

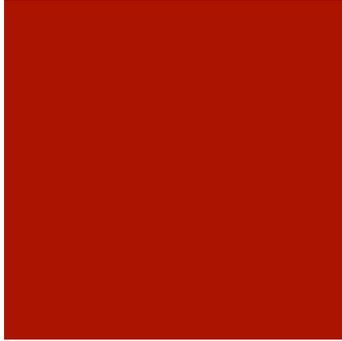


5 Ways to Enhance SharePoint Site Usability

Dux Raymond Sy, PMP

*i*nterlab '09
DOE Web Collaboration

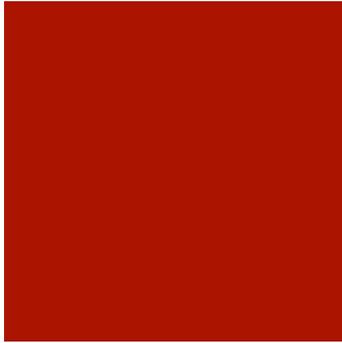
Brookhaven National Laboratory
November 16 - 19, 2009



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

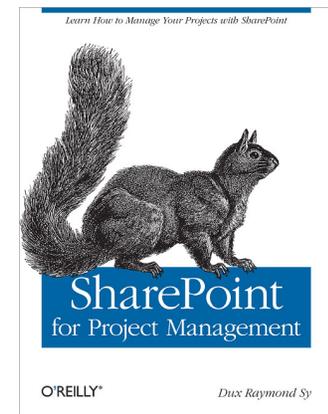


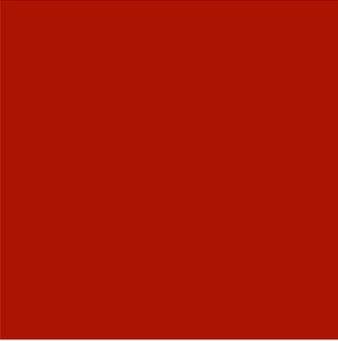


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 - Twitter: twitter.com/meetdux





Agenda

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





Home - Team - Windows Internet Explorer

http://sharepointcafe/team/default.aspx

Home - Team

SharePoint Cafe PMO > Team

Welcome Dux Raymond Sy, PMP

Team

This Site: Team

Site Actions

View All Site Content

Documents

- Shared Documents

Lists

- Calendar
- Tasks

Discussions

- Team Discussion

Sites

People and Groups

- Recycle Bin

Announcements

Get Started with Windows SharePoint Services! NEW 2/21/2009 2:54 PM
by Dux Raymond Sy, PMP
Microsoft Windows SharePoint Services helps you to be more effective by connecting people, information, and documents. For information on getting started, see Help.

Add new announcement

Calendar

There are currently no upcoming events. To add a new event, click "Add new event" below.

Add new event

Links

There are currently no favorite links to display. To add a new link, click "Add new link" below.

Add new link

Trusted sites 100%



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



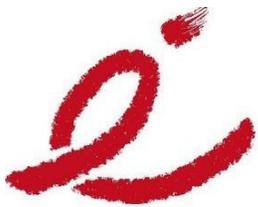
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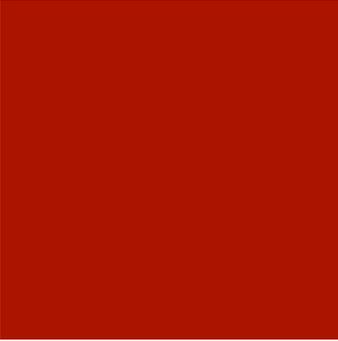
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#1 Minimize Site Components

- 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>





#2 Update Site Navigation

- Are we there yet?

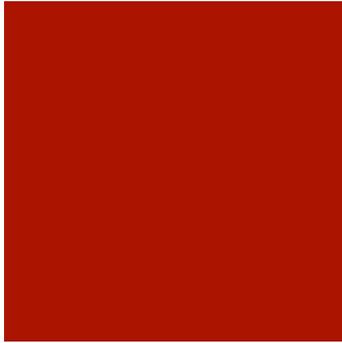
The screenshot shows a SharePoint 2007 site interface. At the top, there is a navigation bar with 'Home' selected, and other options like 'Document Center', 'News', 'Reports', 'Search', and 'Sites'. A search box and 'Advanced Search' link are also present. On the left, a sidebar contains 'View All Site Content', 'Document Center', 'News' (with sub-items 'Sample News Article' and 'News Archive'), 'Reports', 'Search', 'Sites', and 'Recycle Bin'. The main content area features a 'Welcome to Microsoft Office SharePoint Server 2007' banner with a photo of two people. Below the banner are sections for 'Site and Content Management' and 'Business Solutions (requires Enterprise License)', each with a list of tasks. On the right, there are three dropdown menus: 'I need to...' with a 'Choose task' dropdown, 'Employee Lookup' with a search box, and 'Top Sites'. At the bottom left of the main area, there is a 'News' section with three 'Sample Link' items.



Navigational Considerations

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





Demonstration

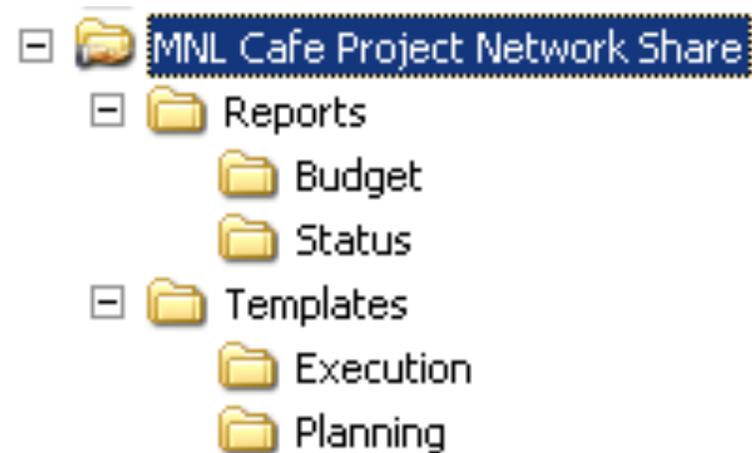


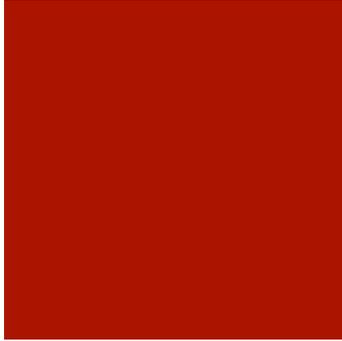
Enhancing Site Navigation



#3 Emulate the Network Share

- How about recreating our multi-folders deep network share hierarchy in SharePoint?

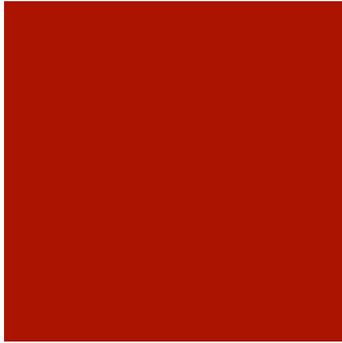




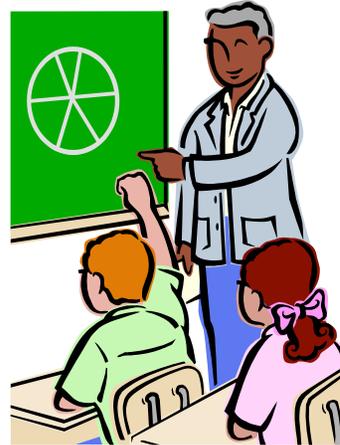
Emulate and Not Replicate

- Emulate the experience NOT the hierarchical structure
 - Custom columns
 - Custom Views
 - Quick Launch
- Step-by-step demo: <http://go.meetdux.com/c9hg>

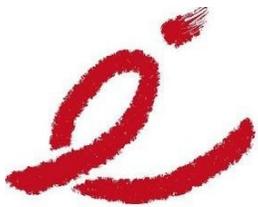


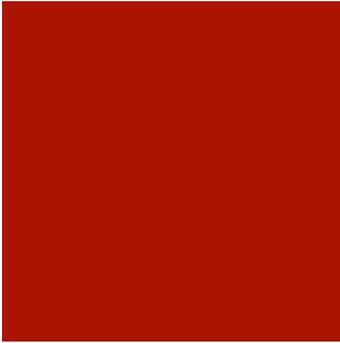


Demonstration



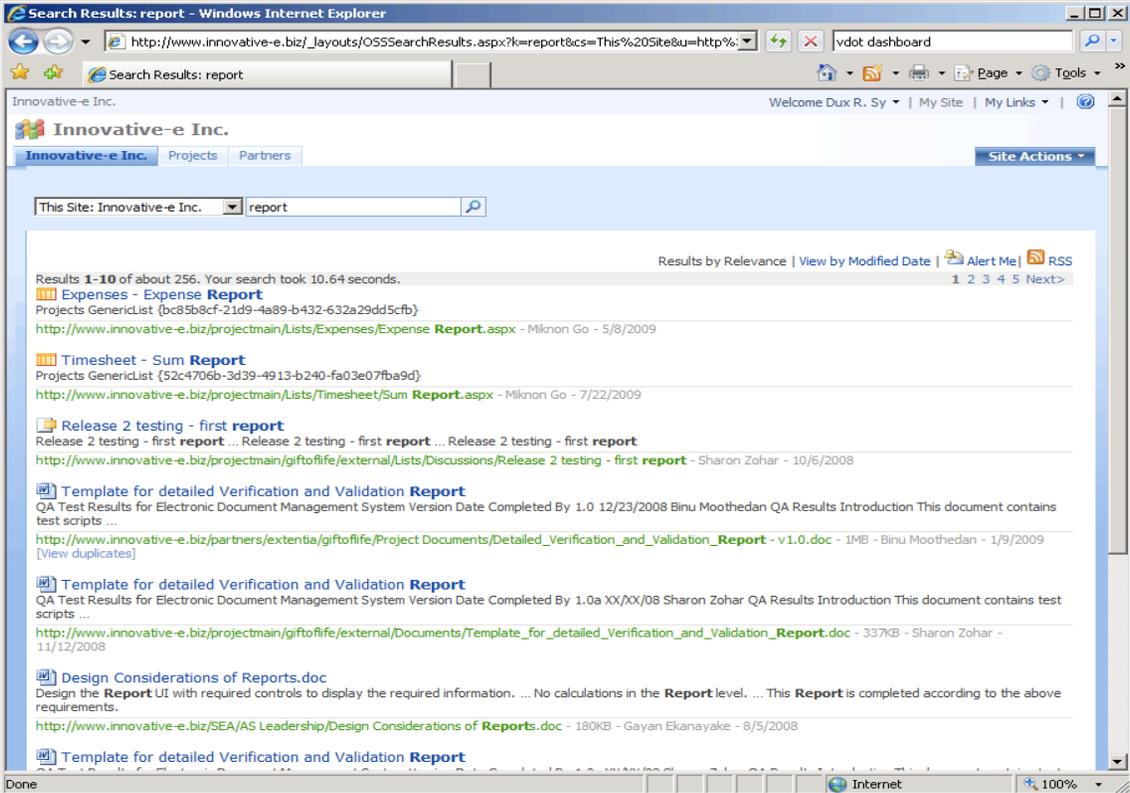
Emulating Network Shares

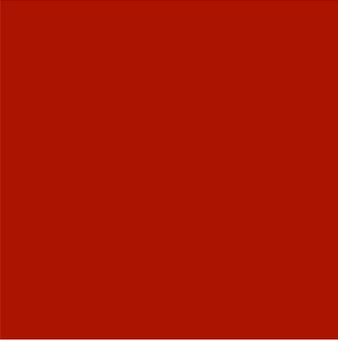




#4 Embed Additional Meta Data

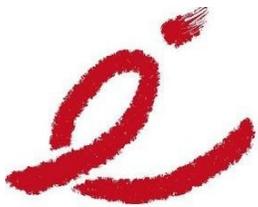
- I get 10 million search results! I can't find what I need

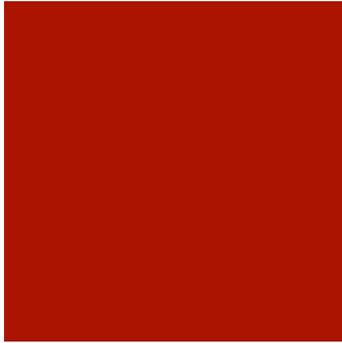




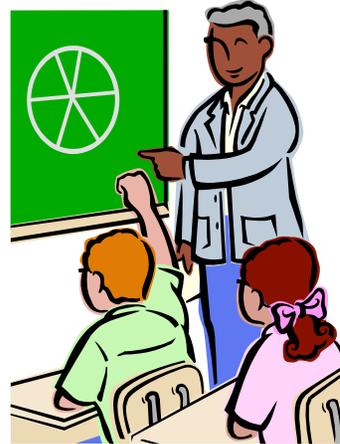
Define relevant description

- 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

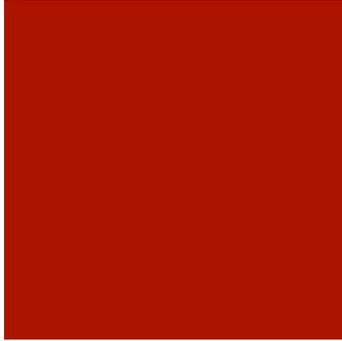
- Not all users will get formal training
- Create a self-help section for common site tasks like:
 - How to post calendar events
 - How to upload a file
 - How to move files with explorer view
- Self-help can be in various forms
 - Powerpoint slides
 - Video snippets
 - Custom lists



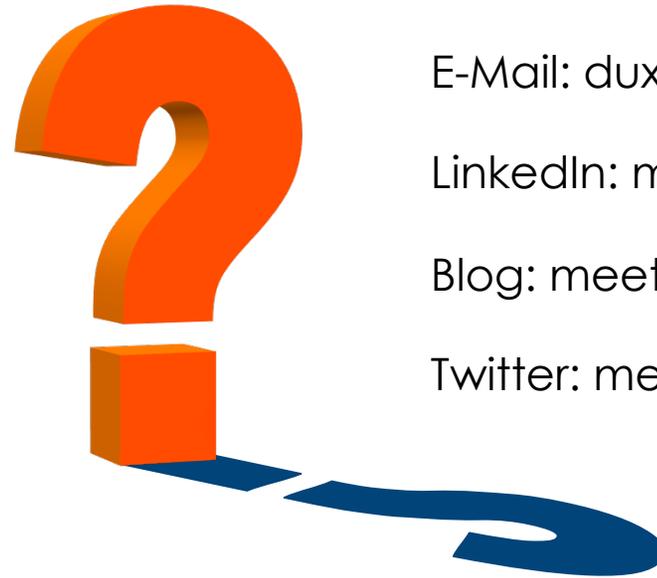
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Questions?



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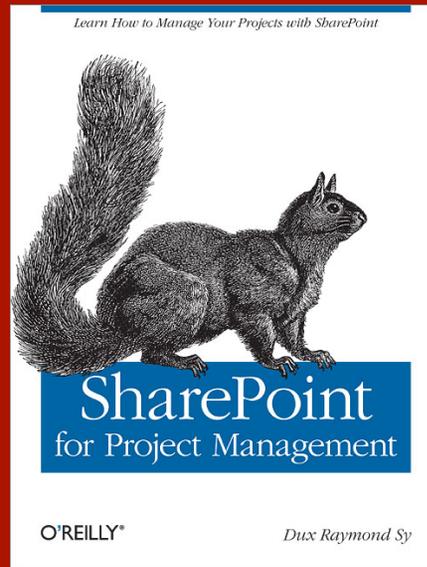
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**Thank
You!**

