Top 3 SharePoint Hacks That'll Launch a New Era of Collaboration Success

> SharePoint 2016 is equipped to handle upwards of 20 million indexed items[1], unlocking new levels of searchability.

HACK 1: Start With Clear Governance Policies

Bringing data, files, and other content together in one place is only valuable if users can get to that information on a consistent basis. This means establishing file-naming rules, ensuring there are clear policies for version control, and making sure users handle files

in secure ways. Collaboration becomes a security, regulatory, and organisational nightmare without the right rules and processes in place. Getting governance right is an essential SharePoint hack that can drive success throughout the entirety of your time using the technology.

The key here is to avoid the temptation to dive into what SharePoint has to offer without stopping to figure out the best processes first. A recent BusinessManagement Daily report explained that **SharePoint's ease of use creates a situation in which many companies get deep into deployment before they establish policies**[2], leaving them to scramble to deal with problems and disorganisation over time. Establishing a governance

team to set goals, create rules, and enforce internal regulations can set SharePoint projects off on the right foot and have a huge positive impact on long-term success.

HACK 2: Use Sharepoint to Capture Some Low-Hanging Fruit

Many businesses have processes and workflows that have long been difficult for workers to deal with, but would be easy to solve with a bit of specialised collaboration technology. Want to maximise what SharePoint can do for you? Move those processes into the collaboration suite. SharePoint is becoming more accessible, making it a prime option to solve simple business problems that can hold production teams back.

There are two key issues that make SharePoint a great option for these small projects that can drive business value, and both were highlighted[3] in a recent CMSWire report:

- **Microsoft has worked to build open development capabilities -** particularly in the form of HTML5 and CSS3 support - into the SharePoint suite. As a result, organisations that want to roll out custom applications to work within the solution don't have to find workers with specialised programming knowledge. Furthermore, open coding capabilities means more third-party apps and easier integration across applications.

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- **Licensing has changed dramatically as Microsoft has built SharePoint access into its Office 365 portfolio,** giving organisations access to SharePoint as a part of their Office 365 ecosystem instead of having to make a dedicated purchase.

Collaboration doesn't have to be a big project, and taking advantage of Microsoft's open approach to SharePoint can help companies keep communication and file sharing simple and straightforward.

HACK 3: Let Users Improve Search Functionality

With so many indexable items in SharePoint, searching for specific files, documents and databases can get nightmarish for end users. Having your developers write out code to streamline archiving and make it easier to search is an option, but customising code in that way is cumbersome and time consuming. Businesses can save a great deal of time and energy if they focus instead of having users take the actions they can to improve searchability.

SharePoint offers plenty of ways for users to improve search functionality, and Network World highlighted taking advantage of metadata[4] as a prime option. Getting users to tag documents accurately and effectively can make it easier to refine searches and improve accuracy. Furthermore, making titles meaningful and informative is critical as a good title will make it easier for users to identify documents within search lists. Network World also pointed to establishing authorisation settings that ensure users are only able to view documents and files that they have permission to access when they perform searches.

Making the Most of Collaboration

SharePoint offers organisations plenty of opportunities to improve internal communication and file sharing, but taking full advantage of these benefits involves a bit of creativity and precision within deployments. Following these SharePoint hacks can ensure your SharePoint projects get started in the right direction.

Learning precisely how SharePoint works and what your options are for customisation and management is essential in taking advantage of these SharePoint hacks, and Learning Tree can offer the courses your users need to take full advantage of the technology.

Sources:
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4 http://www.networkworld.com/article/3031689/microsoft-subnet/5-tips-for-improving-document-findability-in-sharepoint.html

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