



SharePoint Community 12. Mai 2010

**Wissensmanagement auf der Basis von MS
SharePoint 2010**

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INHALT

Wissensmanagement (Definition)

Möglichkeiten in Microsoft SharePoint (Beispiele)

Blog

Unternehmenswiki

Managed Metadata

Keywords / Tagging

Suche / Finden



WISSENSMANAGEMENT....

ist ein zusammenfassender Begriff für alle operativen Tätigkeiten und Managementaufgaben, die auf den bestmöglichen Umgang mit Wissen abzielen. Beiträge zum Wissensmanagement – theoretischer wie praktisch-anwendungsorientierter Art – werden in vielen Disziplinen entwickelt, insbesondere in der Betriebswirtschaftslehre, der Informatik, der Informationswissenschaft, der Sozialwissenschaft, der Pädagogik oder der Wirtschaftsinformatik.



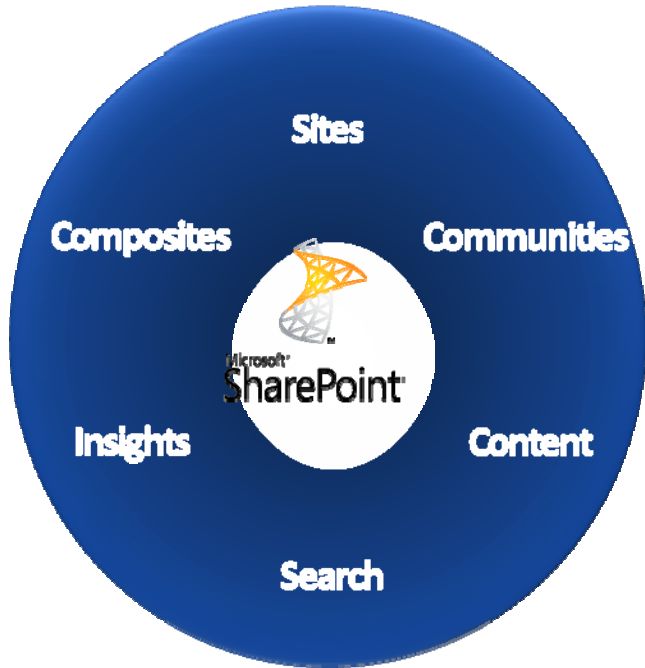
SHAREPOINT...

ist Wissensmanagement

- Kategorisierung und Strukturierung (gesteuert)
- Tagging
- Idee des „Sharen“
- Gemeinsame Plattform
- stark verbesserte Suche (Ausschlussverfahren)



SHAREPOINT...



Sites

- Ribbon User Interface
- SharePoint Workspace
- SharePoint Mobile
- Office Client and Office Web App Integration
- Standards Support

Communities

- **Blogs and Wikis**
- **Tagging, Tag Cloud, Ratings**
- **Social Bookmarking**
- My Sites
- Activity Feeds
- Profiles and Expertise
- Org Browser

Content

- Remote Blob Storage
- List Enhancements
- **Enterprise Content Types**
- **Metadata and Navigation**
- Document Sets
- Multi-stage Disposition
- Audio and Video Content Types

Search

- Social Relevance
- Phonetic Search
- **Navigation**
- **FAST Integration**
- Enhanced Pipeline

Insights

- PerformancePoint Services
- Excel Services
- Chart Web Part
- Visio Services
- Web Analytics
- SQL Server Integration
- PowerPivot

Composites

- Business Connectivity Services
- External Lists
- Workflow
- SharePoint Designer
- Visual Studio
- API Enhancements
- REST/ATOM/RSS
- InfoPath Form Services



Wissensmanagement mit „Blog“

The screenshot shows a SharePoint Enterprise Blog page. At the top, there is a navigation bar with 'Site Actions' and 'Browse' buttons, and a 'System Account' dropdown. The main header features the 'ioz Enterprise Blog' logo and a search bar. On the left, a sidebar contains 'Categories' (Infrastruktur, Intern, Organisation), 'Archives' (March), and 'Recycle Bin'/'All Site Content' links. The main content area displays a post titled 'How to schedule a Windows Powershell script' by 'System Account' on 3/10/2010. The post text explains the PowerShell command schema and includes an 'Edit Action' dialog box showing 'Start a program' with 'powershell' as the program and '-command "&'sc.ps1"' as arguments. On the right, a 'Blog Tools' section is visible, containing links for 'Create a post', 'Manage posts', 'Manage comments', and 'Launch blog program to post'. Below this is an 'About this blog' section with a placeholder profile picture and a 'Welcome to SharePoint Blogs' message. At the bottom, another post titled 'Zertifikat auf SSL Box aktualisieren' is partially visible. Red circles are drawn around the left sidebar, the 'Blog Tools' section, and the 'Edit Action' dialog box.

Site Actions Browse System Account ▾

ioz Enterprise Blog I Like It Tags & Notes

Enterprise Blog Search this site

Categories
Infrastruktur
Intern
Organisation
[Add new category](#)

Archives
March
[show more >](#)

Recycle Bin
 All Site Content

How to schedule a Windows Powershell script
by System Account on 3/10/2010 9:01 AM
Category: Infrastruktur

Damit das funzt muss der Aufruf nach folgendem Schema aufgebaut werden: `powershell -command '&'MyScript.ps1'` ".
Im Windows Server 2008 kann der Parameter `-command` direct als Argument eingetragen werden, oder auf einer Zeile und Windows merkt es selbst ©

Edit Action

You must specify what action this task will perform.

Action: Start a program

Settings

Program/script: powershell

Add arguments (optional): -command "&'sc.ps1' "

Start in (optional):

0 Comment(s)

Zertifikat auf SSL Box aktualisieren
by System Account on 3/10/2010 9:01 AM
Category: Infrastruktur

Blog Tools

- Create a post
- Manage posts
- Manage comments
- Launch blog program to post

About this blog

Welcome to SharePoint Blogs. Use this space to provide a brief message about this blog or blog authors. To edit this content, select "Edit Page" from the "Site Actions" menu.

Links

Photos

[Add new link](#)



Live Demo



Wissensmanagement mit „Wiki“

The screenshot shows a SharePoint Wiki page for 'Enterprise Wiki - Folksonomy'. A red circle highlights the left-hand navigation menu and the main content area. The navigation menu includes 'Suche', 'Taxonomy', 'Folksonomy' (which is selected), and 'Managed Metadata Service'. The main content area contains the following text:

Last modified at 3/10/2010 9:22 AM by System Account [Edit this page]

Auch **Social Tagging** genannt
Freie **Verschlagwortung** (Indexierung) von Inhalten durch den Benutzer
Nutzer erstellen Schlagwörter (Tags) **ohne konkrete Regeln**
mehrere Tags können eine **Tag Cloud** bilden
Sammlung dieser Tags heisst **Folksonomy**
z.B. Blogeinträge, Fotos, Lesezeichen

Generelles Editieren möglich:

Below this text is a screenshot of the 'Term Store Management Tool' interface. It shows a search bar, a 'TAXONOMY TERM STORE' dropdown set to 'English', and a list of terms under 'System' including 'Keywords', 'asdfasdf', 'askdfjklasj', 'bla', 'dsc', 'I like it', 'par', 'Tag', 'test', and 'test super'. The 'Keywords' term is selected, and its properties are shown on the right, including 'Term Set Name' (Keywords), 'Description' (This term set contains all of the terms that have been used as keywords that are not in existing term sets.), 'Owner', 'Contact', and 'Stakeholders'.

Im Gegensatz dazu Taxonomy



Live Demo



Wissensmanagement mit „vorhandenen Inhalten“

→ Managed Metadata

ioz SharePoint Demo Umgebung ▶ Site Settings ▶ Term Store Management Tool

SharePoint Demo Umgebung Enterprise Blog Enterprise Wiki Kunden

SEARCH

TAXONOMY TERM STORE
English

- Managed Metadata Service
 - Projekte
 - QM
 - Dokumentart
 - Prozesse
 - A Führung
 - A1 Organisation
 - A2 Administration
 - A3 Finanzen
 - A4 Personal
 - A5 Marketing
 - B Leistungserbringung
 - C Unterstützung
- System
- Site Collection - dsc-rps2010.ioztest.ch

PROPERTIES

Managed Metadata Service

Available Service Applications
A site may consume multiple metadata applications. Select the one to see in the tree view.

Managed Metadata Service

Sample Import
The SharePoint metadata manager can import a term set from a UTF-8 CSV format file. Use the sample file as a template for creating import files. Then import the file into the desired group to create a new term set.

[View a sample import file](#)

Term Store Administrators
You can enter user names, group names, or e-mail addresses. Separate them with semicolons. These users will be permitted to create new term set groups and assign users to the group manager role.

ioztest\dsc-admin; ioztest\elo-admin;

Default Language
Select the default language for all Metadata in the system. All terms must have a label defined in their default language.

English

Working Languages
Select the "translation of" languages for terms in the term store. This will allow a term to have language specific labels and translations.

German English

Add >> << Remove

Save Cancel



Wissensmanagement mit „vorhandenen Inhalten“

The screenshot displays a SharePoint document library titled "Geschäftsdokumente". A table lists various documents with columns for Name, Modified, Modified By, Prozess, and Dokumentart. The document "F2 Mitarbeitereintritt" is selected. A modal dialog is open, showing a "Select >>" button and a text input field containing "A4 Personal".

Type	Name	Modified	Modified By	Prozess	Dokumentart
Document	A4 Gesprächsbogen Mitarbeiter NEW	3/9/2010 9:26 PM	System Account	A4 Personal	Checkliste
Document	Aktennotiz IOZ NEW	3/9/2010 9:51 PM	System Account	A2 Administration	Formular
Document	F2 Mitarbeiteraustritt NEW	3/9/2010 9:29 PM	System Account	A4 Personal	Formular
Document	F2 Mitarbeitereintritt NEW	3/9/2010 9:28 PM	System Account	A4 Personal	Formular
Document	F2 PO Mitarbeiter Eintritt NEW	3/9/2010 9:29 PM	System Account	A4 Personal	Richtlinie
Document	F3 Reklamationsformular NEW	3/9/2010 9:33 PM	System Account	C1 Mangementsystem	Formular
Document	F3 Verhalten bei Reklamationen NEW	3/9/2010 9:33 PM	System Account	C1 Mangementsystem	Richtlinie
Document	FO-C1-07 Kundenbestellung NEW	3/9/2010 9:15 PM	System Account		
Document	Gesprächsbogen Kader NEW	3/9/2010 9:34 PM	System Account	A4 Personal	Formular
Document	Leitbild NEW	3/9/2010 9:35 PM	System Account	A1 Organisation	Richtlinie
Document	Merkpunkte Kadergespräch NEW	3/9/2010 9:35 PM	System Account	A4 Personal	Richtlinie
Document	PO-C2-05 Verkauf Lager Ersatzteile NEW	3/9/2010 9:36 PM	System Account	B Leistungserbringung	Richtlinie
Document	Strategie und Planung NEW	3/9/2010 9:36 PM	System Account	A1 Organisation	Richtlinie
Document	Test 01022010 NEW	3/9/2010 9:16 PM	System Account		
Document	test18 NEW	3/9/2010 9:16 PM	System Account		
Document	test19 NEW	3/9/2010 9:16 PM	System Account		
Document	Vision NEW	3/9/2010 9:37 PM	System Account	A1 Organisation	Richtlinie

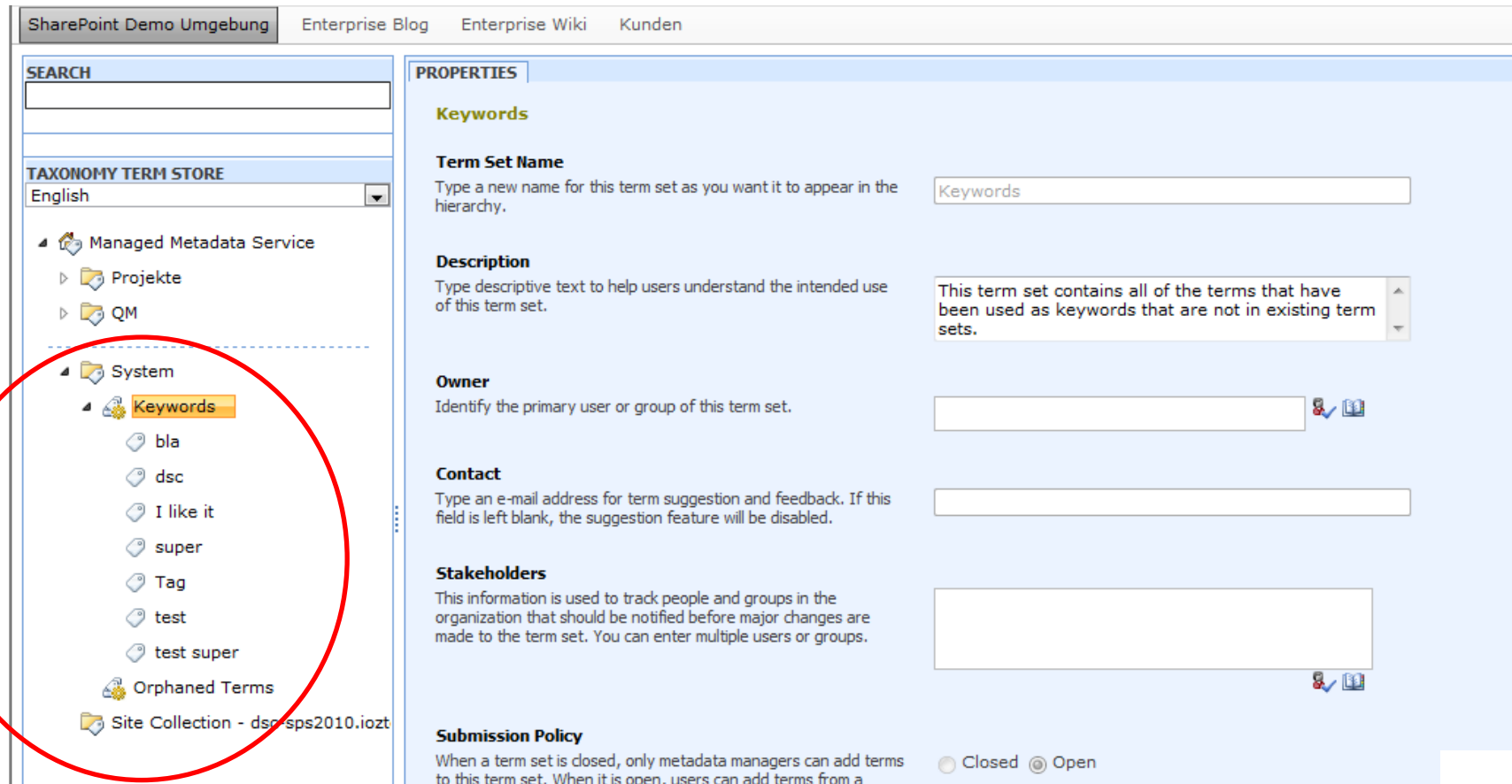
Modal Dialog Content:

Select >>

Buttons: OK, Cancel

Wissensmanagement mit „vorhandenen Inhalten“

→ Keywords / Taging



The screenshot shows the SharePoint Taxonomy Term Store configuration page. The left sidebar displays a tree view of the 'Managed Metadata Service' with folders for 'Projekte', 'QM', and 'System'. Under 'System', the 'Keywords' folder is highlighted with a red circle and contains terms: 'bla', 'dsc', 'I like it', 'super', 'Tag', 'test', and 'test super'. The main area is titled 'PROPERTIES' and contains the following fields:

- Term Set Name:** Keywords
- Description:** This term set contains all of the terms that have been used as keywords that are not in existing term sets.
- Owner:** (Empty field)
- Contact:** (Empty field)
- Stakeholders:** (Empty field)
- Submission Policy:** Closed Open



Wissensmanagement mit „vorhandenen Inhalten“

The screenshot displays a SharePoint interface for a document library. On the left, a navigation pane shows the 'Geschäftsdokumente' library selected. The main area lists documents, with 'F2 Mitarbeitereintritt.doc' highlighted. A red circle highlights the 'Geschäftsdokumente' folder in the left pane. An 'Edit' dialog box is open over the document, showing a toolbar with 'Save', 'Cancel', 'Paste', 'Copy', and 'Delete Item' options. Below the toolbar, the document's metadata is displayed in a form:

- Name: F2 Mitarbeitereintritt.doc
- Title: MITARBEITEREINTRITT
- Prozess: A4 Personal
- Dokumentart: Formular
- Rating (0-5): ☆☆☆☆☆
- Enterprise Keywords: su

A suggestions dropdown is visible under 'Enterprise Keywords', listing 'super [Keywords]', 'None of the above.', and 'Create new'. At the bottom, the document's creation and modification dates are shown: 'Created at 3/9/2010 9:15 PM by System Account' and 'Last modified at 3/9/2010 9:28 PM by System Account'.



Live Demo



Wissensmanagement mit „Metadaten Navigation“

The screenshot shows a SharePoint library interface. At the top, there are navigation tabs for 'Site Actions', 'Browse', 'Documents', and 'Library'. The breadcrumb path is 'SharePoint Demo Umgebung > Geschäftsdokumente > All Documents'. The left-hand navigation pane is circled in red and contains a tree view with categories like 'Geschäftsdokumente', 'Prozess', 'A Führung', 'A1 Organisation', 'A2 Administration', 'A3 Finanzen', 'A4 Personal', 'A5 Marketing', 'B Leistungserbringung', 'C Unterstützung', 'Dokumentart', 'Checkliste', 'Formular', and 'Richtline'. The main content area displays a table of documents with columns for Type, Name, Modified, Modified By, Prozess, Dokumentart, and Rating (0-5). The table lists several documents, all modified by 'System Account' on 3/9/2010. Below the table is an 'Add document' button.

Type	Name	Modified	Modified By	Prozess	Dokumentart	Rating (0-5)
Word Document	A4 Gesprächsbogen Mitarbeiter <small>NEW</small>	3/9/2010 9:26 PM	System Account	A4 Personal	Checkliste	☆☆☆☆☆
Word Document	F2 Mitarbeiteraustritt <small>NEW</small>	3/9/2010 9:29 PM	System Account	A4 Personal	Formular	☆☆☆☆☆
Word Document	F2 Mitarbeiter Eintritt <small>NEW</small>	3/10/2010 10:52 AM	System Account	A4 Personal	Formular	☆☆☆☆☆
Word Document	F2 PO Mitarbeiter Eintritt <small>NEW</small>	3/9/2010 9:29 PM	System Account	A4 Personal	Richtline	☆☆☆☆☆
Word Document	Gesprächsbogen Kader <small>NEW</small>	3/9/2010 9:34 PM	System Account	A4 Personal	Formular	☆☆☆☆☆
Word Document	Merkpunkte Kadergespräch <small>NEW</small>	3/9/2010 9:35 PM	System Account	A4 Personal	Richtline	☆☆☆☆☆



Live Demo



Wissensmanagement mit „Suche“

The screenshot shows a SharePoint search results page. At the top, the site is identified as 'SharePoint Demo Umgebung' with sub-sites 'Enterprise Blog', 'Enterprise Wiki', and 'Kunden'. The search query is 'mitarbeiter' and the results are limited to 'This Site: SharePoint D...'. The search results show 1-5 of 5 results. A red oval highlights the left-hand navigation pane, which includes filters for Result Type, Any Result Type, Word, Webpage, Site, Any Site, Author, Any Author, Modified Date, Any Modified Date, Past 24 Hours, Dokumentart, Any Dokumentart, Formular, Checkliste, Richtline, Prozess, Any Prozess, and A4 Personal.

Result Type	1-5 of 5 results
Any Result Type	
Word	Leitbild. 22;#A4 Personal 3b53e5da-d8d7-450b-94a8-88448a3f15a4 ... Checkliste 6bbfa1d7-fc6f-41f4-9f9d-a3e8f470edf ... Authors: System Account, Lötischer & Renggli Ag Date: 3/9/2010 Size: 39KB https://dsc-sps2010.ioztest.ch/Geschftsdokumente/A4_Gesprächsbogen_Mitarbeiter.doc
Webpage	Kundenprotokoll 22;#A4 Personal 3b53e5da-d8d7-450b-94a8-88448a3f15a4 ... Der Bedarf an neuen Mitarbeiter wird offen kommuniziert. Falls nötig wird die Stelle ... B1 PO Mitarbeiter Eintritt V1.1.doc; Seite 1/1 Authors: System Account, P. Renggli Date: 3/9/2010 Size: 200KB https://dsc-sps2010.ioztest.ch/Geschftsdokumente/F2_PO_Mitarbeiter_Eintritt.doc
Site	MITARBEITEREINTRITT Einführung in Arbeitsplatz mit Vorstellung der Mitarbeiter (ev. Kleines Geschenk) ... Vor Ablauf der Probezeit Mitarbeitergespräch : Erfüllung der gegenseitigen Erwartungen ... Authors: System Account, T. Mueller Date: 3/10/2010 Size: 72KB https://dsc-sps2010.ioztest.ch/Geschftsdokumente/F2_Mitarbeitereintritt.doc
Any Site	MITARBEITERggEINTRITTSaassfg Einführung in Arbeitsplatz mit Vorstellung der Mitarbeiter (ev. Kleines Geschenk) ... Vor Ablauf der Probezeit Mitarbeitergespräch : Erfüllung der gegenseitigen Erwartungen ... Authors: System Account, T. Mueller Date: 3/9/2010 Size: 37KB https://dsc-sps2010.ioztest.ch/Geschftsdokumente/F2_Mitarbeiteraustritt.docx
Any Author	Geschäftsdokumente A4 Gesprächsbogen Mitarbeiter ... F2 PO Mitarbeiter Eintritt ... PO-C2-05 Verkauf Lager Ersatzteile ... Date: 3/10/2010 https://dsc-sps2010.ioztest.ch/Geschftsdokumente/Forms/AllItems.aspx
System Account	
T. Mueller	
Lötischer & Renggli...	
P. Renggli	
Modified Date	
Any Modified Date	
Past 24 Hours	
Dokumentart	
Any Dokumentart	
Formular	
Checkliste	
Richtline	
Prozess	
Any Prozess	
A4 Personal	



Live Demo



Danke viel Mal für die
Aufmerksamkeit und bis zum
Apéro

