5 Ways to Enhance SharePoint Site Usability

Dux Raymond Sy, PMP
Presentation Objectives

- After completing this presentation, you will be able to
  - Identify and customize site components to meet the user community's collaboration needs
  - Modify SharePoint site navigation to satisfy web usability's three click rule
  - Maximize custom views to replicate network share folder hierarchy
  - Define relevant metadata to deliver better search results
  - Provide self-help to the SharePoint user community
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Agenda

- What’s Wrong with OOB SharePoint?
- 5 Ways to Enhance SharePoint Site Usability
- Questions and Answers
5 Ways to Enhance SharePoint Site Usability

1. Minimize Site Components
2. Update Site Navigation
3. Emulate Network Share
4. Embed Additional Meta Data
5. Provide Self Help
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#1 Minimize Site Components

- How would you like to drive a Lamborghini Diablo?
- BTW, you just learned how to ride a bike yesterday
Less is More

- Engage the business by properly identifying requirements
- Common information and collaboration requirements
  - Collaboration type
    - Permanent vs Temporary
  - Information type
    - Formal
    - Informal
    - Ad-hoc

- PM use case demo: http://go.meetdux.com/ivfv
Example: Taxonomy Planning

More pictures at http://go.meetdux.com/nnbd
#2 Update Site Navigation

- Are we there yet?
Navigational Considerations

- Global vs Local Navigation
- Common ways to provide site navigation
  - Top link bar
  - Quick Launch
  - Links Web Part
Demonstration

Enhancing Site Navigation
#3 Emulate the Network Share

- How about recreating our multi-folders deep network share hierarchy in SharePoint?
Emulate and Not Replicate

- Emulate the experience NOT the hierarchical structure
  - Custom columns
  - Custom Views
  - Quick Launch

- Step-by-step demo: http://go.meetdux.com/c9hg
Demonstration

Emulating Network Shares
#4 Embed Additional Meta Data

- I get 10 million search results! I can’t find what I need
Define relevant description

- Information should be relevant
  - Benefits search

- Create custom columns
  - Make it required
  - It applies for Microsoft Office as well
Demonstration

Defining Relevant Metadata
#5 Provide Self-Help

- Not all users will get formal training
- Create a self-help section for common site tasks like:
  - How to post calendar events
  - How to upload a file
  - How to move files with explorer view
- Self-help can be in various forms
  - Powerpoint slides
  - Video snippets
  - Custom lists
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Questions?

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