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Sharepoint Document Record Management Samenwerken

Robert F. Smallwood



Sharepoint Document Record Management Samenwerken:

PROFESSIONAL SHAREPOINT 2007: RECORDS MANAGEMENT DEVELOPMENT John Holliday, 2009-01-01

Market_Desc Primary audience Programmers Software Architects IT Professionals Secondary audience Business Analysts Information Workers Special Features Experienced Author Microsoft Office SharePoint Server 2007 MVP John Holliday is an independent consultant and has worked on commercial development projects ranging from retail products to enterprise information systems for Fortune 100 companies Hot Topic in a Quickly Growing Market SharePoint 2007 is the fastest growing server product in Microsoft's history This is the first book that offers a With CD workflow design methodology It also highlights the importance of enterprise content as the primary driver for human based workflows and shows how to design extensible workflow components with content as the central focus About The Book Microsoft defines Enterprise Content Management ECM as comprised of four pillars which are document management records management electronic forms and web content management This book addresses all four pillars using workflow to bind them together Enterprise content is the primary driver for all business processes and therefore requires a methodology for describing the complex interactions between different types of content and their related processes The document management chapters deal with ways to control the creation and distribution of Office documents The author uses workflow and Open XML to illustrate common document management scenarios The records management chapters focus on special documents called official records and show the tools that MOSS provides to address specific regulatory compliance requirements such as HIPAA DOD 5015.2 to name a few The electronic forms chapters show how InfoPath can be used to streamline the capture of metadata and how to apply that metadata to document management and records management solutions Finally because an ECM book cannot exclude WCM the WCM chapters will focus more on the publication of office documents rather than raw web content and the workflow processes involved in web publishing

[Enterprise Content Management with Microsoft SharePoint](#) Christopher Riley, Shadrach White, 2013-11-15 Solve your content management problems efficiently with Microsoft SharePoint Meet the challenges of Enterprise Content Management ECM head on using rich ECM features in SharePoint 2013 Led by two ECM experts you'll learn how to build a solid information architecture IA for managing documents knowledge web content digital assets records and user generated content throughout your organization With examples and case studies based on the author's real world experience this practical book is ideal for CIOs marketing executives project managers and enterprise architects Discover how to Design a scalable easy to use content management repository Build an ECM team with specific project governance roles Gain stakeholder support for project and change management Foster user adoption by clarifying general IA concepts Organize content using SharePoint records management tools Configure content types managed metadata and site settings Examine processes for managing paper driven vs digital content Apply best practices for deploying SharePoint ECM features Support risk management and compliance regulations

Managing records in

Microsoft sharepoint Bruce Miller,2015 **SharePoint Governance** Robert F. Smallwook,2011 **Sharepoint Records Management and Metadata** Alfred De Weerd,2015-11-26 Bring together the worlds of records management metadata and SharePoint Create a records management solution that is less complex and expensive using SharePoint Make records management more dynamic and user friendly This book shows how SharePoint can be a full fledged records management system Provides the theoretical background of records management Starts from the business challenges then uses SharePoint to address them Relates SharePoint records management to standards such as ISO 15489 and practices Shows how to build a working end to end solution Shows how to enhance RM functionality by using out of the box features Shows caveats and how to address them Describes SharePoint records management in much more detail than any other book Metadata is the corner stone of every SharePoint implementation Although the basics are simple using metadata to create applications that are user friendly structured simple and easily manageable requires additional knowledge which is provided in this book Shows how to make your users more efficient Helps to make metadata manageable Takes the business and user perspective then shows how requirements can be implemented with SharePoint Relates SharePoint metadata to standards like ISO 23081 and Dublin Core Provides hands on examples like generating metadata from Word Shows how to integrate taxonomy in your SharePoint solutions Gives advice on governance processes and implementation *Professional SharePoint 2007 Records Management Development* John Holliday,2011-02-09 Unique guide to records management methodologies for Microsoft Office SharePoint Server 2007 There may be books available on how to develop solutions for Microsoft Office SharePoint Server 2007 but this is the first book to provide step by step guidance for designing and building records management solutions on the SharePoint platform You ll learn the five core services of any records management system confidentiality information integrity high availability adherence to policy and audit ability then explore the tools and techniques needed to implement them in SharePoint The book helps you understand official records in the context of day to day collaboration and regulatory compliance you ll also learn how to design extensible Windows Workflow Foundation WF components with records management as the central focus Reviews Office SharePoint Server and how it provides a solid foundation for managing official records using specially constructed web sites and custom components Discusses the File Plan which describes where each record is stored how long it is kept and the manner and conditions under which it is destroyed Shows you how to apply the powerful features of the SharePoint platform to convert collaborative documents into managed files in a record center site Addresses best practices for creating records repositories developing file plans to identify official records controlling the creation and distribution of records using custom content types and information policy components and more The companion Web site includes downloadable code modules you can use as a starting point for building real world records management solutions on the SharePoint platform If you re a programmer software architect business analyst or IT professional working in SharePoint you ll want this unique book on your shelf *Essential SharePoint*

2007 Scott Jamison, Mauro Cardarelli, Susan Hanley, 2007-05-25 Essential SharePoint 2007 focuses on utilizing Microsoft Office SharePoint 2007 to improve collaboration and decision making streamline processes and solve real world business problems Three leading SharePoint consultants systematically address the crucial success factors intangibles and gotchas in SharePoint deployment showing exactly how to maximize business value and reduce project risk Drawing on their unsurpassed experience the authors walk you through planning and architecting successful SharePoint solutions around the unique needs of your business Next they address the operational support and end user functionality needed to make SharePoint 2007 work with special attention given to the organizational and political issues that can make or break your project Learn how to Define optimal workable collaboration strategies Build SharePoint applications people want to use Architect SharePoint infrastructure for superior performance reliability and value Provide your customers with state of the art sites blogs and wikis Use SharePoint content management to integrate documents records and Web content and make it all searchable Implement forms based workflow to optimize virtually any business process Quickly build business intelligence solutions using Web base dashboards and server based Excel Services Organize and staff SharePoint support teams Migrate efficiently from SharePoint 2003 Whether you re a project manager consultant analyst line of business executive or developer this book helps you align your SharePoint project with your business strategy and deliver quantifiable results fast Preface Chapter 1 Your Collaboration Strategy Ensuring Success Chapter 2 Office SharePoint Server 2007 High Impact Collaboration Across the Extended Enterprise Chapter 3 Introduction to the 2007 Office System as a Collaboration and Solutions Platform Chapter 4 SharePoint Architecture Fundamentals Chapter 5 Planning Your Information Architecture Chapter 6 Planning Your Move from SharePoint 2003 to 2007 Upgrade or Rebuild Chapter 7 Disaster Recovery Planning Chapter 9 Enterprise Content Management Documents Records and Web Chapter 10 Enterprise Search Chapter 11 Making Business Processes Work Workflow and Forms Chapter 12 Office 2007 Offline Options for MOSS 2007 Chapter 13 Providing Business Intelligence Appendix A SharePoint User Tasks Appendix B OS Browser Office Compatibility Index

Managing Records in Microsoft SharePoint Bruce Miller, 2015 [Leveraging MS Sharepoint 2010 for Document Management & Workflow](#) Robert F.

Smallwood, 2010 **Leveraging MS Sharepoint 2010 to Manage Electronic Records** Robert F. Smallwood, Charmaine Brooks, 2010 [Professional SharePoint 2007 Development](#) John Holliday, John Alexander, 2007-06-12 Beginning with an introduction to the technologies in Microsoft s application platform this guide goes on to highlight the technologies in SharePoint 2007 which are new for developers [Managing records in Mircrosoft® SharePoint® 2010](#) Bruce Miller, 2012

Practical SharePoint 2013 Enterprise Content Management Steve Goodyear, 2014-01-21 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your

organization's needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization's information within SharePoint collaborating on transitory content and capturing and controlling your records You'll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and understand your organization's information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization's information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM

SharePoint 2013 Errin O'Connor, 2014 Covers SharePoint 2013 Office 365's SharePoint Online and Other Office 365 Components In SharePoint 2013 Field Guide top consultant Errin O'Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management O'Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365's SharePoint Online to maximize both short and long term value He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users It's like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish Detailed Information on How to Develop a 24-36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100,000 users Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management Address unique considerations of large global and/or multilingual enterprises Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc Plan for disaster recovery business continuity data replication and archiving Enforce security via

identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

SharePoint for Project Management Dux Raymond Sy, 2008-10-17 If you are a project manager looking for a technology based easily implemented and usable solution for project communications document management and general project organization this book is for you Susan Weese PgMP President and Founder Rhythyming Planet Most companies don't understand SharePoint's power and use it simply to share documents or spreadsheets This hands on book demonstrates how SharePoint can also help you organize and manage complex projects With SharePoint for Project Management you'll not only understand how to apply common and practical project management concepts in SharePoint you'll learn how to build a Project Management Information System PMIS customized to your project that can efficiently coordinate communication and collaboration among team members With this book you will Learn to apply key project management techniques by leveraging SharePoint as a PMIS Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS Appropriately define access permissions for project stakeholders and team members Centralize project documents and keep track of document history with version control Automate project reporting mechanisms and generate on demand status reports Track project schedules control changes and manage project risks Integrate project management tools such as Excel Microsoft Project PowerPoint and Outlook Each chapter includes activities that let you practice what you learn Most SharePoint books are either too introductory for end users or too technical for system administrators SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software

SharePoint Online Administrator Playbook Deviprasad Panda, 2025-06-24 DESCRIPTION SharePoint Online is Microsoft's powerful cloud platform for collaboration document management and communication driving digital workplaces worldwide Understanding its administration is critical for any organization leveraging Microsoft 365 making this SharePoint Online Administrator Playbook your essential guide to expert level management This playbook systematically covers every facet of SharePoint Online administration starting with an in depth tour of the SharePoint admin center and understanding the administrator scope You will learn core site administration including creation deletion permissions sharing hub site association and reporting The book explores access control policies alongside managing default settings for pages notifications site creation and storage limits It guides you through content services like term store and content type gallery management effective migration strategies using Migration Manager and user profile administration Finally you will explore Business Connectivity Services for BDC models and external content types across online and on premises connections Secure Store ID management records management and configuring SharePoint hybrid using the hybrid picker Upon completing this playbook you will possess the practical knowledge and confidence to competently administer and optimize SharePoint Online environments

enhancing collaboration and security within your organization

WHAT YOU WILL LEARN

- Understand SharePoint admin center navigation and core site collection management
- Configure site permissions sharing and access control policies
- Implement global SharePoint Online default settings for pages and storage
- Strategize and execute SharePoint Online content migration using Migration Manager
- Administer user profiles and optimize SharePoint search schema and query rules
- Configure advanced search components including result sources and query suggestions
- Administer records management and configure SharePoint hybrid using hybrid picker

WHO THIS BOOK IS FOR

This book is ideal for SharePoint Online administrators and IT professionals managing Microsoft 365 environments

Readers should possess foundational knowledge of SharePoint concepts and basic Microsoft 365 administration

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SharePoint 2013 Records Management Robert F. Smallwood, 2013

[SharePoint 2013 Field Guide](#) Errin O'Connor, 2014-05-27

Covers SharePoint 2013 Office 365 s SharePoint Online and Other Office 365 Components

In *SharePoint 2013 Field Guide* top consultant Errin O Connor and the team from EPC Group bring together best practices and proven strategies drawn from hundreds of successful SharePoint and Office 365 engagements

Reflecting this unsurpassed experience they guide you through deployments of every type including the latest considerations around private public and hybrid cloud implementations from ECM to business intelligence BI as well as custom development and identity management

O Connor reveals how world class consultants approach plan implement and deploy SharePoint 2013 and Office 365 s SharePoint Online to maximize both short and long term value

He covers every phase and element of the process including initial whiteboarding consideration around the existing infrastructure IT roadmaps and the information architecture IA and planning for security and compliance in the new IT landscape of the hybrid cloud

SharePoint 2013 Field Guide will be invaluable for implementation team members ranging from solution architects to support professionals CIOs to end users

It s like having a team of senior level SharePoint and Office 365 hybrid architecture consultants by your side helping you optimize your success from start to finish

Detailed Information on How to Develop a 24 36 month roadmap reflecting initial requirements longterm strategies and key unknowns for organizations from 100 users to 100 000 users

Establish governance that reduces risk and increases value covering the system as well as information architecture components security compliance OneDrive SharePoint 2013 Office 365 SharePoint Online Microsoft Azure Amazon Web Services and identity management

Address unique considerations of large global and or multilingual enterprises

Plan for the hybrid cloud private public hybrid SaaS PaaS IaaS

Integrate SharePoint with external data sources from Oracle and SQL Server to HR ERP or document management for business intelligence initiatives

Optimize performance across multiple data centers or locations including US and EU compliance and regulatory considerations PHI PII HIPAA Safe Harbor etc

Plan for

disaster recovery business continuity data replication and archiving Enforce security via identity management and authentication Safely support mobile devices and apps including BYOD Implement true records management ECM RM to support legal compliance requirements Efficiently build custom applications workflows apps and web parts Leverage Microsoft Azure or Amazon Web Services AWS

Microsoft SharePoint Online for Office 365 Bill English, 2015-06-11
Deliver world class collaboration capabilities through the cloud Use SharePoint Online to provide today's most advanced collaboration capabilities without managing your own infrastructure This concise reference will help you configure and manage SharePoint Online to meet your requirements for functionality performance and compliance Bill English covers user profiles security search records management App Catalogs metrics and more to derive maximum value from SharePoint Online Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles properties audiences permissions policies and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search indexing and records and document management Create and manage security and App Catalogs Solve the core issues of governance risk compliance taxonomies and training

SharePoint Online Power User Playbook Panda Deviprasad, 2020-09-03
Manage and administrate your SharePoint Online site with ease Key Features a Explore next generation sites libraries lists for better collaboration a Configure SharePoint features a Permission management a modern approach to secure and share a Design modify site with next generation webparts a Next generation approach to monitor and analyze reports Description This book is a one stop guide for everyone who wants to learn how to administer SharePoint online sites This book starts by covering the fundamentals of SharePoint and SharePoint Content and then shares an overview of the next generation SharePoint Site templates You will learn how to select the right template for your business You will get familiar with Site contents and all the upgraded features of lists and libraries Furthermore the book focuses on features such as Information Management Policy Permissions Content Approval Concept Document ID Service Managing metadata and Server Publishing You will also get familiar with section layouts and terminologies and will learn how to configure webparts in SharePoint online You will then come across the new features in the structural navigation cache and will understand the entire working of the hub site Towards the end you will organize and monitor site content and usage What will you learn a Configure features like Information Management Policy Document ID Content Organizer Managed Metadata and Server Publishing etc a Improved Permission Management for better quick navigation and sharing a Configure and Integrate external content types with site Designing configuring modern web parts and site a New approach of Monitoring and analyzing site's reports Who this book is for This book is a must read for everybody who uses SharePoint Online users responsible for managing or administrating sites users with roles like owner designer approver contributor

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4 Configure Document ID Service 5 Document Sets Feature 6 Content Organizer Feature 7 Manage Permission 8 Managed Metadata Concept 9 SharePoint Server Publishing Infrastructure Feature 10 Application of Business Connectivity Services 11 Site Designing and Enhancement 12 Manage Site Usage About the Author Deviprasad Panda is currently working as a Lead SharePoint administrator having almost 9 year relevant experience in sharepoint He is having strong experience in sharepoint 2010 sharepoint 2013 sharepoint 2016 sharepoint 2019 on premises production farm sharepoint online hosting sharepoint in azure He completed certifications in e 70 573 Microsoft SharePoint Application Development e 70 667 Microsoft SharePoint Configuration e 70 668 Microsoft SharePoint 2010 Administratore e 70 331 Core Solutions of Microsoft SharePoint Server 2013e e 70 332 Advanced Solutions of Microsoft SharePoint Server 2013e e 70 339 Managing Microsoft SharePoint Server 2016e e 70 533 Implementing Microsoft Azure Infrastructure Solutionse He has huge production experience in multiple reputed companies in India He is the founder of e SharePointTechnicalSupport e a website to support sharepoint related queries to people He is a trainer YouTuber having channel e Deviprasad Pandae as well He is very passionate about the work that he steps into and his dedication to providing quality work as committed is highly appreciated Your LinkedIn Profile [www linkedin com in deviprasadpanda](http://www.linkedin.com/in/deviprasadpanda)

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