

Microsoft® Office

Deutsche SharePoint® Konferenz 2008

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Connect. Collaborate. Share.





Einsatzmöglichkeiten von Wikis in Unternehmen

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Agenda

- Introduction Bayer Business Services
- Web 2.0 - Wikis
 - Why are Wikis so successful? What is new?
 - How can we use Wikis in the enterprise?
What is different?
 - What can SharePoint Wikis do out of the box?
 - Business Scenarios for using Wikis in enterprises



“our service –
your advantage”

Bayer Business Services is the Bayer Group’s international competence center for IT-based services.

Range of services

- IT Infrastructure & Applications
- Procurement & Logistics
- Human Resources & Management Services
- Finance & Accounting



What is a wiki? Why are Wikis so successful? What is new?

A wiki is a simple, practical web application that makes it easy for you and your team to collaborate and manage knowledge

What is new ?

- Easily editable web page
 - One click to edit
 - No HTML know how necessary
- Everybody can contribute
 - Everybody becomes an author
- External/Internal Links



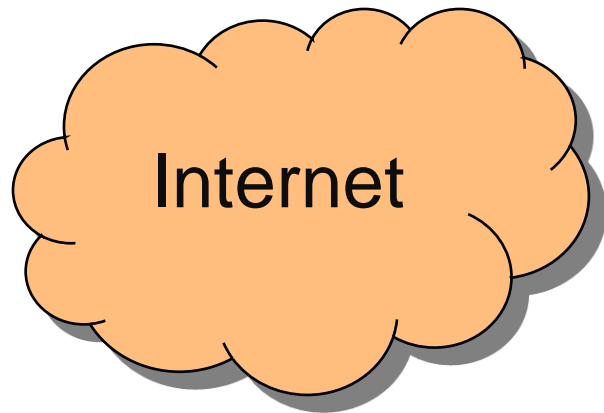
Success story
Wikipedia
(2.2 mio english articles)

Features

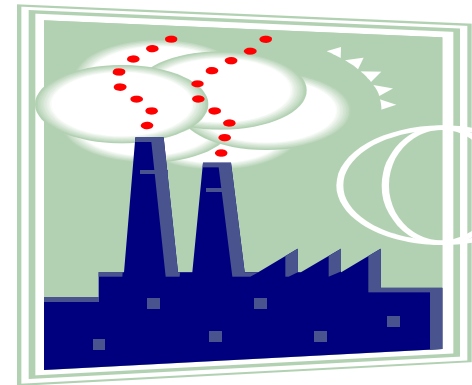
- No Check In/Out like in document management systems
- All team member can work together at one document (one wiki) at the same time
- Alerting for particular pages of a wiki
- RSS for new documents
- History for each page and rollback on page level

How can we use Wikis in the enterprise? What is different?

- In the internet wikipedia for example lives from the huge amount of editors, but only 0,1% of wiki users maintain the content in wiki pages
- In a team of 40 or 50 people is that not enough. What can we do to use the idea and advantages in enterprise?



- Millions of user
- No access limitations
- Collecting information



- Defined (small) amount of user
- Access limitations
- Fullfil business requirements

How can we use Wikis in the enterprise ? What is different?

With a wiki, a team can

- share, manage, and comment on information
- easily make edits that update instantly
- track every change or rollback to a previous version
- access content securely anytime from anywhere through a browser
- find information quickly, unlike emails.



Focus on special tasks

Specifications, Contracts

User manuals, FAQs

Meeting Minutes

Event planning

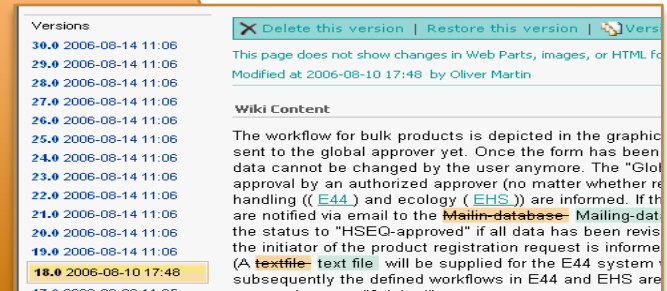
Guidelines, Knowledge Management

Here in past the team has to work together on one document (usually one file) which was stored in a document management system. It was difficult to work on the document at the same time or to see the progress that other people do.

What is special about SharePoint Wikis ?

Features

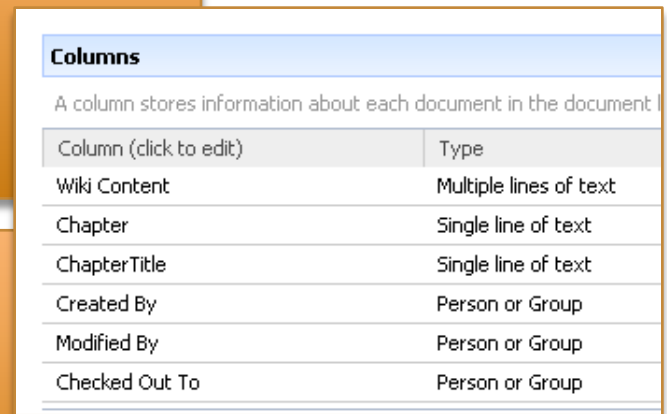
- Versioning
- Visual Differencing
- Approval
- Permissions



The screenshot shows a 'Versions' list on the left with entries from 2006-08-14 11:06 down to 18.0 on 2006-08-10 17:48. The main content area shows a message: 'This page does not show changes in Web Parts, images, or HTML. For more information, see the help page. Modified at 2006-08-10 17:48 by Oliver Martin'. Below this is the 'Wiki Content' section, which contains a paragraph about a workflow for bulk products, mentioning 'E44' and 'EHS'.

Strategical

- Operation and backup
- Experience
- Compliance



The screenshot shows a table titled 'Columns' with the following content:

Column (click to edit)	Type
Wiki Content	Multiple lines of text
Chapter	Single line of text
ChapterTitle	Single line of text
Created By	Person or Group
Modified By	Person or Group
Checked Out To	Person or Group

Technical

- Adding additional informations easy
- Structured Content like documents
- Extensibility

Business Scenario 1

Specifications, Documentations, Manuals

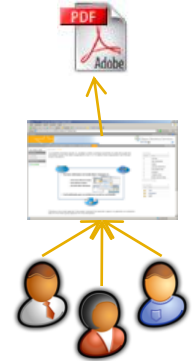
Create and publish online documentation in an efficient way

Requirements

- Small team creates one document
- Up to 40 pages with a Chapter structure

Today

- One document in a document management system
 - Check In/Out (only one person can edit the document)
- No versioning on chapter level



With Wiki

- Each Chapter is one Wiki page
 - Wiki can be edit by many users at the same time
 - Versioning on chapter level
 - Permissions on each chapter

Additional components

- One additional Column
- Navigation Webpart
- PDF Generator

Business Scenario 2

Meetings Minutes, Event planning

Collect and publish content easily

Requirements

- Preparing time schedule / Planning agenda
- Collecting information regarding speaker and contact
- Store presentations
- Manage Tasks

Today

- Coordination via eMail
- Manage Tasks in Excle
- Store documents in EDM system



With Sharepoint & Wiki

- Coordinate Agenda in a Wiki
- Store Tasks in a task list
- Store presentation in document library
- Store speaker information in custom list

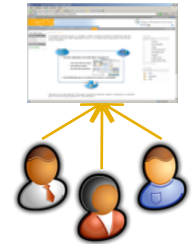
Additional components

- Document library, Task list, Custom list
- Lookup in Document lib, Task list and Custom list
- Additional Webparts in each wiki page

Business Scenario 2

Meetings Minutes

Collect and publish content easily



Agenda
Minutes

The screenshot shows a SharePoint web page for a meeting on 2008-02-12. The page title is "Next Generation Internet - 2008-02-12 - Internet Use is for Business Purposes only". The main content area is titled "2008-02-12 Agenda" and lists four topics:

- Top1 : Introduction (All)
Short discription of the content that is shown in this meeting
- Top2 : Wikis in the enterprise (Firzloff)
Firzloff has shown the status of the innovation project wikis in the enterprise
- Top3 : Wikis in the enterprise (Firzloff)
Firzloff has shown the status of the innovation project wikis in the enterprise
- Top4 : Wikis in the enterprise (Firzloff)
Firzloff has shown the status of the innovation project wikis in the enterprise

The right-hand pane contains two sections:

- Documents:** A list of documents including "Next Generation Internet", "Next Generation Internet-01-17-2008", "InnoTech", "NextGenerationInternet", and "WikiExamples".
- Tasks:** A table of tasks assigned to "Firzloff, Thorsten":

Title	Assigned To
Test Wiki new	Firzloff, Thorsten
Prepare Wiki new	Firzloff, Thorsten

Yellow arrows from external text labels point to specific elements: "Agenda Minutes" points to the main content area; "Slides" points to the "Documents" list; "Tasks" points to the "Tasks" table.

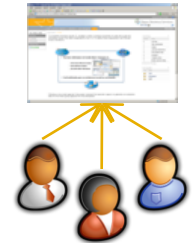
Slides

Tasks

Business Scenario 2

Event planning

Collect and publish content easily



Lecture
Abstract

The screenshot shows a web browser window displaying a SharePoint page. The page title is "Using Sharepoint Wikis in the enterprise". The main content area contains a paragraph of text: "Web 2.0 is a topic that we hear a lot in the news. But an important question is how can an enterprise take advantage of this technology. In enterprises the group of user is much smaller and so the usage must be different. This session can give you an overview about application areas where it makes sense and where these technologies can support you to do your daily work. We can give examples where we use Wikis and Blogs and how you can use the sharepoint advantages of having more than only a stand alone Wiki or Blog system." Below the text is a metadata table with columns for "Title" and "Name", containing the value "Using_Wiki_1.rss". There is also a "Back to agenda" link. On the right side of the page, there is a speaker profile for "Stefan Füll", including a photo and a short biography. The browser's address bar shows a URL from Bayer AG.

Speaker
information

Slides

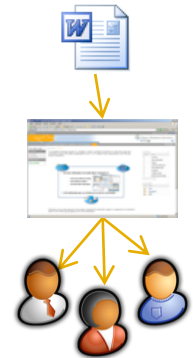
Business Scenario 3

Publishing Guidelines

Using existing documentation to build a browser based repository

Requirements

- Import of existing word files
- Many user with read access
- Navigation important
- More than 100 pages



Today

- PDF File which can not be changed

With Wiki

- Easy to change after import

- Converting Word 2003/2007 documents into Wiki Pages
- Breaking

Import



- Chapters for sorting and navigation
- Automatic Index

Navigate



Additional components

- Additional Chapter/Subchapter Columns
- Navigation Webpart
- Word import agent

Enhancements

Additional Components

- Chapters for sorting and navigation
- Automatic Index

Navigate



- Chapters for sorting and navigation
- Automatic index

- **Convert Wiki to PDF**
- Time-By-Time for versioning
- Including Pictures and hyperlinks

- Printing Wikis
- Saving current wikis
- Publishing

Export



- Converting Word 2003/2007 documents into Wiki Pages
- Breaking

Import



- **Convert Chapter** into Wiki Pages
- Create **Overview Pages**
- **Format Text** and **upload Images**

- **Template** e.g. for specification (including Content)
- Using **snippets** for often used text elements
- Tidily integrated **Image picker**, upload directly into picture library
- Documents and related links

- Image Picker
- Snippers
- Templates

Edit





Bayer Business Services

Demo



Our Partner BlueBridge Technologies AG



The SharePoint Specialists

Realizing individual business processes

- .. based on Microsoft Products and Technologies
- ... focused on SharePoint and Reporting Solutions since 5 years
- ... packaging best practices into high quality components

Founded

December 2000

Locations

Bonn
Buttenheim

References

Bayer AG
Microsoft GmbH
Siemens AG
+ SMBs





Bayer Business Services

Thank you

