



## Functionality & Features

Windows SharePoint Services (WSS) is the perfect team working and collaboration tool allowing users to **share information, collaborate on documents**, and collate team knowledge over the Internet or corporate network. As a fully managed service WSS fully integrates with the Microsoft Office System family of applications and Exchange 2003 providing the perfect instant Intranet or Extranet solution.

Benefit	Description
Scalability	Hosted SharePoint allows you to increase users and storage without any hardware or software costs. This is all done through the online interface.
Per-site backup and restore	Backup is automatically done every day ensuring that you never lose any important information or documents.
Administrative control	Administrator of the sub-site controls the layout, look and feel of that site.
Site quotas	According to the package you choose your site will come with an allocated amount of space. If you need more space it is easy to purchase more.
Microsoft Office System	Deep integration with Microsoft Office System programs allows Integration teams to collaborate using the familiar tools they use every day.
Document collaboration	Document workspace sites created using Microsoft Office Word 2003 take advantage of platform features by providing a document collaboration space.
Check-in, check-out	Documents can be reserved by individual users for updating purposes.
Document versions	Document changes are tracked and assigned different version numbers for auditing and easy rollback.
Browser-based customisation	Changes can be made in a Web browser by dragging Web Parts onto personal or public pages, and then customising them. Themes can also be applied using a browser.
Presence integration	Users can quickly determine the online status of site members by sending e-mail or an instant message, adding the member to a contact list, and viewing current free/busy status.
Alerts	A user or site manager can add an alert to a list or list item so that they receive an e-mail notification when changes are made.
Search capabilities	Full text indexing per site, searching is scoped to the site level.k)

Pricing			
Tier	Users	Storage	Price
Lite	10	100 MB	£24.95
Standard	50	200 MB	£49.95
Professional	100	500 MB	£99.95
Premium	200	1 GB	£199.95
10 Additional Users			£10.00
100 MB Additional Storage			£6.00