



A CANON COMPANY

SharePoint @ Océ

NIC Voorjaarsbijeenkomst 2018

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SharePoint @ Océ



Mainly used for **collaboration**; also with other Canon organizations, customers and suppliers



Some specific solutions for document & record management and support of **business processes**



Intranet portal with people and enterprise search

SharePoint @ Océ

- Some technical things
 - ▶ SharePoint 2013 on premise
- Primarily used for Collaboration
- Some specific solutions regarding document & record management
- More and more used to support business processes
- Very limited custom build solutions
- SharePoint is becoming our Intranet platform

Challenges for the future

We still face most of the same challenges we did in the past

- Diversity of tools, what should we store in which tool?
- Information security
- Corporate taxonomy
- Enterprise search
- Content archiving & retention
- GDPR compliancy (new)

SharePoint @ Océ's BI dept.

- DocShare = R&D's internal reports archive
 - MetaData only 1975-2000 [66.000 documents]; Full text 2000 onwards [128.000 documents]
 - Documents stored in PDF **and** DOC format
 - Divided into several archived zones, each with own access level
 - MyDocshare: Personal portal for authors to create internal reports
- Repository
 - Share documents with our customers
 - Store search results for specific users/groups
- Future developments
 - Create a departmental site / information portal
 - Contribution to Océ's PPP Intranet [Connect]
 - Roll out MyDocShare to other divisions within Océ PPP

Advanced Search

Find documents that have...

All of these words:

The exact phrase:

Any of these words:

None of these words:

Result Type

Property Filters

Where the Property...

Improve your searches with [search tips](#)

Océ SharePoint



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Quarterly Revenue Growth of Main Competitors Océ PPP in

Quarterly Revenue Growth of Main Competitors Océ PPP in Q4/2017 [sheets ... Compiled' Business Intelligence Department – March 16, 2018 ... "In 2017, the inkjet segment posted digit ... [docshare.oce.net/sites/.../Environmental Analysis/2018RD2322.pdf](#)

ETA WFMH 2017

Confidential 1 December 21, 2017 Technical Memo 2017RD5118 © 2017 Océ-Technologies B.V. ... R2-Confidential PPP R&D1 R&D Technical Memo 2017RD5118 ... osa, vdp, mhee, mkem, mle, jlo ... [docshare.oce.net/sites/.../Technical Memo \(2017RD5118\)_2.pdf](#)

Steering Committee Information Management: actions from

Confidential 1 December 15, 2017 Minutes 2017RD0901 © 2017 Océ-Technologies B.V. ... f Confidential PPP R&D R&D Minutes 2017RD0901 ... WG Information Management -Action

Quarterly Revenue Growth of Main Com... X

IRNR : 2018RD2322
 Date : vrijdag 16 maart 2018
 Authors : Hans Loonen, Annemie Verhoeven
 Initials : JLO, AMJV
 Department : Business Intelligence
 Project :
 Keywords :

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MyDocShare

To create a new document: Select a template, sector and click on create.

DocShare Technical Memo

Documents in progress

List of documents started, not published

[+ new document](#) or drag files here

✓	Name	Modified	ID	Title	Initials	Department	DocShare Archive Zone	Approver	Status	ID
	Analysis Report (2018RD00109)	10 april	2018RD00109	Analysis Report RD regarding project XXX	amjv	PPP R&D 1	R&D Public		Draft	<input type="button" value="EDIT METADATA"/> <input type="button" value="PUBLISH"/>
	External Contact Report (2018RD00110)	4 april	2018RD00110	Visit to OPS, discussing project XXX	amjv	PPP R&D 1	R&D Public	Koning, Bart de	Draft	<input type="button" value="EDIT METADATA"/> <input type="button" value="PUBLISH"/>

Published Documents

List of documents, workflow started, not yet archived

[+ new document](#) or drag files here

✓	Name	Modified	ID	Title	Initials	Department	DocShare Archive Zone	Approver	Status
	Technical Memo (2018RD00103)	5 april	2018RD00103	State of affairs Project XXXX	AMJV	PPP R&D 1	R&D + M&L Inkjet Head/Ink	Koning, Bart de	For Approval

Archived and distributed documents within last week

List of documents, distributed and archived within the last week.

External Contact Report - HELP

What do I put in this document?

- Reports the results of a visit to/by a person or organization estimated to be of interest to other R&D colleagues.
- Any scientific, technical subject matter or news about people or organizations visited.

What sources of information can I use?

- Various.

Pre-defined chapter headings and the table of contents

- Use the pre-defined chapter and sub-chapter headings as much as possible.
- Write in English to facilitate understanding corporate-wide - use of local languages (Dutch, French, German) should be the exception.
- Use available source material (see Sources of Information above).
- Re-use text from these sources wherever possible.
- Type the body text in between the chapter headings.
- If you have no logical content for a given chapter, delete the heading.
- If absolutely necessary, change the chapter headings by typing over them.
- Do not change the table of contents - this will be updated automatically.

The Chapters

Abstract

- State the objectives scope and main topics of your conversations as a set of one-liners.
- Sum up the potential usefulness of the content in a couple of sentences.
- List the conclusions and recommendations as a set of one-liners.

Chapter 1 Participants

Chapter 1.1 R&D Person/Group Involved

- List the persons or groups, indicating their current interests and work.
- State why they were interested in the contact.

External contact Report

1 Place, time, participants

1.1 Place and time of the visit⁴

1.2 R&D Person/Group Involved

1.3 Non – R&D Person/Group Involved

2 Principal Issues Discussed

2.1 Main Aim of the Visit

2.2 Discussion

2.3 Joint Conclusions of the Meeting

3 Evaluation of Relevance

4 Follow-up Actions

5 References

DocShare Technical Memo

DocShare External Contact Report

DocShare PDB Milestone

DocShare PSE Progress report

DocShare Minutes

DocShare Analysis Report

DocShare Documentation KPI

DocShare Environmental Analysis

DocShare Monthly Report

DocShare PDB Plan

DocShare Plan

DocShare Progress Report

DocShare PSE RISI-FI Analysis

DocShare Quality Framework Plan

DocShare Quality Milestone report

DocShare Research Report

DocShare TD Gate

DocShare Test Report



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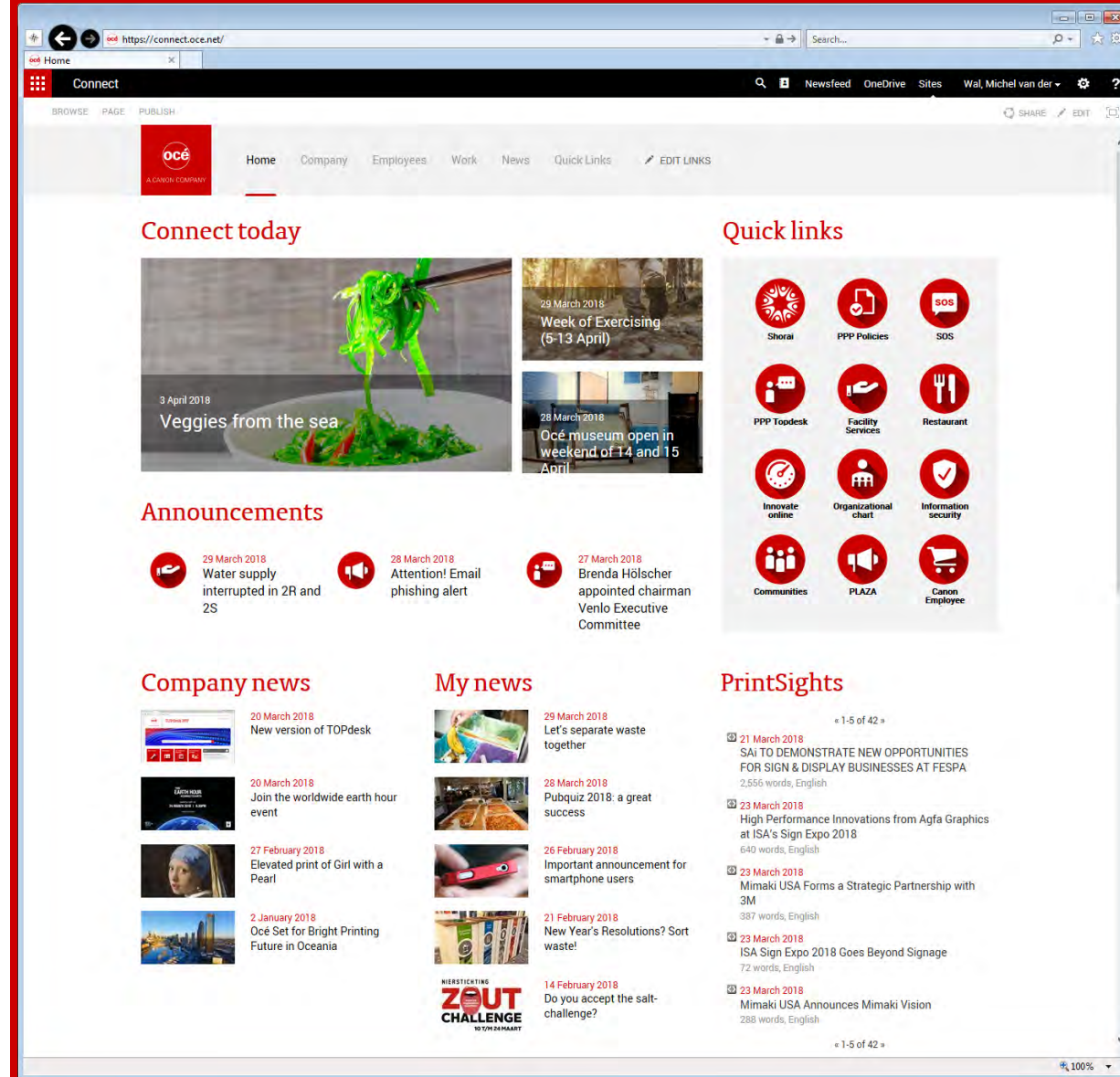
Powered by Business Intelligence Department

Further assistance

Contact [Hans Loonen](#) or [Annemie Verhoeven](#) if you have any questions or remarks

Contribution to Connect

- PrintSights
Daily e-mail newsletter, containing selected public domain information on competitors, markets and technologies.
- Local and general news
Widgets from Factiva





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