# Top 3 Features of SharePoint

**Libraries**

A repository of APPROVED letter templates with an additional folder to hold previous versions all in one place.

Using said templates to create letters i.e. Sanction letter allows us to save all letters in ONE place vs. in each provider’s Network folder. (Win 7 will SEARCH SharePoint AND the G drive for documents XP Might do it too.) SharePoint also has features to enable the contents of files to be searched vs. just file names

Templates in the library can be LOCKED as to WHO can edit the original template file reducing the chances of accidental changes that should NOT have been done.

Still allows letters to be customized for each circumstance

A single holding place for mail merge lists and the connected letters!

**Document Sets**

A set of documents that work together i.e. Business Processes. Each process is technically in its own file but the documents can be easily linked together like the process for file naming and the cheat sheet for the wall which are 2 different documents one Word & one Excel

**Co-Authoring**

Simultaneous creation and editing of documents! Better version control. Assign specific writing areas to individuals to reduce redundant work.

**Other Features**

Task Lists

Database of info such as CC training, CPR Waivers, Providers who are chronically late with documentation

Calendar which syncs with Outlook

Announcements on the home page

Team Discussions as in a forum of topics that need brainstorming or even just an ongoing thread of ideas for agenda topics

\*\*need to ask IT but potentially all documents in the Library can be accessed from the QA laptop ANYWHERE it is connected to the net! Useful for site reviews or surprise visits where a document was forgotten!