that path to replicate the content.

All Jobs Filter All View: All Jobs

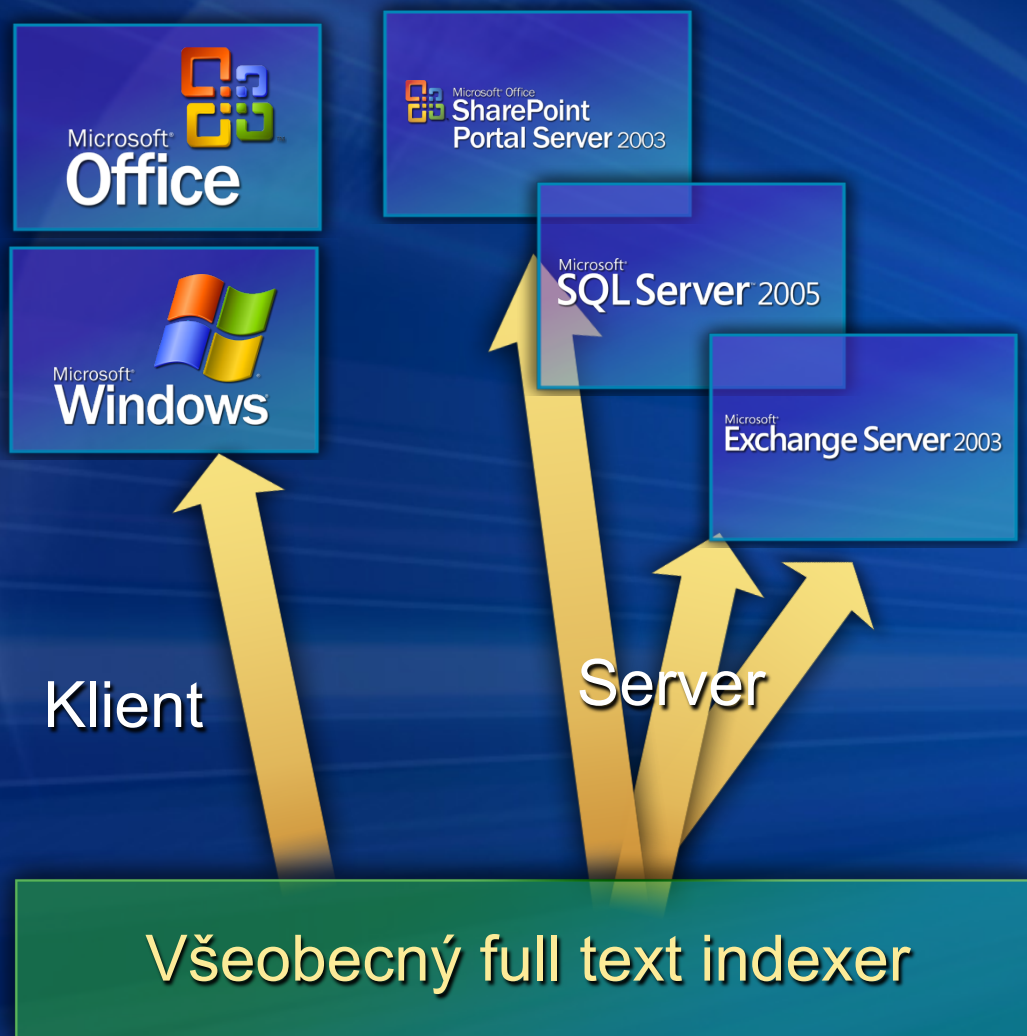
New Path New Job

Type	Name	State	Next Start Time	Most Recent Start Time	Most Recent Run Status	Created By
Path: Staging->Prod (3)						
Hourly	Consoco Job	Enabled	01/03/04 12:50 PM	01/02/04 12:50 PM	Succeed	Ichiro
Consoco	One Time		01/02/04 12:12 AM	01/01/04 12:12 AM	In Progress	Ichiro2
Publish Now	Job	Enabled	01/01/04 12:15 AM	01/01/04 12:12 AM	Succeed	Ichiro2
Test	Job	Disabled	01/03/04 12:50 PM	01/02/04 12:50 PM	Failed	Ichiro
Path: Staging->Prod2 (0)						

Edit
View History
Disable
Delete

Sledovanie
publikačných
úloh

Jednotná prehľadávacia technológia



- Klientské a serverové produkty zdieľajú jeden prehľadávací engine
- WSS, SQL, Exchange, Office servery
- Windows platform komponenta - Windows XP & Windows Vista
- Všeobecná rozširovateľnosť cez všetky produkty
- MSN Search Toolbar

Kontextové hľadanie cez Outlook

The screenshot displays the Microsoft Outlook 2003 interface. The left sidebar shows the 'Mail' folder selected, with a list of subfolders including 'Drafts', 'Inbox', 'DLs', 'Avalon 3D', 'Job Postings', 'MIX', 'MobNews', 'MSN Toolbar', 'Office Builds', 'Prop Mail', 'Sparkle', 'TotalControl', 'Trends Blog', 'UI Design DL', 'Misc', 'Search', 'Softball', and 'InfoPath Forms'. The main pane shows search results for 'gartner' in the 'MobNews' folder. The results are arranged by date, with the most recent at the top. The first result is from Linda Criddle, dated 5/26/2005, with the subject 'Gartner raises 2005 handsets sales projections'. The right pane shows the full text of this email, which includes a report titled 'Report Rendering Problem...' and a paragraph about demand for mobile phones. Below the text is a table titled 'Table 1. Manufacturers' Sales of Mobile Terminals to End Users: Worldwide, 1Q05 and 1Q04'. The table has six columns: Manufacturer, Units 1Q05 (K), Market Share 1Q05, Units 1Q04 (K), Market Share 1Q04, and Change in Market Share 1Q04-1Q05. The table lists data for Nokia, Motorola, and Samsung. The bottom status bar shows '61 Items' and 'Updating the Address Book. This folder is up to date. Connected'.

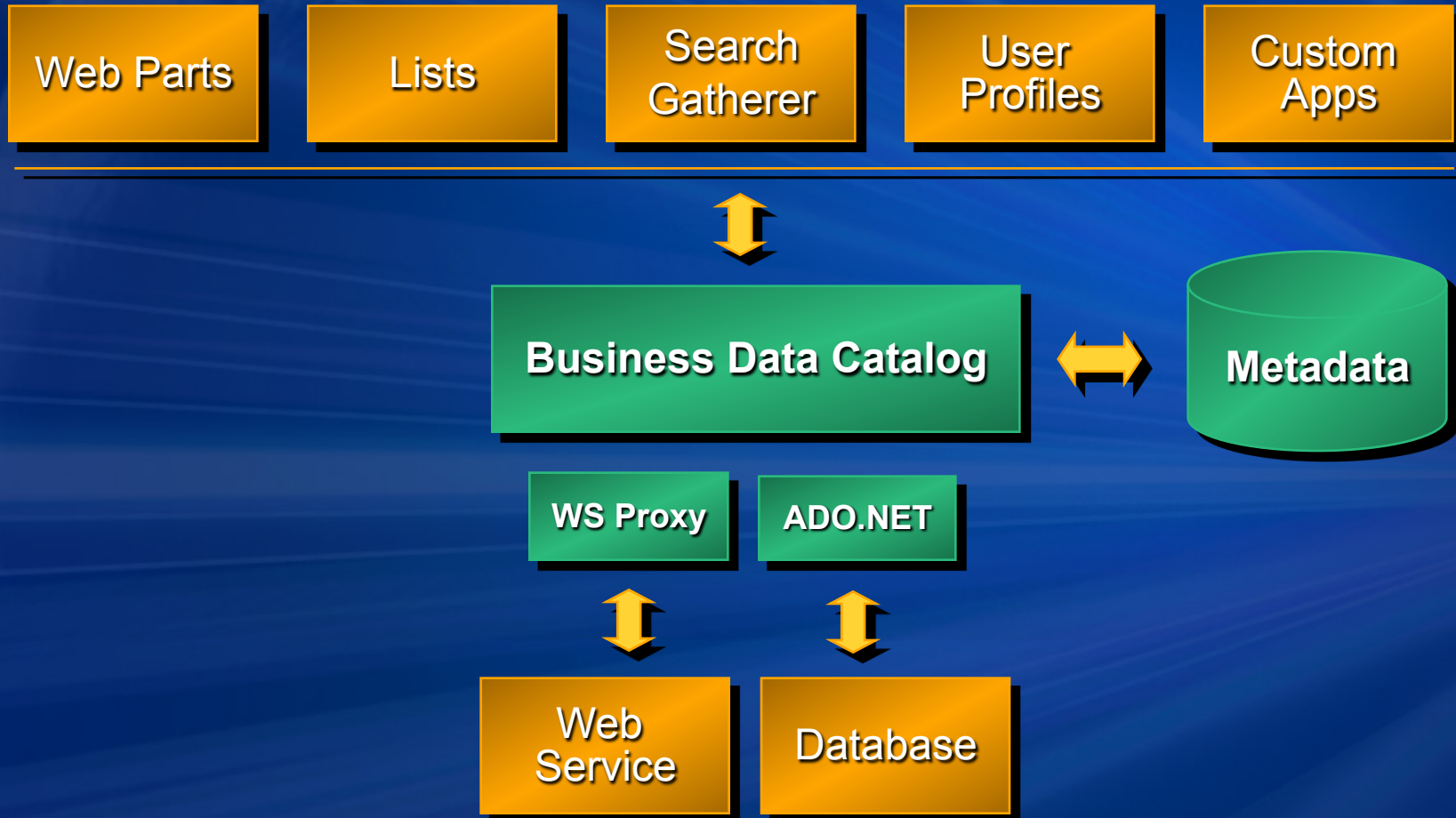
Integrované hľadanie

Zvýraznenie hľadania

	Units 1Q05 (K)	Market Share 1Q05	Units 1Q04 (K)	Market Share 1Q04	Change in Market Share 1Q04-1Q05
Nokia	54,943.1	30.4%	44,259.1	28.8%	1.6%
Motorola	30,293.6	16.8%	25,111.0	16.3%	0.5%
Samsung	24,099.0	13.3%	19,362.5	12.6%	0.7%

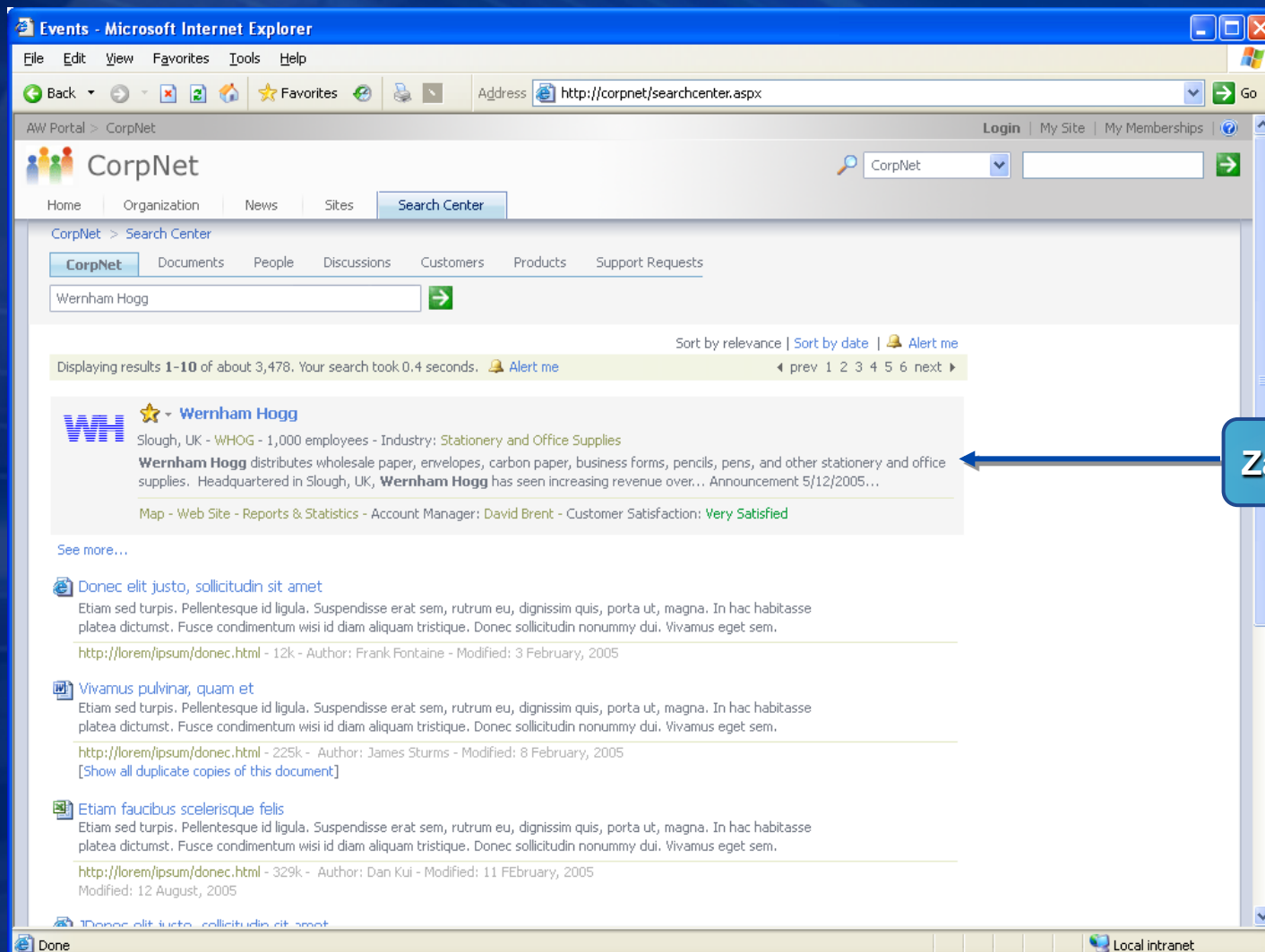
Business Data Catalog (BDC)

Prepája Office servery na biznis údaje



BizTalk, SAP, Siebel, Legacy, ... SQL Server, Oracle, OLEDB, ODBC

Hľadanie cez rôzne úložiská, BDC



Zákazníci zo SAP-u

Webové InfoPath Formuláre

- **Form Services Office Forms Server 2007**
 - Vyplnenie InfoPath formulárov cez alebo bez InfoPath klienta
- **Postavený na WSS platforme ako ASP.NET 2.0 aplikácia**
- **Rýchly vývoj a nasadenie**
- **Administrácia vzorov a nasadenia formulárov**
- **Cross-browser a cross-platform podpora**
- **IE 6+, Safari, Netscape, Firefox**
 - Windows, Mac, Linux, Unix
 - Mobile devices (HTML compatible browsers)

Excel Services

Nové v Office 2007

- Čo to je?
 - Server-side Excel kalkulačný engine
 - Browser prístup k živým, interaktívnym server spreadsheet
 - Programovateľný Web service prístup k server-side Excel kalkuláciám
- Aké sú prínosy?
 - Server-úroveň: škálovateľné, výkonné, robustné
 - Uzamknutie prístupu na ochranu senzitívnych Excel modelov
 - “BI Portal” s Excel dashboardom - vytvára užívateľ
 - Automatizované vytvorenie a update server spreadsheet-ov

Excel Services



Excel 2007

- Design and author spreadsheets

Spreadsheet



Office 2007 SharePoint Servers (OSS) & Excel Services

- Spreadsheet uložený v knižnici dokumentov
- Spreadsheet kalkulácia a zobrazenie
- Prístup k externým údajom

Vypočítané údaje a grafy



Spreadsheets/snapshots

Spreadsheets/
Calculated data



Rôzne aplikácie

- Získanie hodnôt, vykonanie kalkulácií, nastavenie parametrov cez Web Services
- Získanie celého súboru

Browser

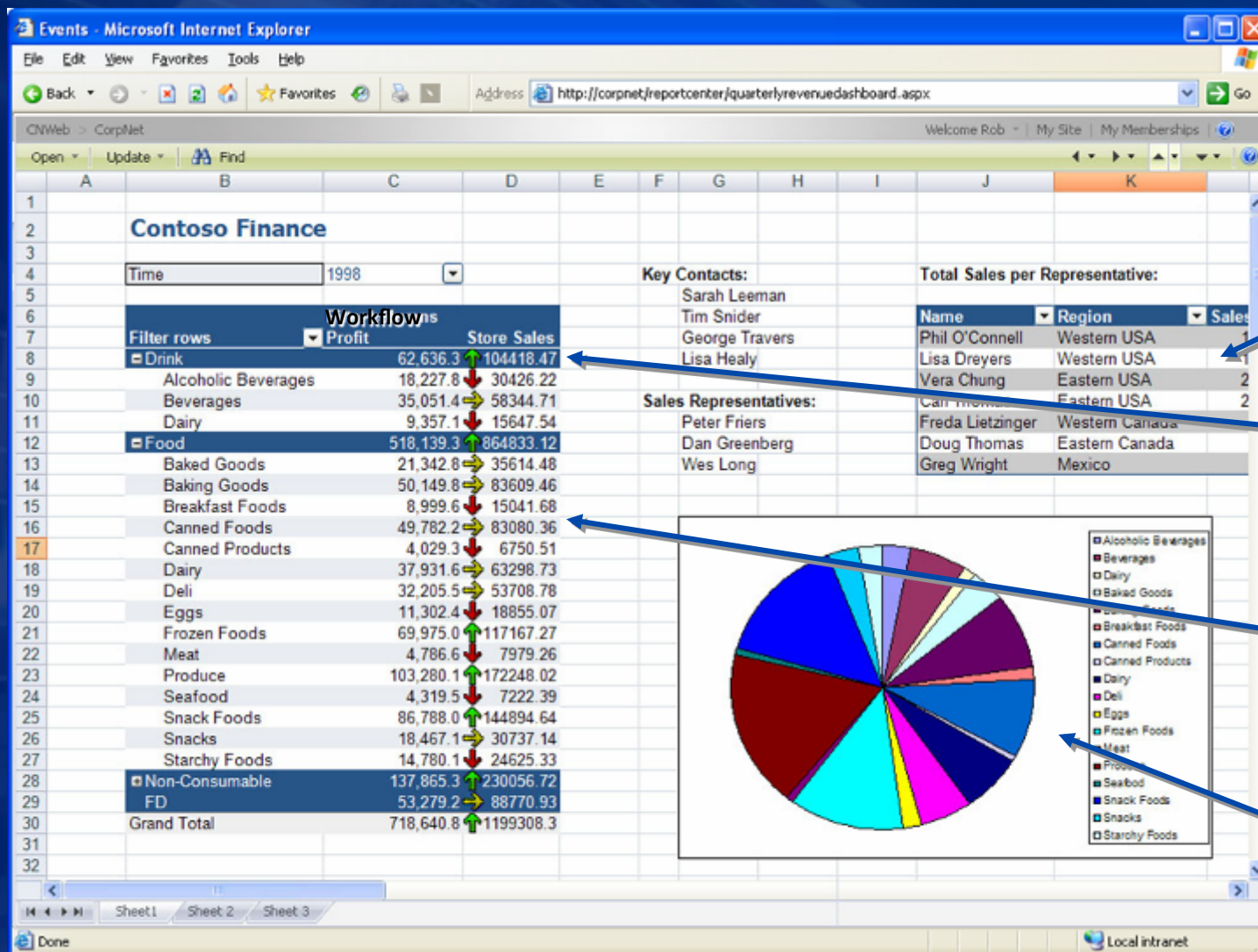
- Spreadsheet zobrazený v HTML
- Nastavenie parametrov, sort, filter, a drill na skúmanie a zobrazenie správnych údajov



Excel 2007

- Použiť Excel pre náročné analýzy a zobrazenia

Excel Services



Formátovanie
tabuliek

Pivot Tabuľky

KPI z SQL

Grafy

Quarterly Revenue Dashboard

- All Contents
- Documents
 - Scorecard & Summary Pages
 - Monthly reports
 - Weekly reports
 - All Reports
- Lists
 - Announcements
 - Highlighted Reports
 - Related Sites
 - > More items...
- Resources
 - Guide to Reports
 - Report Calendar
 - More Information
- Recycle Bin

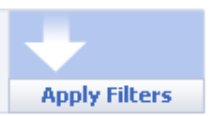
Summary

This dashboard displays all the top level Quarterly Revenue information. Filter the data displayed by date, region or product, or drill into any reports or supporting data for more detail



Nicholas Christopoulos
Reporting Analyst

Region: All Regions Date: All Dates Product: All Products



	Month	Jan '05	Feb '05	Mar '05	Apr '05
Australia		\$38,860	\$27,003	\$40,143	\$37,980
Canada		\$195,302	\$637,591	\$405,802	\$505,322
Germany		\$1,027,060	\$1,385,927	\$1,123,960	\$1,847,120
Northeast		\$1,527,820	\$1,456,839	\$1,327,220	\$1,627,340
Southwest		\$1,925,985	\$2,100,989	\$2,000,985	\$1,752,845
Northwest		\$2,518,691	\$2,121,113	\$2,178,677	\$2,912,691
Southwest		\$4,547,493	\$4,427,912	\$3,994,434	\$4,003,493
				\$4,003,493	\$4,244,233

Revenue vs. Goals (in Millions)

Title	Goal	Actual	Status
Australia	\$12	\$15	Green
Canada	\$9	\$8	Yellow
Germany	\$10	\$3	Red
Northeast	\$7	\$6	Yellow
Northwest	\$6	\$7	Green
Southeast	\$10	\$12	Green
Southwest	\$20	\$22	Green

Territory Sales

Territory	Sales Person	Order Number	Total Sales
Australia			\$1,943,016.45
Canada			\$7,639,102.76
Germany			\$2,476,530.47
Northeast			\$5,135,302.86
Northwest			\$12,593,458.38
	Tete Mensa-Annan		\$3,110,529.58
	David Campbell		\$7,450,423.94
	Pamela Anzman-Wolfe		\$2,032,504.85

Territory Managers from SAP

Territory	Manager
Australia	Tomas Navarro
Canada	Jim Wickham
Germany	Florian Voss
Northeast	Heike Molnar
Northwest	Indro Neri

Office SharePoint Server 2007

Microsoft
Office SharePoint Server 2007
**Office SharePoint Server
Enterprise CAL**

Workflow

Microsoft
Office SharePoint Server 2007
**Office SharePoint Server
CAL**

Správa projektu

- Aplikácie „trekovania“ otázok
- Projektové priestory

Tímová spolupráca

- Pracovné priestory a nástroje
- Blogy

- 5 zabud. workflows
- Základné reportovanie obsahu

- Windows Workflow Foundation
- Admin. a nasadenie
- Stav a história

Správa dokumentov a web. obsahu

- Politiky
- Správa
- Auditovanie
- Správa záznamov

- Framework: repozitár, verziovanie, metadáta
- Základná správa dokumentov

Model „sajtu“, bezpečnosť a správa Management

- Personalizácia
- Nasadenie
- Manažér sajtu

- Infraštruktúra sajtu a správy rolí

Vyhľadavanie

- Business dáta

- rozširovateľné a upravovateľné vyhľadavanie podnikového obsahu a ľudí

- Vyhľadavanie textu tímových sajtov

Dát.integrácia

- Business data library
- Integrácia webpartov

E-Formuláre

- Správa, publikovanie, tvorba a kompletizácia procesu

Správa dát a reportovanie

- Publikovanie tabuliek & kalkulácie
- Report Center

**Windows SharePoint
Services***

Viac v prezentácii*

The background is a deep blue gradient. A faint, semi-transparent globe is visible in the upper left quadrant. Numerous thin, light blue lines radiate from the right side of the frame, creating a sense of motion and technology. The Microsoft logo is centered in the middle of the frame.

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