

## Dock Whitepaper 2018



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### Executive Summary

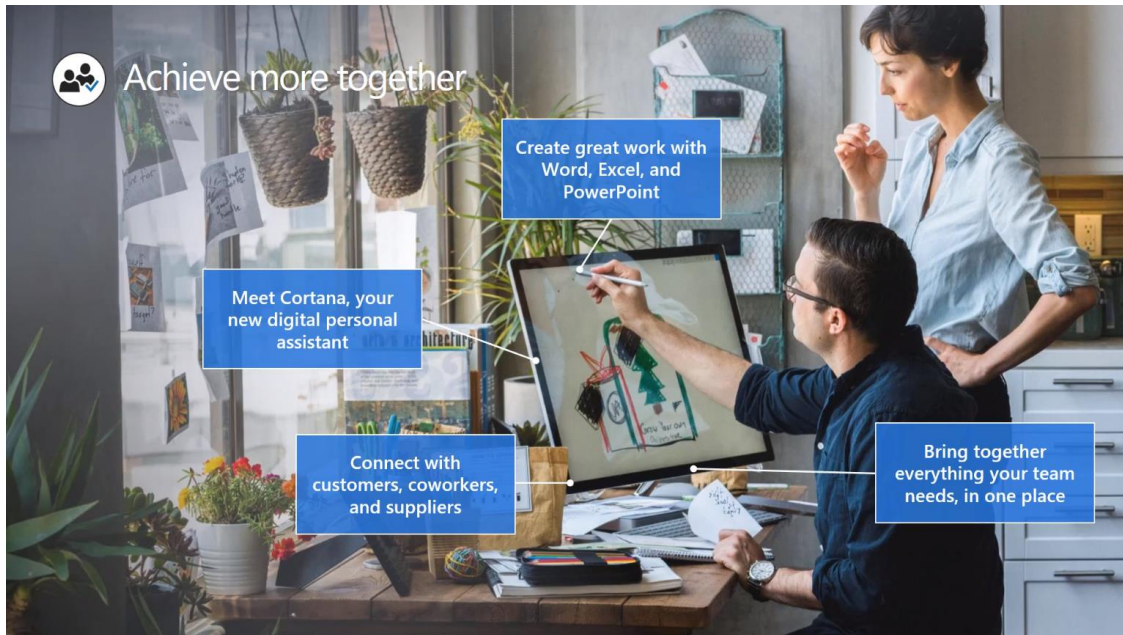
Microsoft SharePoint intranet is a mobile and intelligent intranet that connects you, your teams, and your organization. The problem many companies have with the standard out-of-the-box SharePoint is the difficulty to install, develop and increase employee adoption.

SharePoint encourages sharing and collaboration on the intranet. Broadcast your message and drive communications or share resources and news with your teams and organization. Build sites and portals that engage people, connecting them to expertise, content, actionable insights and collective knowledge. Drive organizational efficiency by sharing

applications that streamline processes. Build communities of interest or practice with SharePoint sites and Yammer.

Create your best work wherever you are with the SharePoint mobile apps for Android, iOS, and Windows devices. Share with team members inside or outside your organization. Collaborate effortlessly with secure access to important sites, files, data, and applications. Look up and connect with people. Stay in the know with news from all your teams. And publish news to your teams right from your device while you're on the go.

It all started with the SharePoint 2010 version and is continuing to grow with advanced features and updates. The features will help you to build a perfect SharePoint Content Management solution. Microsoft SharePoint is helping the users to automate features. For example, workflows when information is moved and routed and to define search requirements and file types saves a lot of time of the end users, which is a plus for the growth of an organization.



## SharePoint Content Management Solution

Solutions are making it easy for companies to generate a lot of content and several types of content too. It's all about Knowledge Management and it's vital for industries such as Banking and Credit Union. Employees need details to follow different of ways for capturing information such as emails, documents, worksheets, presentations, videos, flowcharts, and web pages.

The IT industry is saturated with abbreviations and acronyms that gives us some understanding as to what it means. Heard about a Content Management System (CMS). What does it do? It helps users to publish their content and edit/alter them if needed. These applications help in managing workflows for a collaborative organization.

What happens if your content isn't managed properly? For example, saving files on your desktop can be difficult to track or find on the information you are looking for. The SharePoint CMS comes to the rescue for any organization to effectively manage information through a content life-cycle, right from content creation to content archiving. SharePoint Content Management helps in integrating with MS Office apps or Office 365 with collaboration and central management features of SharePoint technology.

SharePoint Content Management helps in boosting your company's productivity and follows specific features to effectively manage your pile of documents. SharePoint Content Management helps in integrating with MS Office apps or Office 365 with collaboration and central management features of SharePoint technology.

### Document Management

You can define permissions to the desired users at any level – right from a document to the entire site itself. The Document Info Panel helps you for browsing and changing metadata (document properties) in the document. You can store the content in the main repository, which helps your users for finding, using and sharing the information as soon as possible. With SharePoint, you can build document workflows that helps you to collaborate and track document-oriented processes directly from your desktop programs.

Document IDs will help you to differentiate each asset in the content collection. Managing metadata allows you to create groups of term sets for making it simpler to find and organize content effectively. It's very important to define terms and other specifications when working on a content management system intranet. Functions like eDiscovery in SharePoint helps the users to search for information that have specific tags and saves time.

Implementing policies for data protection, retention and auditing business records for guaranteeing that records are properly maintained. The audit trails give proof for the internal and external auditors regarding the records being retained properly. SharePoint ensures a full-secure repository, which guarantees the records are stored safely. Legal discovery ensures that you can obtain information required for litigation discovery by saving time and money. You can also place a special hold on desired records for preventing data loss to achieve this.

### Records Management

SharePoint's integrated records management system helps companies by storing and protecting business records in the final state. Companies can apply information management policies to their business records which helps to reduce legal risks ensuring that the information matches with the corporate business regulations/policies.

### Web Content Management

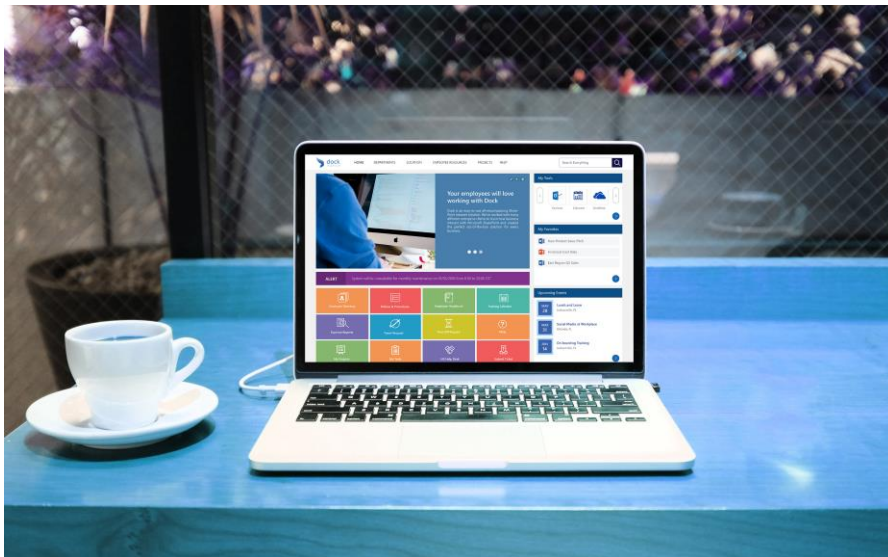
It's not all about defining policies and regulations for content management systems; it must be user-friendly or useable. The features for Web Content Management are:

Maintaining consistency throughout your portals by utilizing the best practice by creating final master pages and layouts, which contacts company branding and easy site navigation where the content authors can quickly reuse them without affecting the site consistency. Quickly create and/or publish site contents by using common tools for creating and publishing site content in a periodic manner. For low cost in terms of deployment and management, you'll need to implement a single infrastructure for enabling content publishing on extranets, intranet and of course, internet sites.

## Digital Media

SharePoint has integrated features for playing/viewing digital content like video and audio files. What other benefits can you take advantage of? SharePoint's Media Asset Libraries are optimized for digital content. The management features of the document libraries are available as well (metadata, unique IDs and content types).

With SharePoint, you can view thumbnail versions of the images and video files and upon clicking, a pop-up appears playing the video straight from the document folder. SharePoint has built-in features for playing video and audio files. A perfect feature when creating Training Portals for organizations. This helps us to play these files from any portals, publishing sites or teams.



## About Dock with SharePoint and Office 365

Dock is a place to share ideas, store content, and bring the vision of your company to the forefront. Making it easier for employees to collaborate, innovate and communicate more effectively. With Dock, your home page will be designed to flow with your brand standards and organized by your business needs. This is where every employee starts their day to access important news, alerts, and information. Employee's birthdays and anniversaries, new hire information is highlighted. Employees can also find out what is the next interesting event in the company.

## Your Company SharePoint Intranet Home Page:

The homepage can be fully customizable with additional components like social media plugins for Twitter, Facebook, LinkedIn, Instagram, Yammer and more. Dock will upgrade your SharePoint into a smooth-running content management system intranet portal.



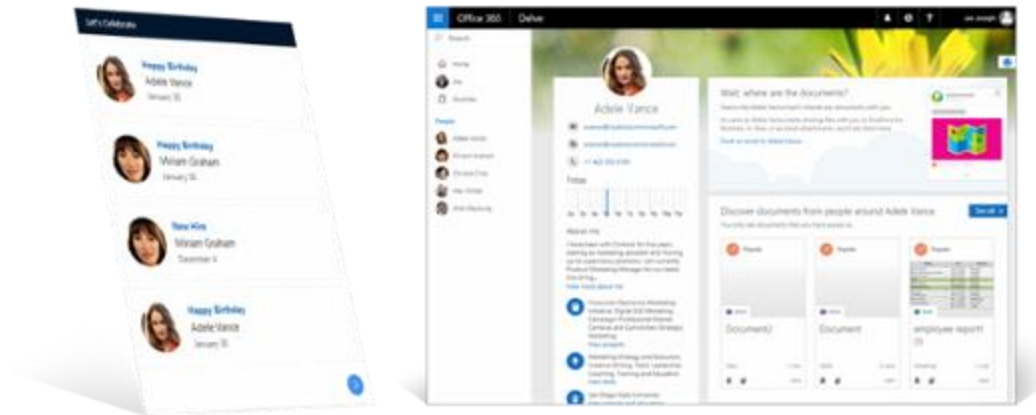
## SharePoint Online Tools

This section allows your IT to configure applications by department along with a single sign-on capability managed by permissions. Quickly access to the areas you need will be customized for each employee for quick access and to deny access for more sensitive information.



## The Carousel Panel

Also known as a content rotator, the carousel panel is a key feature of the launch portal. Along with video and images to communicate company-wide messages, there's also a content area. This section allows admins to broadcast CEO messages, quarterly reports and more. Assets are stored in the SharePoint Picture Library for easy access.



### Additional Sections

Alerts is a section where admins can post major announcements or security updates for the entire company to see. You can change the color depending on the importance of the alert. The Upcoming Events section keeps employees up-to-date with company events. It allows all the employees to quickly see the events so they can plan for them.

The News & Announcements area acts as an internal company blog. It's simple to create posts with a simple form and use assets already in your SharePoint intranet portal. This is a wonderful way to post industry related news, company events to share photos, and much more. The Let's Celebrate section is a fantastic way to make company-wide announcements for employee birthdays, new hires and anniversaries. Clicking the employee image takes them to the page on the Employee Directory to send them a congratulations message directly.



## Quick Links

This section helps with common tasks such as HR's on-boarding process as well as FAQs for commonly asked questions. Other helpful links such as Policies & Procedures, Employee Directory and Time off Request.



## Extra Perks with Dock Add-ons:

SharePoint CRM app allows users to stay connected and organized while on the go. In a connected world, delivering a great customer experience is more essential than ever to differentiating your business, building loyalty, and maintaining your reputation. This is where CRM solutions come in, but a lot of businesses see CRM as too complex. Learn more about the three areas where our CRM Online app can help your business.

- A wide range of tools available
- An affordable price to upgrade
- With access anywhere on any device

## Benefits of SharePoint Online Tools

Our CRM Power app is a way to manage sales opportunities by using Microsoft SharePoint and Office 365 intranet tools. You can make it easy for everyone in your organization to get the information needed to deliver great customer experience. Increase productivity by empowering your sales and service teams to do their best work from virtually anywhere on any device. Gain business insights with visibility into your organization to make informed decisions and grow your business.

## How the CRM App Works

Employees catch on quickly with easy, familiar tools. You won't have to worry about installing new software and systems. It's all done for you and is backed by Microsoft. It's in the cloud, which means no large capital expense for servers and software. You just turn it on and pay a low monthly subscription. Mobile apps are included as well.

Businesses who use Dock's CRM app enjoy immediate gains.

- Increase productivity
- Sales tracking
- Customer service



#### Dock Board Add-on:

Elevate your board meetings with 'Dock Board' to help you organize your board meetings. With SharePoint and Office 365, Dock has developed a platform to clearly display the needs for any business. Specifically, a new feature has been created for board meetings. This includes the information about the meeting such as title, date, time and location as well as meeting documents. The attendees of the meeting and a section for news and announcements.

#### Benefits of a Dedicated Board Portal

The Board Meetings main page provides the date, month, time, location of each meeting. This section provides a list of your Board of Directors members that are attending the meeting along with any additional meeting attendees. The News & Announcements section is customizable to showcase relevant content such as company blogs or news announcements related to the meeting topics.

- Include key details about meeting
- Upload presentations and handouts
- List the attendees of meeting



## Dock Board Capabilities

You'll be able to attach presentations and agendas, as well as a space to take minutes. Also include who will attend and schedule repeating meetings ahead of time. If the meeting results in company-wide announcements, click on the Yammer tab to communicate with teams or the entire company.

## InstaExpense with Dock's SharePoint PowerApp Add-on:

Have you dreamed of automating your expense reporting with SharePoint and your intranet? Stop dreaming and experience an app built to integrate with your existing business seamlessly.

We're very excited to introduce Dock's newest innovation. It's an expense reporting mobile application built on the power of SharePoint and Office 365. Integrating seamlessly with Dock or operating independently, InstaExpense transforms expense reporting, making it very manageable.



## Expense Reporting: Simple to Use

Transform how your company approves expenses. InstaExpense works with Dock to create a simple place for employees to input expenses and receipt images. From there your managers can very simply approve or deny these expenses and send the response.

## Dock Integration

Dock with SharePoint and Office 365 works wherever you are. Take your intranet on the go with a beautiful platform that works as well on your phone at the beach as it does on your computer in your office. Your business can take advantage of the InstaExpense app for your sales team expense reporting from anytime and anywhere in the world.

📅 Schedule Job

Start Date:

11/17/2017
📅

◀
November 2017
▶

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MyGrator Add-on:

Migrate Documents from SharePoint Legacy to Online with our SharePoint migration tool. We've created MyGrator 365, an uncomplicated and affordable solution to automatically migrate documents from your legacy SharePoint to SharePoint Online. You can stop searching for cheap migration tools and skip the complicated manual process of migrating your documents from SharePoint Legacy to SharePoint Online with MyGrator 365. A platform based on SharePoint with Dock 365 technology. Let your employees get back to work and let the MyGrator tool do the tedious work for you.

### Migrate to SharePoint Online

Do you need to move your legacy SharePoint documents to an online platform, but you're procrastinating because you dread by moving them manually? You understand it could take up a lot of your precious time so you want to find a better way, a more efficient way. We're here to guide you to that better path.

If you've decided that your business needs to migrate documents from a prior SharePoint to online, you'll need to perform an inventory of the data your business holds. Decide what you need to migrate over to the new system. All potential data sources must be identified and mapped; failure to do so risks losing valuable information and documents. Consider the scope of a migration project. Define the task by the types of content and the amount of data along with the type of access required. To determine this, we recommend communicating with your internal stakeholders to ensure everyone has what they need moving forward.

### Questions for Stakeholders:

1. What documents can be deleted prior to migration?
2. Do you want to keep all versions of documents?
3. What retrieval patterns are setup for access to migrate or archive?
4. Should you delete all the duplicate documents?
5. Are there any files you can leave behind?

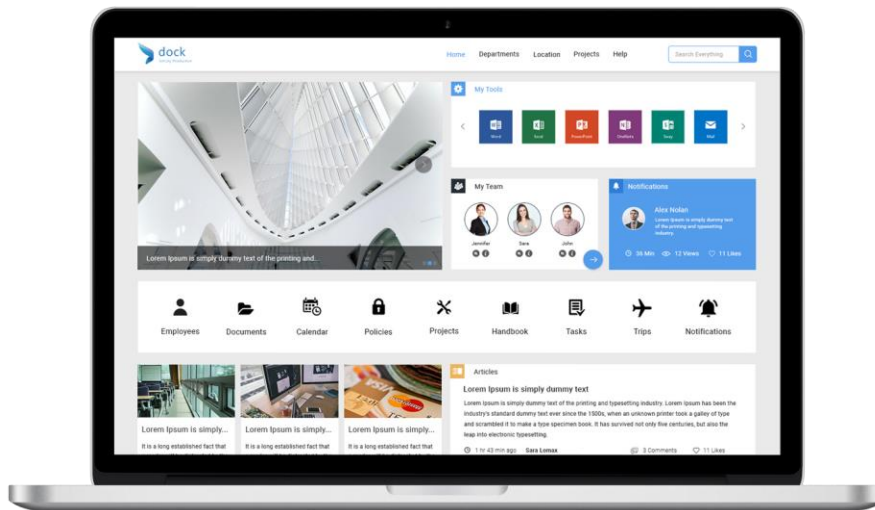
6. Read more about how the MyGrator stacks up against SharePoint's free migration tool here on our productivity blog.

## Advantages of Launching Dock:

Ding. It's your email box again. What could it be this time? Another working day is over and you wonder: *where on earth did the hours go?* You worked all day, but barely contributed to your workload. In fact, your emails keep adding up from fractured communication and long meetings that went off topic one too many times.

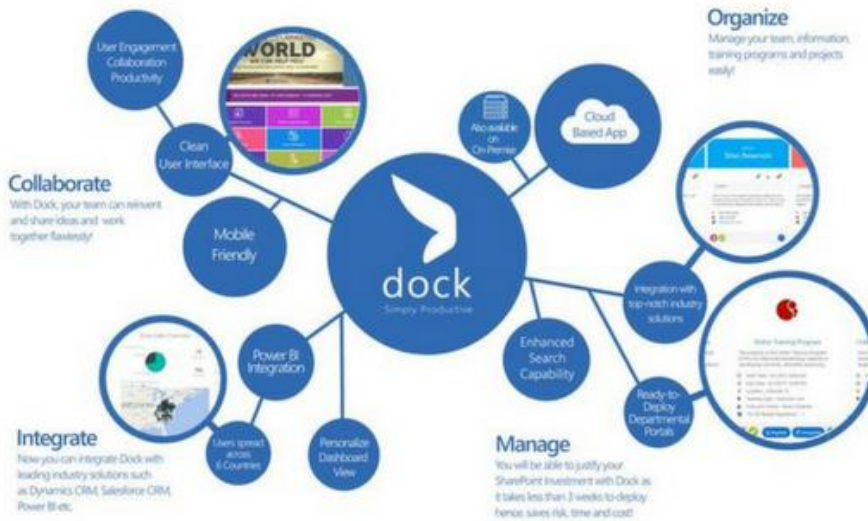
And you can't help thinking...

If only I could access these files from outside of the office. Will the workload be completed on time when meetings keep being pushed back? Deep down you know your team can't keep going on like this. One way or another, something must change.



## Introducing Dock – SharePoint Intranet Portal from Microsoft

Welcome to the central hub for an entire organization brought to you by SharePoint Intranet Portal with Dock. From years of experience working with enterprise businesses, we've created custom company intranets. I know what you're thinking. It's challenging for your employees to learn new technology, which can be confusing and difficult to personalize. We understand the struggle. We also have a solution. We've spent many years researching and working with businesses needs while working with Microsoft SharePoint. Dock is an easy-to-use add-on, complete for the entire organization.



### Employee Learning Management System on Steroids

When you're looking to keep your employees on the same page with training or keeping certifications up-to-date, we have you covered streamlining the process. Dock has the capability to organize work-training timelines, showcase video tutorials, accessible manuals, and updated employee handbooks in one centralized location for quick and easy access. It's a professional learning environment making it easy for employees to learn within the management portal.



### Access Projects Anytime from Anywhere

Utilizing the convenience of a cloud server for full access equals more freedom and flexibility for employees. Dock combined with SharePoint and Office 365 is accessible from any computer device with an Internet connection. Dock provides seamless collaboration in any circumstances. Your team can be from a few hundred to a few thousand miles away from one another anywhere on the globe.

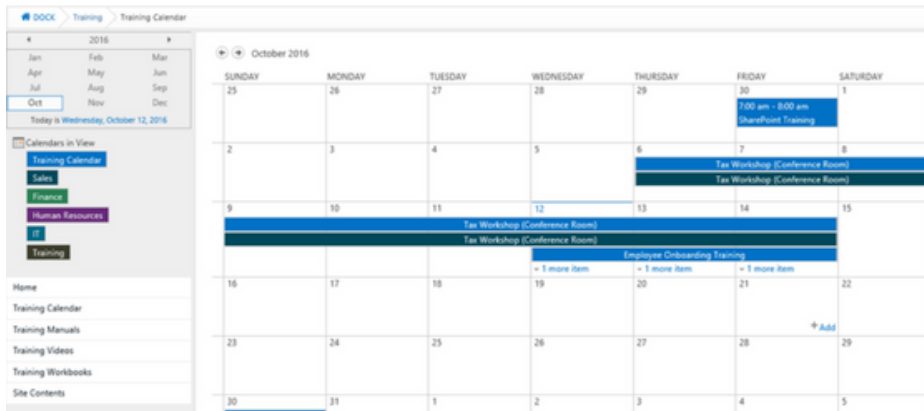
The document management and communication management tools are easy-to-use for any type of employee projects. They will love how Dock intranet is designed with them in mind. Since it's easy to navigate and learn the navigation and organization, your team will reduce time wasted on searching for missing files on servers or random backup hard drives.



### **An Extra Effective Way of Working Together**

Increase your employee collaboration more efficiently and effectively with the project management tool. Each project can increase organization and effectiveness through working calendars, time sheet tracking and task management tools. Your project's integrations will be set up in the internal app market with applications you're already using, such as Salesforce and Yammer.

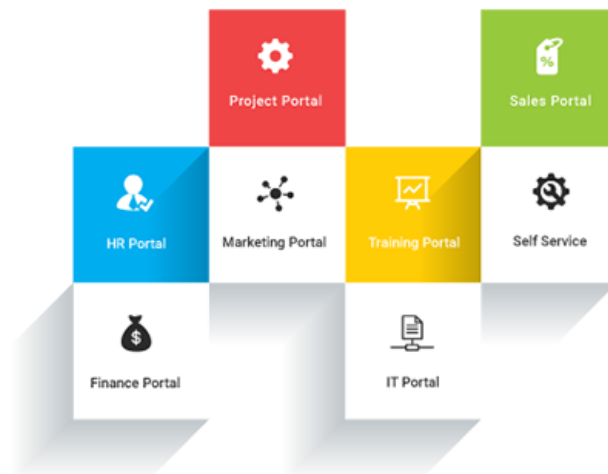
Encourage stronger teamwork with every department down to smaller teams with customizable department portals. It's a place where teams can communicate and collaborate on projects of all sizes. Take productivity to the next level by sharing documents, project plans, and lists internally. You can even create a savvy virtual office space to share documents, company news, team calendars and discussions.



## Employee Resources to Company-wide Communications

Dock works with every area of your organization including HR to bring ease to the process of employee communication. Functions include managing basic needs such as employee profiles to complex processes of benefits, vacation requests and more.

Beyond the human resources department, Dock enables effective company-wide communications with news and announcement features with a private, company-wide news blog. It's an easy-to-update platform that you're entire team can like, comment and share articles similar to the social media platforms they're already using. This includes an exceptional employee handbook that's automatically imported and easy to search.



## Next Level Document Management Tools

Document management is the doctrine of SharePoint. We added advancements to its capability by taking the storage areas to the next level by pre-organizing them for all of your teams and projects. Adding a critical time saving addition by making every document searchable within the intranet.

Spending too much time on miscommunication sucks. Particularly when there's no end in sight. But simple changes to the way you work can have *dramatic* effects on your employee's productivity. Just imagine leaving work on time – with all your tasks for the day checked off. Imagine collaborating with your team members from various locations without having to be in a physical meeting to accomplish goals. Imagine having access to your projects from outside of the office when an idea sparks.

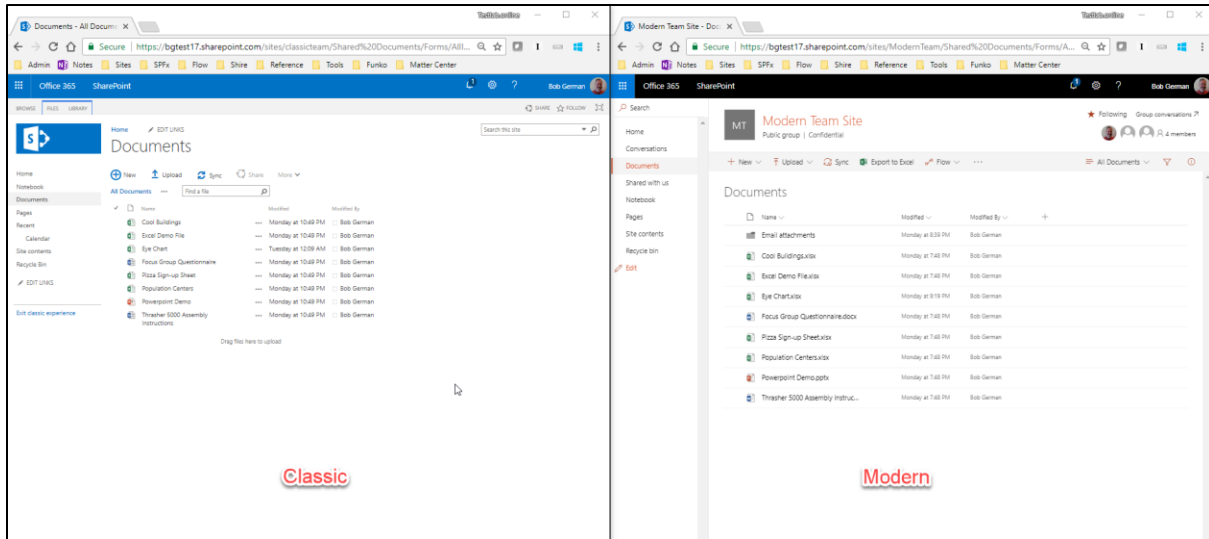
Try a new technique each day. Keep those that work and lose those that don't. You could double your productivity overnight with customized workflows and so much more.



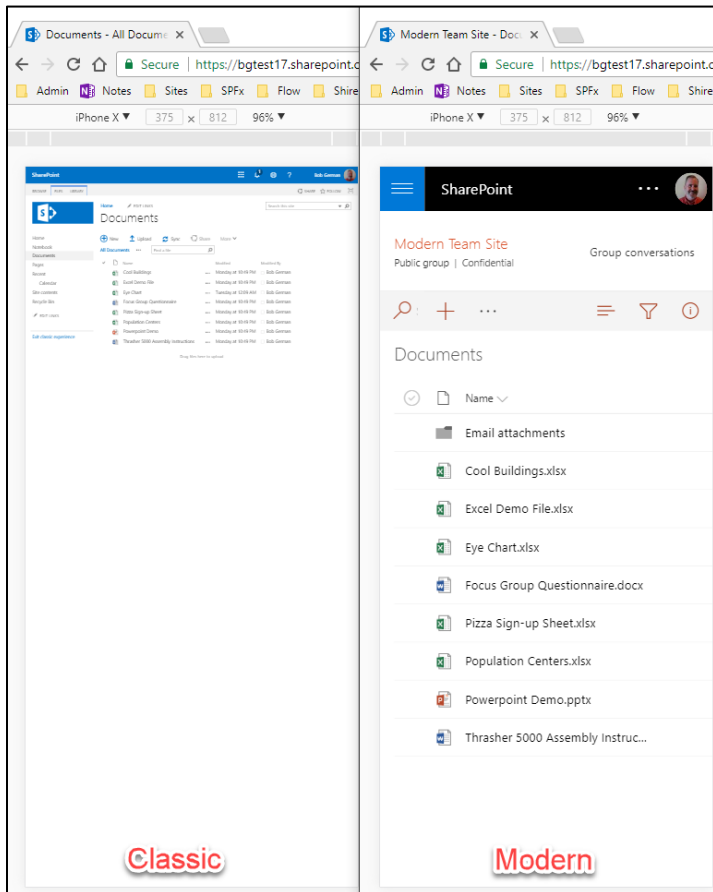
## The Future of Modern SharePoint with Dock

A lot of people have been asking what's the difference between SharePoint Classic and Modern? Simply put, Microsoft SharePoint Classic is a browser-based collaboration and document management platform. Microsoft's content management system allows groups to set up a centralized, password protected space for document sharing.

Modern SharePoint is a whole new user experience. It's more than a fresh look, it's designed from the ground up to work on mobile devices, and it addresses dozens of nagging usability issues. So far, modern SharePoint exists only in SharePoint Online. Lists and libraries have the latest look; here is a classic document library next to a modern one so you can compare.



The difference is subtle, but the modern page is easier to use and allows advanced filtering and bulk editing. Have you ever tried to move a file in SharePoint? It's nearly impossible in classic SharePoint, and is one of many things made easy in the modern version.





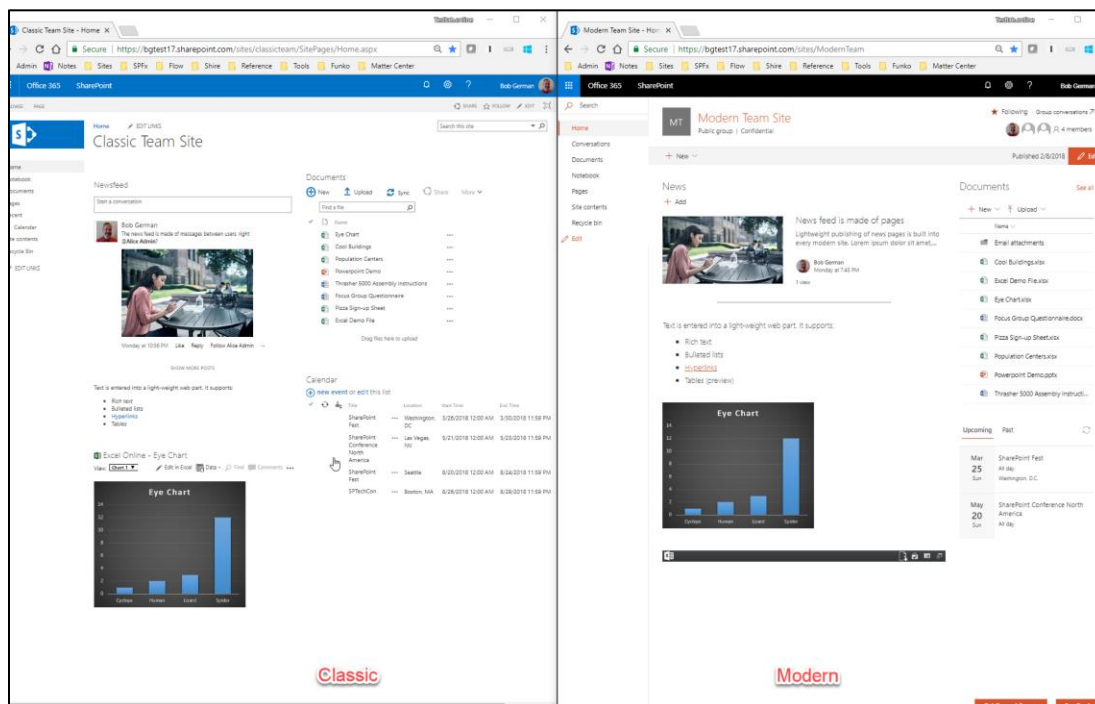
Notice how the classic screen shrinks to fit, making for microscopic text and requiring you to zoom in to tap a link. The modern screen is still fully functional; you can select files and do whatever you need to by tapping the screen with your normal sized finger.

The full impact of modern SharePoint is evident in the editable pages. This is where users can innovate by arranging web parts on a page to show just the information you want.

The new document library and list experience in SharePoint Online is faster, displays better in mobile browsers, and is easier to use. With the new experience, you can:

Create new folders and upload folders the same way you do in OneDrive, using the command bar instead of the ribbon.

- Pin documents to the top to highlight them.
- Add files as links instead of copying them between sites.
- Easily resize, sort, filter, and group columns, and create custom views.
- Quickly change file info, and easily access previews and additional details.



## Coming Soon

Dock Modern Lite and Dock Modern Enterprise will roll out between mid to late June 2018. Request a [demo](#) today to get started on a better path for your business communication. Email us at [info@mydock365.com](mailto:info@mydock365.com) with any questions you may have.