ADVANCED DATABASE SYSTEMS

K2 Technology Implements Share Point 2010.

After battling with amateur implementation for Share Point 2003 then semi-professional implementation for SharePoint 2007, K2 decided to get their own SharePoint staff. After successful transfer of the data from our poorly implemented 2007 implementation and customisation to automate some of our business processes K2 have decided to share their skills.

We now have a team of developers, administrators and database experts available to meet your SharePoint requirements.

What have we done that would be of use to you?
Our previous Share Point setup was done in conjunction with our Network IT staff with minimal development skills and a Share Point consultant. Under advice from the consultant our networking staff installed and implemented components of Share Point 2007. Lack of detailed knowledge meant that decisions were made that had severe consequences further down the track (which we naturally only found out later).

After much shaking of heads and moaning by our new Share Point Guru, the problems were removed during the transfer from Share Point 2007 to Share Point 2010. Standards were set and adhered to; systems were put in place to ensure the same problems didn't reoccur.

You can gain the benefits!

Now K2 is giving you a chance of taking advantage of this experience and our resources.

What benefits, you may ask. Well this is what we have (Just ask our team to demonstrate the live site when you see them).

Time Sheet:

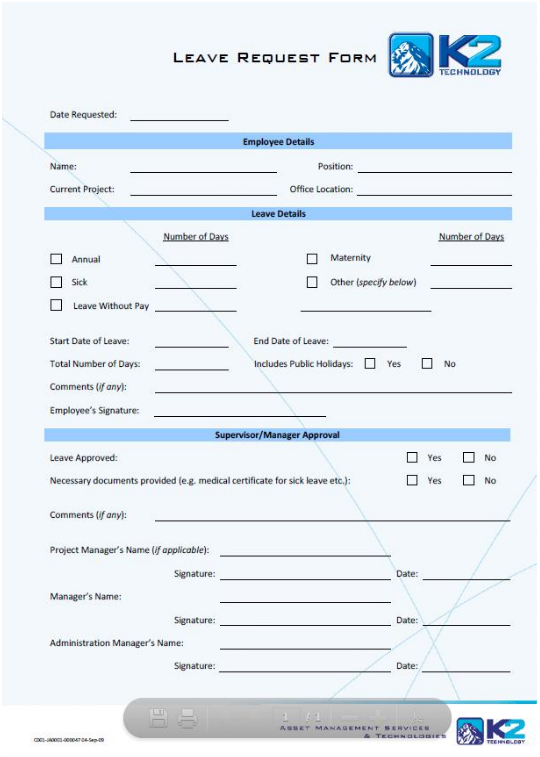
After fiddling around for years tweaking and fixing and looking for something better we developed our own. Although based around the Engineering side of our business the system works well for the software development side of the business as well. It will work for your business with a few tweaks. Why do this in Share Point?

Well, because we can link to our Share Point site externally the system is secure and readily available anywhere. In fact, members of our staff access the timesheet from their iPhone, iPad or any computer with web access, so we know it can always be kept up to date.

Whatever you do don't put up with implementations that supply generic training on the system with generic manuals. K2 has training staff dedicated to the various components of training a dedicated system. We create custom manuals for each implementation of the timesheet and can run custom courses to teach your staff how to use the new system, with a separate training course on how to administer, report and modify the flexible components of the system.

Leave Applications:

Paperwork is what Share Point has been designed to reduce, even eliminate. To do this you need to build robust, flexible automated systems. The paper version of a leave form in K2 looked like this


LEAVE REQUEST FORM

Date Requested:

Employee Details

Name: Position:

Current Project: Office Location:

Leave Details

Number of Days / Number of Days

Annual / Maternity

Sick / Other (*specify below*)

Leave Without Pay

Start Date of Leave: End Date of Leave:

Total Number of Days: Includes Public Holidays: Yes No

Comments (*if any*):

Employee's Signature:

Supervisor/Manager Approval

Leave Approved: Yes No

Necessary documents provided (e.g. medical certificate for sick leave etc.): Yes No

Comments (*if any*):

Project Manager's Name (*if applicable*):

Signature: Date:

Manager's Name:

Signature: Date:

Administration Manager's Name:

Signature: Date:

ASSET MANAGEMENT SERVICES & TECHNOLOGIES

Managing the review of applications, approval and checking of details actually became an onerous task as K2 technology grew. Management information like; How many leave applications were submitted? Of those, how many were not actually taken? How many applications did we reject? How many people asked for more leave than they had accrued? What were the reasons for rejecting leave? Has one person been rejected leave more often than any other? How many times has our company cancelled leave for an employee? How much notice did we give the employee about the cancellation of the leave?

In a paper system, these questions are answerable but the administrative overhead makes a lot of them too expensive to answer.

NOT if you implement a leave applications like this:


Status: Requested

Leave Request

K2-FORM #0310

From : 24 February 2011

Number of days: 2 26/02/2011

Leave type : Annual

Comment : spans the weekend to to visit mum

Submit

Notice that the core data in the form is only what is essential to the person applying for the leave: No name (It comes from their logon details), no end date necessary but it is displayed (it's calculated from the start date and the duration).

Yes, we noticed that there was no space for approval on the electronic form even though it is on the paper form. That's because the approval is done electronically and does not need to have any space used on the application for leave.

Your company's approval process will be different from ours but the concept is the same. The leave goes to the manager of the person applying for leave. If the manager approves the leave it is passed up the line of management in any way you want. We have three Management staff who can give the final approval for leave. Once one of them approves the leave a notification is sent to personnel that this is the leave that is applied for. By the way, this could then be placed in a schedule that is available for management to see when staff are on leave and can then manage staff in terms of using other staff in their place to ensure contract delivery. No our company does not do this but it is being considered by management just like all of these options need to be considered by your company's management.

Mail Log:

All companies still receive paper invoices and letters that need to be recorded. Typically this goes into a mail register and that is the end of it. When asked if a particular letter was delivered the person in charge of entering the information in a paper register or even a spread sheet will need to scan or manually search the data for the information. Share Point is no different in that you would still need to search although the search would be easier.

So why bother?

Glad you asked. Where is the actual letter? Yes we keep copies of the invoices, Accounts are great like that but we don't copy each letter. So now we go to Accounts to get the copy of the invoice but we have nowhere to go to see the letter. If the letter was scanned and sent to Share Point we would be able to search for, email and even re-print the letter so others can see it.

Yes, that's right the letter would be available via your Share Point site for everyone to see. Well, only if the security permissions allow viewing the letter. So now you also know that Share Point has security. You probably realised that anyway but K2 know the best ways of setting up security within Share Point without compromising the data.

Employee Movements:

Employees arrive, employees depart and employees move between projects. Each one a separate event, with one form to bind them. ☺ Yes, IT people are strange but let's split the events into their components.

Arrival:

When an employee is given a job a t your company you collect information about that person at the initial stage of employment. There should never be another time when that information needs to be entered into your system. The network logon should always be the key to sourcing the information.

In a paper based system the different tasks for adding the new staff member to the email software, giving them a log on for the network and determining what are their network access permissions become tasks that are recorded as they happen.

Completion of the induction process can be recorded as each step is achieved rather than at the end of the whole process.

In fact the steps of the induction can be done in Share Point using the original policies

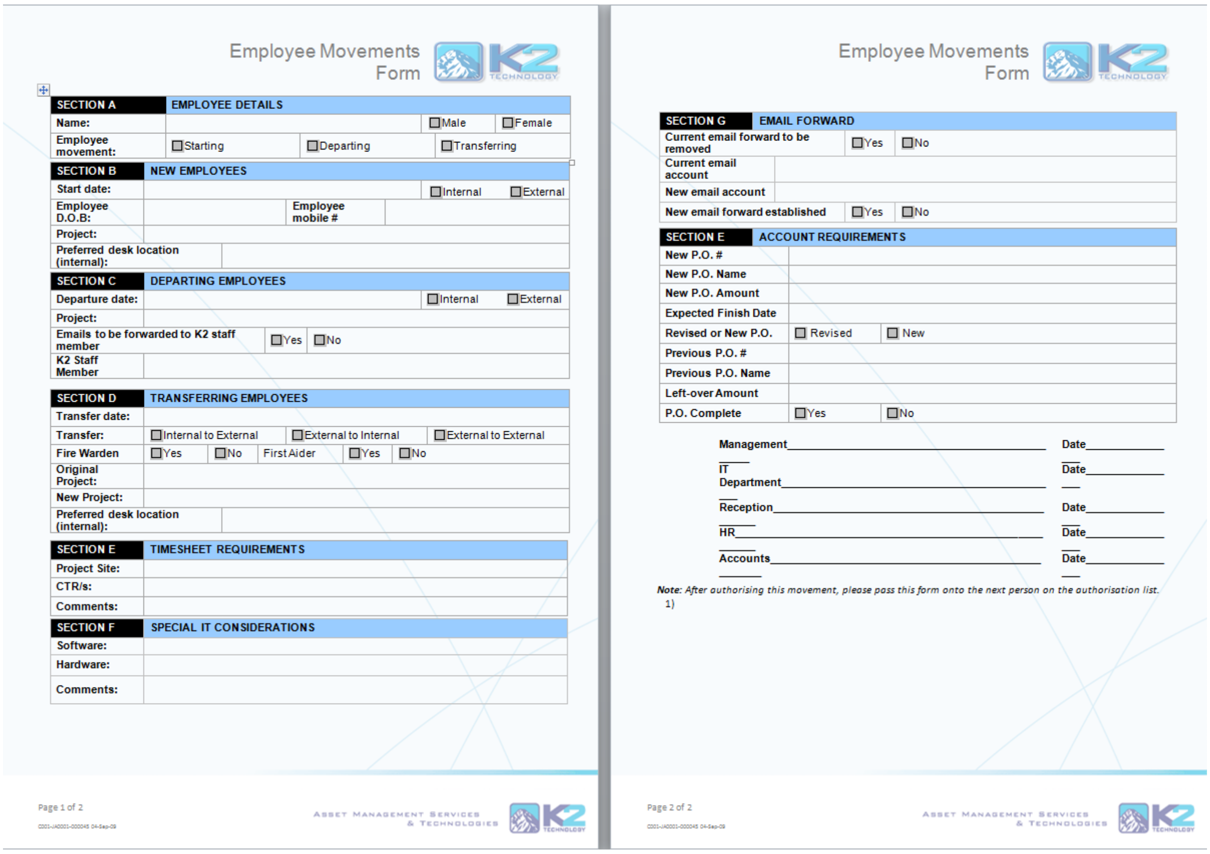
The new employee is assigned to a project or department as their initial movement.

Movement:

There is no need to enter where they are moving from. It is on the system and up to date unless a movement form is being filled out! So what do we put into a movement form? Only where the person is going to and whether other information needs to be added or altered.

Departure:

There are always processes to go through when a person leaves the company. All of these steps can be signed off electronically resulting in the process being demonstrably completed.


Employee Movements Form

SECTION A	EMPLOYEE DETAILS		
Name:		☐Male	☐Female
Employee movement:	☐Starting	☐Departing	☐Transferring

SECTION B	NEW EMPLOYEES		
Start date:		☐Internal	☐External
Employee D.O.B:		Employee mobile #	
Project:			
Preferred desk location (internal):			

SECTION C	DEPARTING EMPLOYEES		
Departure date:		☐Internal	☐External
Project:			
Emails to be forwarded to K2 staff member	☐Yes	☐No	
K2 Staff Member			

SECTION D	TRANSFERRING EMPLOYEES					
Transfer date:						
Transfer:	☐Internal to External		☐External to Internal		☐External to External	
Fire Warden	☐Yes	☐No	First Aider	☐Yes	☐No	
Original Project:						
New Project:						
Preferred desk location (internal):						

SECTION E	TIMESHEET REQUIREMENTS
Project Site:	
CTR/s:	
Comments:	

SECTION F	SPECIAL IT CONSIDERATIONS
Software:	
Hardware:	
Comments:	

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Asset Management Services & Technologies

Employee Movements Form

SECTION G	EMAIL FORWARD	
Current email forward to be removed	☐Yes	☐No
Current email account		
New email account		
New email forward established	☐Yes	☐No

SECTION E	ACCOUNT REQUIREMENTS	
New P.O. #		
New P.O. Name		
New P.O. Amount		
Expected Finish Date		
Revised or New P.O.	☐ Revised	☐ New
Previous P.O. #		
Previous P.O. Name		
Left-over Amount		
P.O. Complete	☐Yes	☐No

Management______________________________ Date__________

IT Department______________________________ Date__________

Reception______________________________ Date__________

HR______________________________ Date__________

Accounts______________________________ Date__________

Note: After authorising this movement, please pass this form onto the next person on the authorisation list.

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