

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 easily¹.
- **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 rights¹.
- **Staff Photos:** Showcase photos of team members along with their job titles. It helps visitors identify employees and understand the organizational structure¹.
- **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 needed¹.
- **Fire Safety Information:** Highlight fire exits, fire officers, and emergency procedures. This is crucial for employee safety and should be easily accessible to everyone¹.
- **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 interviews¹.
- **Individual Achievements:** Celebrate employee accomplishments by displaying them on the notice board. Recognizing achievements promotes a positive company culture and encourages collaboration¹.
- **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 situations¹.
- **Certifications:** If your company holds specific certifications, proudly display them on the notice board. It demonstrates progress and boosts employee morale¹.
- **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 workplace².
- Remember that a well-utilized notice board can enhance communication, engagement, and overall office dynamics.

ESP Type 1: Company Notice Board


MobileERP 11/04/2024 11:48:10 3479 7701 28 0 0 2 8 IMPLEMENT

637.ASHISH
Computer Department
FY: 2425 - 11/04/2024

My Dashboard
My Daily Briefing
GTD GETTING THINGS DONE
My Workspace 7
My Work Masters 16
ETM ENTERPRISE TASK MANAGEMENT
My Tasks 3479
My Tickets 0
My Holds 3479
My Work
ECM ENTERPRISE CONTENT MGMT
My Mailbox 7701
My Messages 28
My Documents 0
My Meetings 0
My Alerts 2
DRS DAILY REPORTING SYSTEM
My Timesheet 14
My Attendance

Company Notice Board

Sharepoint Dashboard




Message from Chairman: This year we want to achieve 2000 crore turnover...

Read More

Your daily work reminder:

1. Operational Risk: Find deliveries delayed.
2. Financial Risk: Find invoices+collections delayed.
3. Compliance Risk: Find current compliance failure.
4. System Level Risk: Find who is not working on ERP.
5. Process Risk: Find who is not following process.
6. ERP will mark absent on failure of Leave Applicati
7. ERP will mark absent on failure of Travel Applicat
8. ERP will mark absent on failure of Miss Punch Appl
9. ERP will mark absent if no work done in ERP today
10. Kindly contact ERP Staff today and learn ERP.



Happy Birthday Today:

Company Policy | Announcement | Notice

Company Documents

On Leave | Employees Resigned this month | On Tour

Absent Today | New Joining this month | Holidays

Company Goals and Milestones

Print this page

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

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ERP GTD CRM DMM TMM OMS SDM SMS PMS CSS PLM SCM PPP MFG EPC IMS LMS EAM MMS QMS HCM TLM TOM PAY WAG PGM PA LEG

ScoreCard Create Edit Approve Print OnHold Approved Rejected Delegate Calendar Scheduler Timesheet WBS Gantt Resource Material Manpower Machinery B/O MTO W/MTS MRP ROP KANBAN Today ToDo Kanban Ticket UnHold Lists Process Pipeline Progress Journey Dashboard Reports Alerts Help

Goals Initiate-Inform People Plan-Ask People Execute-Make Decision Control-Monitor Progress Analyse-Ask Systems

39. ERP Work Area Home Folder Camera Edit ECM: UnApproved / Approved / Rejected

Uploads Chatter Meetings Emails Ticket Hold Page Checklist Drill Status Log Portal Share

Reference Documents

Vendor Reference Document

#	Document Name	Date Uploaded	Remarks
1	Civil Works Books	21/2/2010	This is final version client ap

Invite Member to chat and share this document data
Select User/Employee

Invite

KEYUR J. BHATT - Joined:24/06/2021 16:12:16 --- Remove

ASHISH G. KANTAWALA - Joined:07/07/2021 10:57:30 --- Remove