



SharePoint Surgery

Top Hidden harmon.ie Productivity Features



Richard Poole

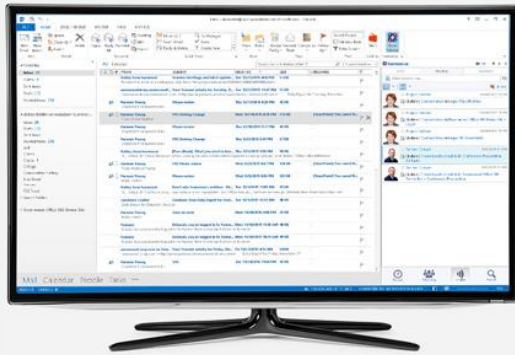
CTO EMEA

✉ richardp@harmon.ie

🐦 @rtpoole

in <https://uk.linkedin.com/in/richard-poole-55a572>

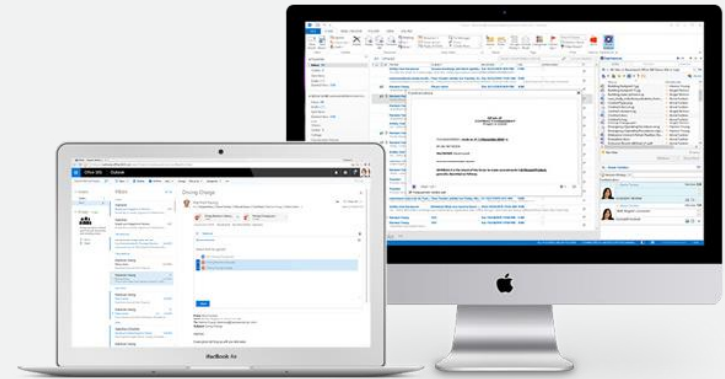
harmon.ie Editions



Outlook



Mobile Apps



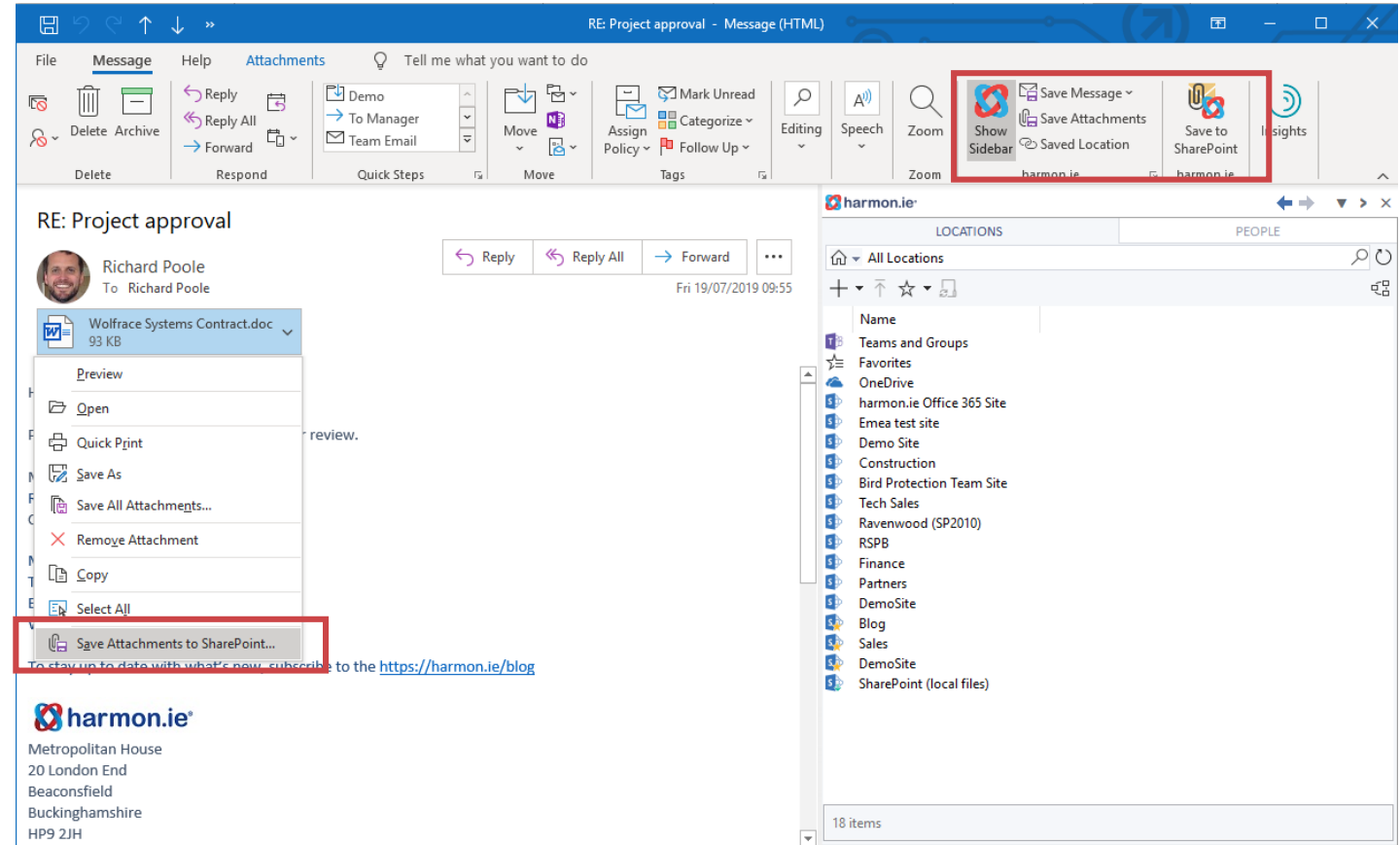
App For Office

Going beyond “Drag & Drop”

1. Other ways to capture e-mails and documents
2. Be informed of new updates
3. Sending and sharing documents
4. Capture updated documents
5. Organise content intuitively
6. Access content from Office
7. Work with other lists
8. Access content from multiple locations
9. Working with Teams and favourites – **Coming soon**
10. Working with Retention Labels – **Coming Soon**

1. Other ways to capture e-mails and documents

- Drag & drop e-mails and attachments
- Save attachments to SharePoint
- Ribbon controls
- Drag and drop documents from Windows Explorer



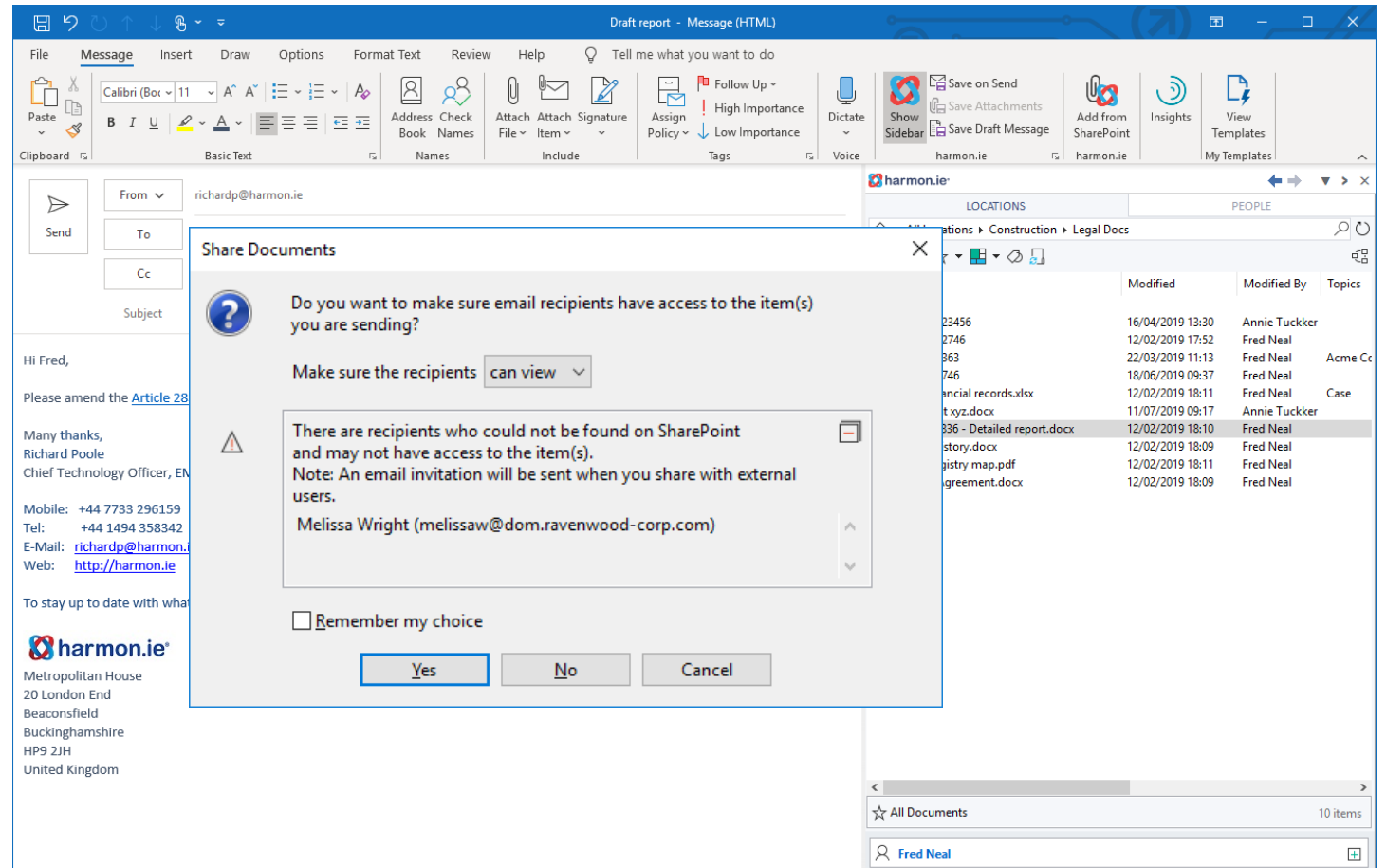
2. Be informed of new updates

- Add to Favourites
- Follow locations
- Filter activity
- View updated items

The screenshot displays the harmon.ie web application interface. On the left, a sidebar titled 'LOCATIONS' lists various folders such as 'All Locations', 'Construction', 'Important e-mails', 'Accounts', 'Correspondence', 'Case E001', 'Construction Documents', 'Recent Product documents', 'DACH', 'Sales Kits', 'Legal Case Matters (R)', 'Agency Contract', 'Alpha docs', 'Bosch', 'Continental', 'Project Documentation', 'Scanned Docs', and 'Webinars 2019'. A context menu is open over the 'Construction' folder, showing options like 'Add to Favorites', 'Organize Favorites...', 'Add Favorite', 'Follow Location', 'Offline', and 'Outlook Folders'. The 'Add Favorite' option is selected, and a sub-menu is visible with 'Name: Const' and 'Location: https://'. The main area on the right is titled 'PEOPLE' and shows a list of updates. The updates are filtered by 'Richard' and include entries from Yaacov Cohen and Ron Johnsen, such as 'Updated eurovia roadmap overview aug19.pptx in Accounts' and 'Updated Harmonie - Amendment No. 5.docx in Accounts'. The interface includes navigation arrows and a search bar at the top.

3. Sending and Sharing documents

- Send links
- Send attachments
- Check if recipients have access to links
- Share documents from OneDrive and SharePoint



4. Capture updated documents

- Receive updated documents as attachments
- Upload to SharePoint as new version

The screenshot shows an email client interface. The email is titled "RE: Project approval" and is from Richard Poole to Richard Poole, dated Fri 19/07/2019 09:56. The email body contains the following text:

Hi Richard,

As discussed over the phone, please see our changes and comments in the attached copy of the contract.

Many thanks,

Matt Smith
Project Manager
Wolfrace Systems Ltd

Tel. +44 (0) 208 476 8936
Mobile. +44 (0) 7342 874639
E-mail. Matt.smith@wolfrace.com

From: Richard Poole
Sent: 14 September 2016 15:19
To: Richard Poole <richardp@harmon.ie>
Subject: RE: Project approval

Hi Matt,

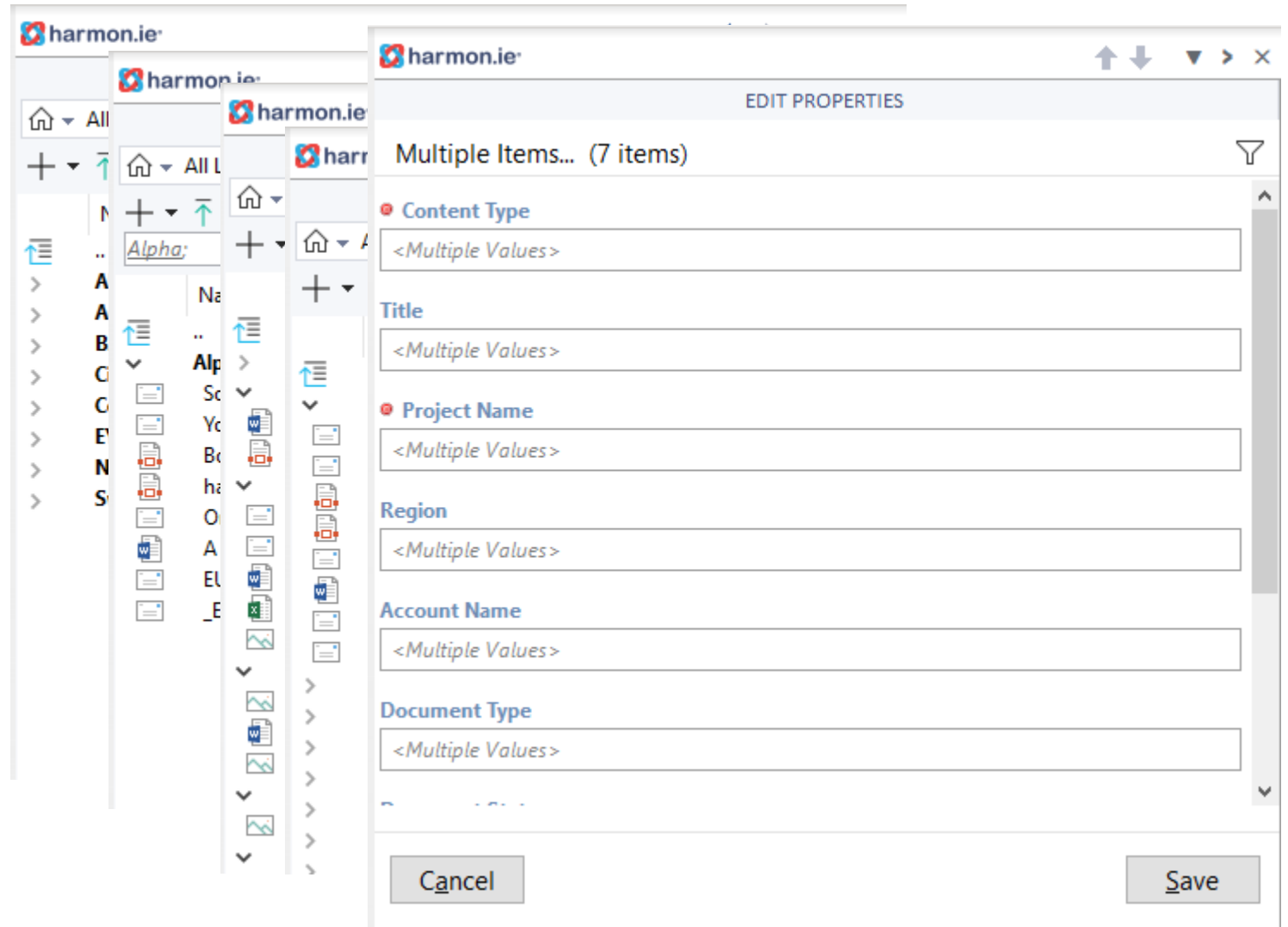
Please find attached our contract for your review.

The email attachment is "Matt Smith 14th Sept 2016 - Wolfrace Systems Contract.doc" (93 KB). A red arrow points from this attachment to a SharePoint library view on the right. The SharePoint view shows a table of documents with columns: Name, Modified, Modified By, Project Name, and Region. The table contains several rows, including "Wolfrace Systems Contract. 20/08/2019 1..." and "A new dd... Social M...". A red arrow points from the attachment to the "Wolfrace Systems Contract. 20/08/2019 1..." row, which has a context menu open with the option "Add as a new version to Wolfrace Systems Contract.doc".

Name	Modified	Modified By	Project Name	Region
..				
Alpha (9)				
Wolfrace Systems Contract. 20/08/2019 1...		Fred Neal	Alpha	EMEA
A new dd... Social M...				EMEA
Your Microsoft billing stater	19/08/2019 1...	Fred Neal	Alpha	EMEA
Board Meeting Agenda.pdf	09/07/2019 1...	Fred Neal	Alpha	US
harmonie Web Services.pdf	09/07/2019 1...	Fred Neal	Alpha	EMEA
On the Road_2010-08-08_07	03/07/2019 1...	Fred Neal	Alpha	EMEA
EULAs_2010-08-08_07-52-25	21/05/2019 1...	Fred Neal	Alpha	EMEA
_ECS_Mainz calling_Only o	03/12/2018 1...	Fred Neal	Alpha	EMEA
> Aon Hewitt (2)				
> BAE Systems (5)				
> Citi (3)				
> Continental (1)				
> EY (10)				
> NIBC (3)				
> SwissRe (5)				

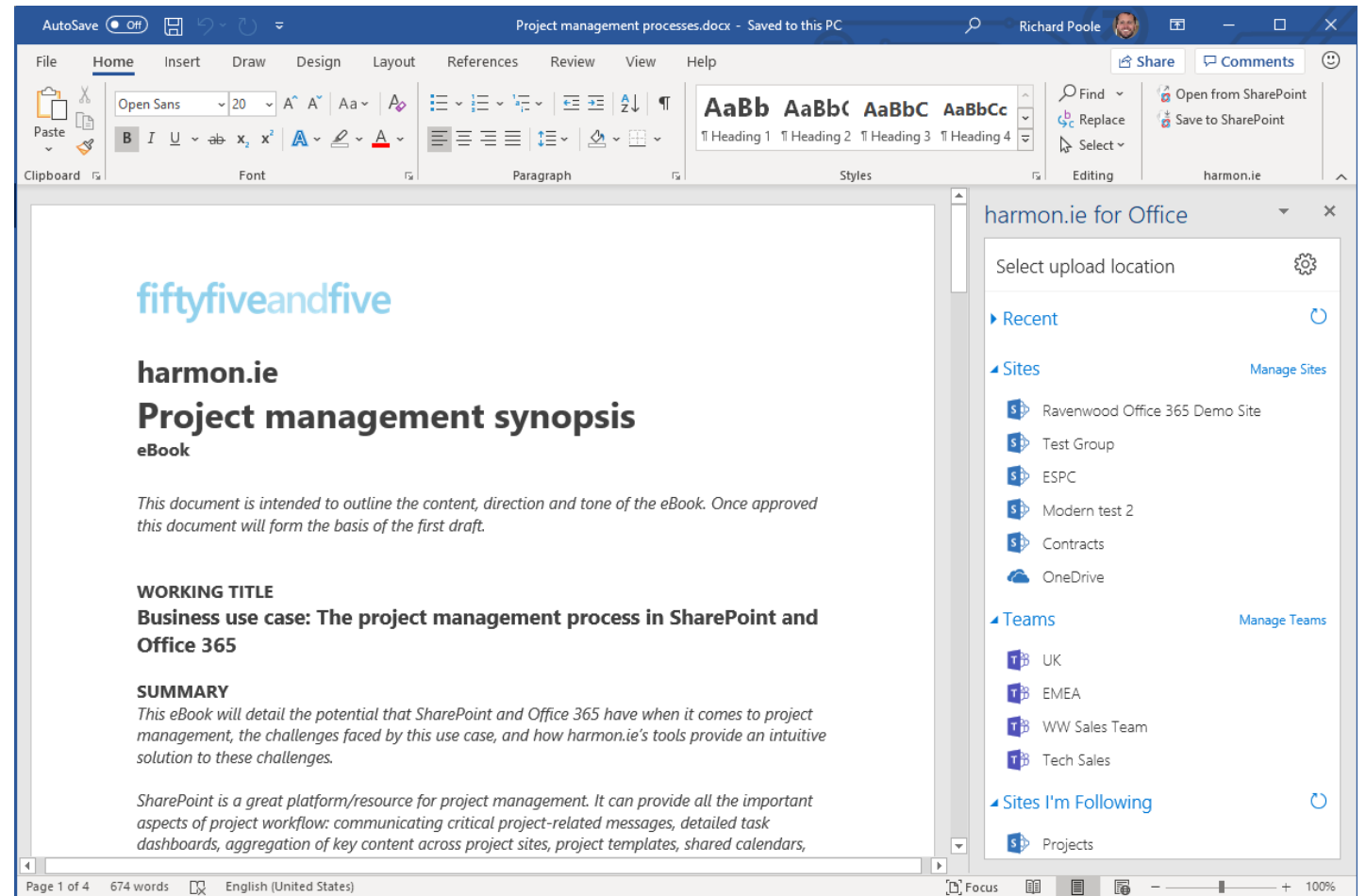
5. Organise content intuitively

- Use SharePoint views
- Filter by tags and terms
- Filter by columns
- Automatically apply metadata
- Update metadata on multiple items at once



6. Access content from Office

- Word
- Excel
- PowerPoint
- Use harmon.ie favourites
- Office Apps



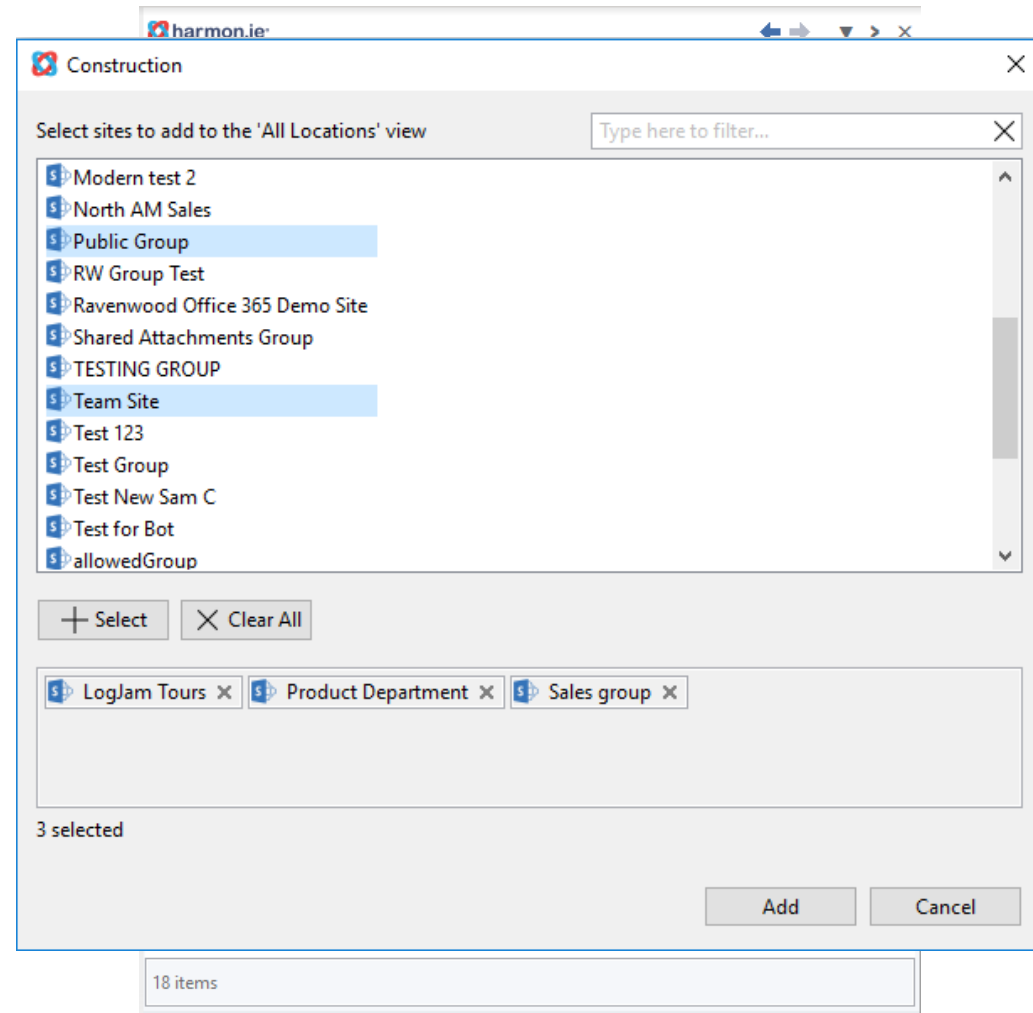
7. Work with other lists

- Task lists, Announcements, etc
- Views
- Edit properties
- Attach documents
- Follow for updates

The screenshot displays the harmon.ie application interface. On the left, a sidebar lists various categories: Corresp, Digital, Docum, E-mail, Import, Legal D, Project, Scanne, Links, and Project. The 'Links' and 'Project' items are highlighted with a red box. The main area shows a 'LOCATIONS' list with columns for Name, Completed, and other attributes. A table of data is visible, with rows for 'Completed' status (Yes/No) and other details. Overlaid on the right is an 'EDIT ITEM' dialog box for a task titled 'Adjusting contract. For customer X'. The dialog includes fields for 'Task Name', 'Start Date' (09/12/2014), 'Due Date' (12/12/2017), 'Assigned To' (Annie Tuckker; Samuel Cooper), '% Complete' (100%), 'Description' (Please adjust the contract with the last notes), and 'Predecessors'. At the bottom, it shows 'Created: 10/12/2014 08:45 Annie Tuckker' and 'Modified: 27/02/2018 12:40 Annie Tuckker', along with 'Cancel' and 'Save' buttons.

8. Access content from multiple locations

- Sites you're Following
- OneDrive
- Teams & Groups
- Manage the sites you see in harmon.ie

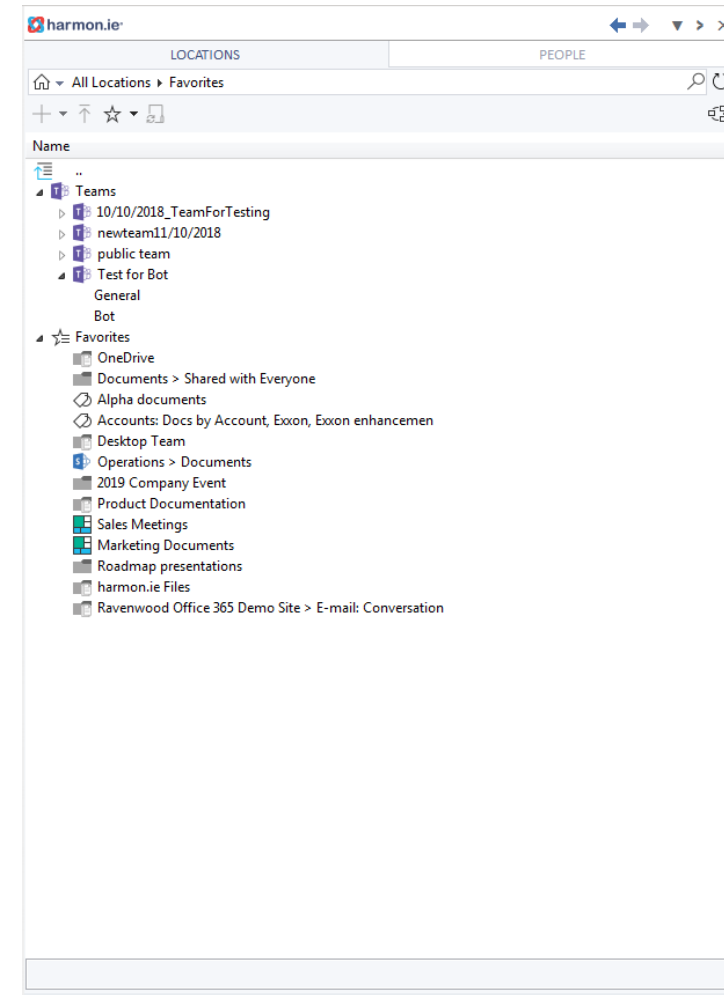




POLL QUESTION #1

9. Working with Teams and favourites

- Drag and drop into multiple locations in a single window
- Save e-mails to Team mailboxes
- Save attachments to Team libraries

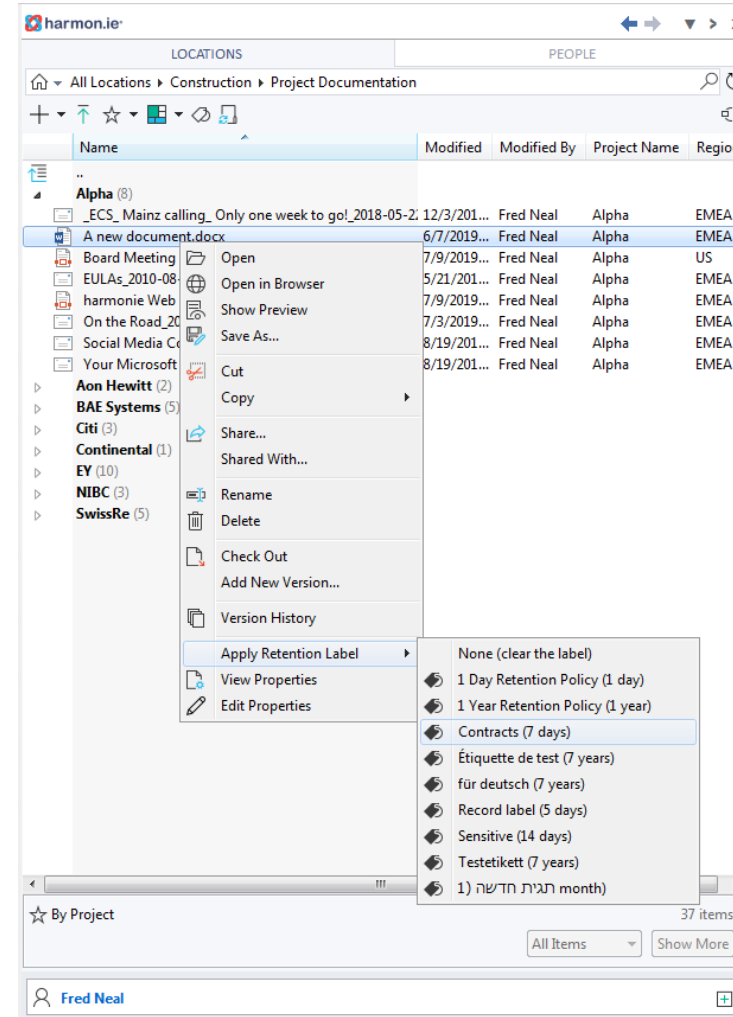


A background image showing a person's hands in a light blue shirt working on a laptop. The hands are positioned over the keyboard and trackpad area. The image is slightly blurred and has a soft, ethereal quality. A dark grey horizontal band is overlaid across the middle of the image, containing the text 'POLL QUESTION #2'.

POLL QUESTION #2

10. Working with Retention Labels

- Apply Retention labels
- Visibility of labels applied
- Retention policies honoured



A background image showing a person's hands in a light blue shirt working on a laptop. The hands are positioned over the keyboard and trackpad area. The image is slightly blurred and has a soft, ethereal quality. A dark grey horizontal band is overlaid across the middle of the image, containing the text 'POLL QUESTION #3'.

POLL QUESTION #3

Online documentation and videos

- User documentation

<http://harmon.ie/documentation/sharepoint/outlook/welcome>

- Training videos

<http://harmon.ie/SharePoint/Product/TrainingVideos>

Try harmon.ie Enterprise for yourself

<https://harmon.ie/enterprise-trial>

Thank You