Enterprise Sharepoint Portal

MobileERP.in

April 2024

What is ESP: Enterprise SharePoint Portal?

Enterprise SharePoint Portal empowers you to collaborate, inform, and deliver with dynamic sites, personalized news, and secure file sharing. It can..

- **Collaborate**: Empower teams with dynamic sites in MobileERP, Sync and share files, data, and resources securely. Every Team can get reference documents.

- **Inform**: Publish info & resources on your intranet. Tell your story with beautiful custom sites and personalized, targeted news. Make a company wide Notice Board or Intranet Landing Page on Login.

- **Deliver**: Access, manage and store collaborative and transactional content in your private Intranet.

ESP Type 1: Company Notice Board

A Digital company notice board is a designated display area OR ERP Home page Dashboard where important information, announcements, and notices are posted for employees to see. Here are some common items that can be displayed on a company notice board:

- Health and Safety Information: Display essential health and safety guidelines, emergency procedures, and evacuation routes. This ensures that everyone in the office can access this critical information easily[1].

- Insurance Information: Share details about the company's insurance policies, including buildings insurance, liability insurance, and health insurance. This helps employees understand their coverage and rights[1].

- Staff Photos: Showcase photos of team members along with their job titles. It helps visitors identify employees and understand the organizational structure[1].

- Employee Wellbeing Information: If your company has an employee assistance program (EAP), provide information about it on the notice board. This ensures that employees know where to seek support when needed[1].

- Fire Safety Information: Highlight fire exits, fire officers, and emergency procedures. This is crucial for employee safety and should be easily accessible to everyone[1].

- Team Photos: Display team photos to foster a sense of camaraderie and showcase the company's culture. It also adds a personal touch and can positively impact new hires during interviews[1].

- Individual Achievements: Celebrate employee accomplishments by displaying them on the notice board. Recognizing achievements promotes a positive company culture and encourages collaboration[1].

- Emergency Contact Information: Provide a list of emergency contacts, especially if your business requires it. Having this information readily available can minimize damage during critical situations[1].

- Certifications: If your company holds specific certifications, proudly display them on the notice board. It demonstrates progress and boosts employee morale[1].

- Upcoming Events and Conferences: Share details about social activities, conferences, and meetings. This promotes interaction among employees and creates a greater sense of community in the workplace[2].

- Remember that a well-utilized notice board can enhance communication, engagement, and overall office dynamics.

ESP Type 1: Company Notice Board

ESP Type 2: Document Ref Library

A **document library** is a designated space within an organization's digital environment where files, documents, and other content are stored and organized. Here are some key points about document libraries:

- **Purpose and Function**:
  - Each document library displays a list of files, folders, and key information about each item, such as who created or last modified a file.
  - It serves as a central repository for documents related to a specific project, team, or topic.
  - Users can upload, edit, and manage documents within the library.
- **Organization and Accessibility**:
  - Document libraries allow users to organize files into folders, making it easier to find specific documents.
  - Permissions can be set to control who can view, edit, or delete files within the library.
  - Users can search for documents based on keywords, metadata, or other criteria.
- **Collaboration and Sharing**:
  - Teams can collaborate by working on shared documents within the library.
  - Version history allows tracking changes made to files over time.
  - Integration with collaboration ESP tools enables seamless sharing and collaboration.

In summary, a document library provides a structured and accessible way to manage, share, and collaborate on files within an organization.

ESP Type 2: Document Ref Library