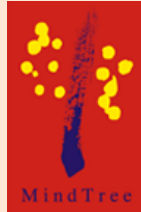


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Razi bin Rais, Microsoft SharePoint MVP

SHAREPOINT 2010 DOCUMENT MANAGEMENT FOR BUSINESS USERS



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ABOUT ME

- Microsoft Practice Lead (www.ustechsolutions.net)
- Microsoft SharePoint Services (MVP) 
- Microsoft Certified Trainer (MCT) 
- SharePoint 2010 MCPD & MCITP  
- Speaker/Author/Trainer
- SME for Microsoft SharePoint 2010 End User Courses
- Reach me
 - <http://razirais.wordpress.com>
 - @razibinrais
 - razibinrais@live.com

AGENDA

- Overview of Document Management with SharePoint 2010
- Document Libraries
- Document Sets
- Document ID's
- Document Centre
- Client Integration using SharePoint 2010 Workspace
- Demos
- Q/A

DOCUMENT MANAGEMENT IN SHAREPOINT 2010

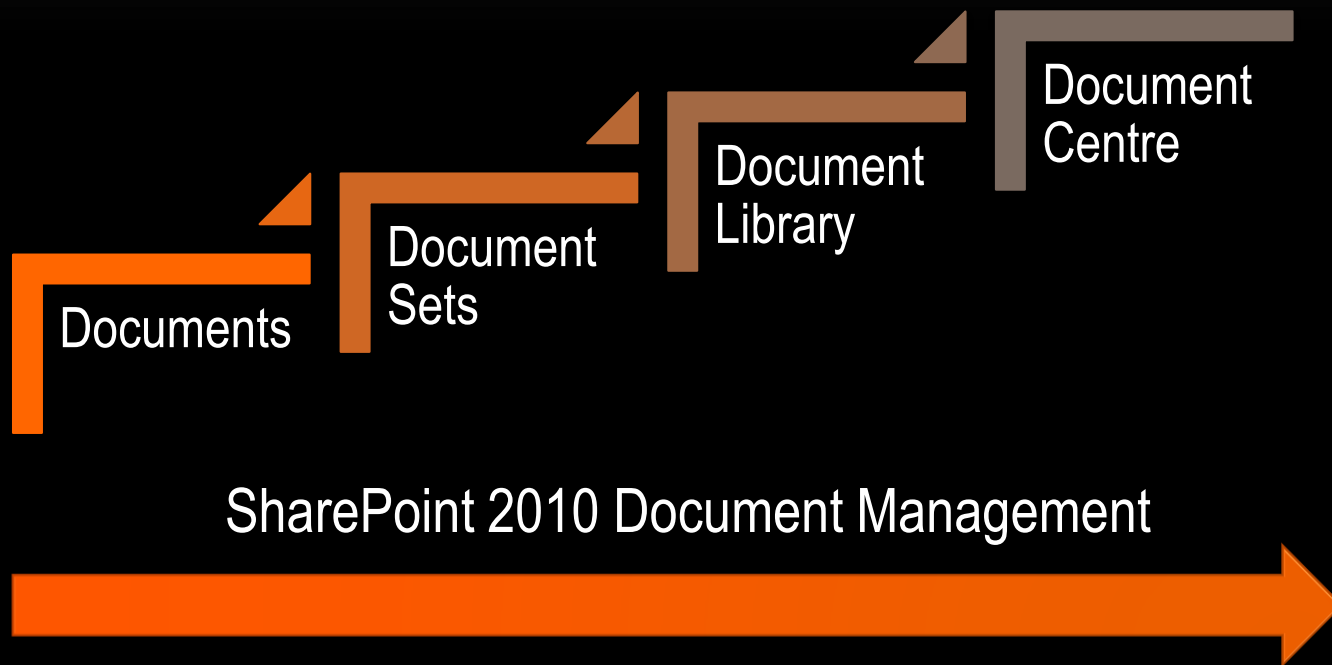
SharePoint 2010 Document Management



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DOCUMENT MANAGEMENT IN SHAREPOINT 2010



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DOCUMENT LIBRARY

- Key storage area for documents
- Associate your own document templates
- Item level permissions
- Major/Minor versions
- Check-in and Check out
- Workflows
- Integration with Office Client (Workspace, Outlook, Word , Excel ...)

Demo:

MANAGING DOCUMENTS USING DOCUMENT LIBRARIES



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DOCUMENT ID'S

- No more broken links to your documents
- Provides static/ permanent link to your documents
- Document ID is unique and never changes
- Scenarios: Keep the same document link/URL while renaming document in a document library or move it to other document library
- URL's are short →
http://<sitecollectionurl>/_layouts/DocIdRedir.aspx?ID=<Document ID>

Demo:

WORKING WITH DOCUMENT ID'S



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DOCUMENT SETS

- Group of related documents that can be created in a single step
- Perform management tasks on multiple documents as single entity e.g. shared metadata, workflows etc.
- Think of *Folder* but with much advance features
- Scenario: A professional services company might produce a “set of documents” in response to each request for proposal that it receives from a potential client

Demo:

WORKING WITH DOCUMENT SETS



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DOCUMENT CENTRE

- Dedicated SharePoint site for end to end document management
- “Content-Manager” or “Power-User” manages of document libraries, templates, metadata and business flows
- Large amount of document (>1000)
- Scenarios: Mostly when documents are semi/fully structured e.g. functional specifications, HR documents, RFP's etc.

Demo:
WORKING WITH DOCUMENT
CENTRE



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CLIENT INTEGRATION USING SHAREPOINT WORKSPACE

- Ability to manage documents while online/offline
- Synchronization will take place once you get back online
- Simplified log-in process you can automatically logged in to your SharePoint workspace
- Provides ability to share/collaborate on documents with other team members
- SharePoint Workspace Mobile 2010 is available as part of Office Mobile 2010

Demo:

DOCUMENT MANAGEMENT USING SHAREPOINT WORKSPACE



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RESOURCES

- Check my blog for the presentation + more demos/material
 - <http://razirais.wordpress.com>
- ***Trainings:*** Fill the *form* to get free training hours (exclusive to session attendees)
 - *End user trainings on SharePoint 2010*
 - *SharePoint 2010 Certifications/Exams*
 - *SharePoint 2010 Development /IT Pro*

Q/A



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Thanks!



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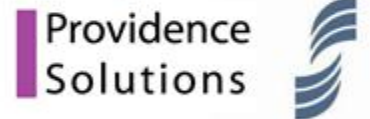
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