

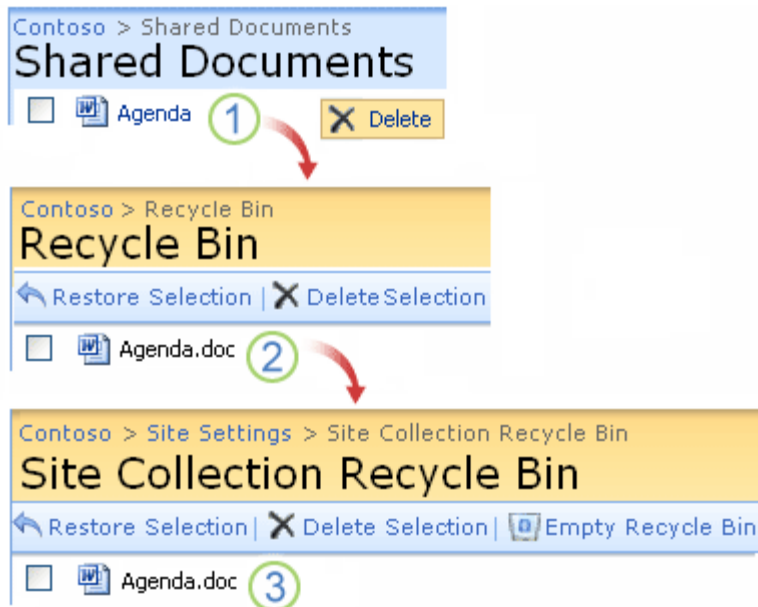
Centralize management and control

SharePoint sites provide better ways to manage content and people. Whether you are a contributor to a team site, a site owner, or a server administrator, there are several ways that you can work more effectively.

Content

Better document recovery When you delete a document, it is first sent to your Recycle Bin. From there, you can remove the item from the Recycle Bin or restore it back to the live site. Removing the item from the Recycle Bin sends the item to the site collection Recycle Bin, where a site collection administrator can delete or restore the item.

The Recycle Bin can store lists, libraries, folders, list items, documents, and Web Part Pages. A site collection administrator can view all the deleted content for the site collection. A server administrator can control how the Recycle Bins are used. For example, a server administrator can clean up items that are more than a certain number of days old, or disable the Recycle Bin entirely.

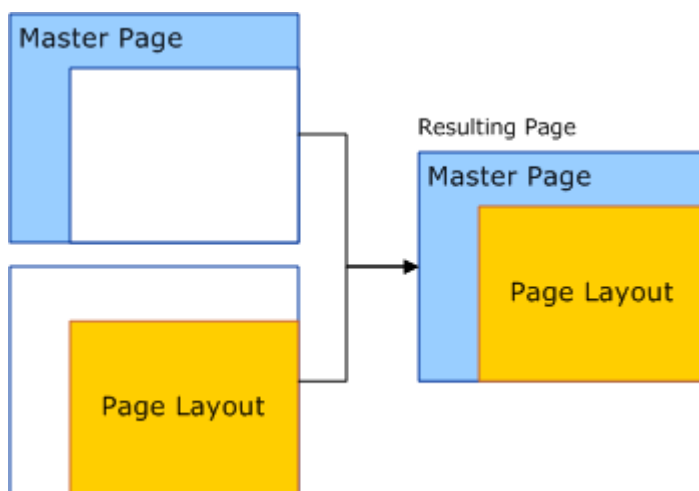


1 End-user deletes the Agenda document from a document library.

- 2 The document is moved to the **Recycle Bin** for the site, where people can restore it or delete it.
 - 3 If the file is deleted from the site **Recycle Bin**, it is sent to the Site Collection Recycle Bin, where an administrator can restore it or delete it permanently.
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Option to require document checkout Users can be required to check out a file from a library before it is edited. Requiring checkout means that only one user can modify a file at a time, which reduces the possibility that changes can be overwritten by another user accidentally.

Better control with master pages Site designers can more easily control the common elements of a Web site, such as a company header or the navigation format by using a master page. This master page is reused across the site, so that you can customize the look, feel, and behavior of a site once, rather than make the same changes to every page.



Centralized control of lists with site columns You can create site columns to ensure that each list that is based on the site column has the same definition. This feature eliminates the tedious work of reproducing the column for each list and allows you to maintain the settings in one place. For example, you can create a column that contains the names of regional offices, so that people can easily choose the office name from a list. If the names change or if new names need to be added, you can update the information in one place. Because a site column is consistent across lists, you can use a site column to manage and analyze data across multiple lists.

Better management of versions You can quickly view who makes which changes to a file or list item and restore older versions of documents or list items. Details that describe the document but aren't part of the

document, sometimes called metadata, are also stored for each version of the document. People can easily set up views to track how the metadata has changed.

You can save a document as a **major version** (major version: A numbered copy of a file that has changed significantly since the previous major version. Each major version is identified by a whole number (1, 2, 3, ...) to indicate that it is published for a wider group in your organization to view.) for substantial changes, or as a **minor version** (minor version: A decimal-numbered copy (0.1, 0.2, 1.1, ...) of a file that is in a stage of revision or that has changed only slightly since the previous version. Typically, a minor version is not published for a wider group in your organization to view.) for minor changes such as fixing typographical errors. Document library owners can specify how many older versions to keep.

No. ↓	Modified	Modified By	Comments
This is the current published major version			
2.0 1	5/15/2009	Nina Vietzen	Legal Review
1.3	5/14/2009 Due date	Vanessa Garcia	changed due date 6/9/2006
1.2 2	5/13/2009	Mike Miller	Updated figures
1.1	5/11/2009	Vanessa Garcia	Fixed some typos
1.0	5/10/2009	Dave Natsuhara	ready for first review
0.2	5/10/2009	Mike Miller	Inserted chart
0.1 3	5/10/2009	Dave Natsuhara	added sales data

- 1** The current published major version is highlighted, and the version number is a whole number.
- 2** A version is created when properties or metadata changes.
- 3** The first version of a file is always minor version number 0.1.

Versions of list items Versioning can be enabled on lists so that each list item has its own version history. You can see when and how items change and restore older versions of items. As with document versions, you can also specify how many versions to keep.

No. ↓	Modified	Modified By
8.0	2/17/2008 9:30 AM	Ted Bremer
	Status	Completed
	% Complete	100 %
7.0	2/13/2008 8:35 AM	Carlos Carvalho
	% Complete	75 %
6.0	2/12/2008 11:33 AM	Ted Bremer
	% Complete	25 %

Visibility and approval of draft documents Files can be hidden from certain groups of users on a site while they are being drafted. You can also specify an appropriate level of approval for a document by managing it with a workflow.

Process management through workflows You can streamline the cost and time required to coordinate common business processes, such as project approval or document review, by managing and tracking the human tasks involved with these processes. For example, an organization can create and deploy a basic custom workflow to manage the approval process for drafts of documents in a document library.

People, groups, and alerts

Better management of people and groups The People and Groups page makes it easy to manage people on your site. You can add people to groups, so that you can manage access more efficiently for a group of users at one time. You can also view information about other people, based on your directory service, and manage information about yourself. For example, depending on how your site is set up, you can view someone's office number or add an image of yourself to your profile. Regardless of where you are currently working on a SharePoint site, you can use this feature to easily find information about other people.

More relevant alerts Alerts enable people to receive the right information at the right time, such as knowing when a critical document changes or when new items are added to a list. Depending on your role, you can set alerts automatically for other people or groups. For example, you can alert people on another team when changes are made to a schedule that affects them.

Sites and permissions

More specific permissions You can manage permissions by using permission levels, and you can manage users by using SharePoint groups. A permission level is a collection of permissions that can be applied to a user or a group. A SharePoint group is a collection of users who share similar permissions.

You can set permissions at the item, file, folder, list, library, and site level. For example, you can enable people to work with most items in a document library but restrict access to a sensitive document.

Improved backup and restoration of sites Administrators have more flexibility for backing up and restoring sites in case of system or catastrophic failures. Central Administration tools can perform Structured Query Language (SQL) data backups for most site elements.

Improved search and logging Search indexing is supported within a site collection and across lists. Indexing enables more effective querying across folders and within large lists. You can also have a change log created that enables more efficient searching and crawling of a site. The change log is based on precise indexing of items that have changed, which provides search results more quickly and with lower overhead.

Contextual display, based on user permissions When users don't have permission to change settings or content, the related links, commands, buttons, and instructions are not displayed on the site. This prevents end users from viewing the features and content that they don't have the permission to use or change and from attempting to use features that are not enabled or configured with the correct settings.

More flexible and scalable deployment and upgrade Deployment is more visual and simplified for a single-server configuration and more robust and configurable for enterprise organizations. There are more options for organizations that are upgrading from a previous version, including more automation, and the flexibility to upgrade specific site collections over time, while keeping the current sites in place, to minimize disruption and maintain integrity of data. Programmatically, you can use content migration application programming interfaces (APIs) to export and import smaller elements, while preserving security.

Manage syndicated information You can manage whether and how your organization uses RSS Feeds to receive updates to lists and other information through subscriptions.

Welcome menu A SharePoint site displays a **Welcome** menu, which people can use to manage their settings. The **Welcome** menu can require users to log in and to completely log out when they are finished. From the menu, someone else can log in with different credentials on the site.

Welcome Karim Manar ▾



My Settings

Update your user information, regional settings, and alerts.

Sign in as Different User

Login with a different account.

Request Access

Email the site administrator to request additional permissions.

Sign Out

Logout of this site.



Personalize this Page

Add, remove, or update Web Parts on this page.