



**Develop It Yourself
Sharepoint 2016 Out Of
The Box Features**

**Develop It Yourself:
Unleashing SharePoint
2016's Out-of-the-Box**

Features

SharePoint 2016 offers a wealth of powerful features right out of the box, allowing users to develop and customize solutions without needing extensive coding or third-party applications. This guide delves into leveraging these "out-of-the-box" functionalities, empowering you to build efficient and effective workflows, document management systems, and collaborative platforms. We'll explore key features like **list customization**, **workflow automation**, **content types**, and **app development**, highlighting their potential for self-service development. Learning to effectively use these inherent capabilities saves time, reduces costs, and ultimately boosts productivity.

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Understanding SharePoint 2016's Out-of-the-Box Capabilities

SharePoint 2016's strength lies in its intuitive interface and pre-built functionalities. Instead of relying solely on complex development, you can utilize its inherent features to create robust solutions tailored to your specific needs. This approach significantly reduces the reliance on external developers and associated costs, allowing users with intermediate technical skills to build powerful applications. This self-service development model promotes agility and faster turnaround times for projects.

The Power of List Customization

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One of the most impactful out-of-the-box features is list customization. SharePoint lists, the foundational element of many SharePoint applications, are highly adaptable. You can easily add, remove, and modify columns, changing data types as needed (text, number, choice, date, etc.). This allows for creating custom views to filter and sort data according to specific requirements. For example, you could create a custom list to track project tasks, adding columns for due date, assigned user, and status. Then, create different views to show only overdue tasks or tasks assigned to a specific team member. This level of customization drastically improves data organization and reporting.

Workflow Automation: Streamlining Processes

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SharePoint 2016 offers built-in workflow capabilities allowing you to automate repetitive tasks and streamline business processes. Using the designer, you can create workflows to approve documents, route requests, or trigger notifications based on specific events. These workflows can be triggered manually or automatically, improving efficiency and reducing manual intervention. For example, you could create a workflow for expense report approval, automatically routing the report to the manager for review and approval, and then sending notifications to the employee once approved or rejected. This enhances transparency and accountability within your organization.

Leveraging Content Types for Effective Organization

Content types provide a powerful mechanism for consistent data management. You can define content types with specific columns and metadata, ensuring data uniformity across multiple lists and libraries. This is particularly beneficial when working with multiple departments or teams needing to manage similar data but with slight variations. Creating a reusable content type for "Project Proposal" with columns like "Project Title," "Lead," "Budget," and "Status" ensures data consistency across all project proposals. You can then associate this content type with multiple lists or libraries, maintaining data integrity and improving searchability.

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Developing Custom Apps with SharePoint Designer

While focusing on out-of-the-box features, it's important to mention SharePoint Designer, a powerful tool included with SharePoint 2016. Although it involves some coding, it allows for a level of customization beyond simple configuration. SharePoint Designer enables the creation of custom workflows, web parts, and even entire site customizations. While this requires more technical expertise than simple list customization, it provides significant power for users with intermediate development skills. This expands the possibilities beyond simple configuration, allowing for more sophisticated integrations and functionality.

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Benefits of Self-Service SharePoint Development

Embracing SharePoint 2016's out-of-the-box features offers numerous advantages:

- **Reduced Costs:** Minimize reliance on external developers and associated consulting fees.
- **Increased Agility:** Implement changes quickly and efficiently, responding rapidly to evolving business needs.
- **Improved Collaboration:** Empower employees to build tools that directly address their needs, fostering collaboration and ownership.
- **Enhanced Productivity:** Streamline processes, automate tasks, and improve data management, boosting overall efficiency.

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- **Greater Control:** Maintain full control over your SharePoint environment, tailoring it precisely to your organization's requirements.

Conclusion: Unlocking the Potential of SharePoint 2016

Mastering SharePoint 2016's out-of-the-box features provides a powerful toolkit for self-service development. By leveraging list customization, workflow automation, content types, and the capabilities of SharePoint Designer, organizations can significantly enhance their workflows, improve data management, and boost overall productivity. Embracing this approach not only saves costs but empowers users to become active participants in shaping their digital

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workspace. This self-reliance fosters innovation and enables quicker adaptation to changing business demands.

Frequently Asked Questions (FAQ)

Q1: What are the limitations of using only out-of-the-box features?

A1: While out-of-the-box features are extremely versatile, complex integrations or highly specialized functionalities might necessitate custom code or third-party applications. Highly customized workflows or integrations with external systems beyond basic connections might require more advanced development techniques. For instance, integrating with a legacy system demanding a specific API interaction might not be

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possible solely with built-in features.

Q2: How can I learn more about SharePoint 2016's features?

A2: Microsoft offers comprehensive documentation and training resources on SharePoint 2016. Online communities and forums dedicated to SharePoint provide valuable support and troubleshooting guidance. Many online courses cater to various skill levels, offering practical tutorials and hands-on exercises. Microsoft Learn is an excellent resource for self-paced learning.

Q3: Is SharePoint Designer necessary for effective self-service development?

A3: No, SharePoint Designer is not mandatory. Many powerful solutions can be built using only the

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out-of-the-box features, such as list customization and workflow creation. SharePoint Designer offers advanced capabilities, but it's not a prerequisite for effective self-service development in SharePoint 2016.

Q4: Can I migrate customizations from SharePoint 2016 to newer versions?

A4: Migrating customizations depends heavily on the type of customization. Simple list customizations and some workflows often migrate relatively smoothly, but complex customizations using SharePoint Designer may require more effort and potentially some code adjustments during the migration process. Thorough testing is essential after any migration.

Q5: What are the security implications of self-service development?

A5: Proper security practices are critical. Users should adhere to established security policies and best practices when developing and deploying solutions. This includes controlling permissions, regularly reviewing access controls, and adhering to data governance policies. Ignoring security aspects can expose your organization to vulnerabilities.

Q6: How can I troubleshoot problems encountered during self-service development?

A6: Microsoft's online support, community forums, and SharePoint documentation provide extensive resources. Thoroughly checking event logs,

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SharePoint's ULS logs, and understanding error messages often reveals the cause of the problem. Step-by-step debugging, starting with simple tests, often helps pinpoint the source of issues.

Q7: Are there any pre-built templates or solutions available to speed up development?

A7: Yes, SharePoint 2016 includes various pre-built templates for lists, libraries, and sites. These templates provide a starting point for common scenarios, saving time and effort. Utilizing these templates reduces the need to build everything from scratch. They also demonstrate best practices for organization and structure.

Q8: What are the best practices for successful

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self-service SharePoint development?

A8: Plan carefully, starting with clearly defined requirements. Follow a structured approach to development, testing thoroughly at each stage. Maintain consistent naming conventions, document your work diligently, and regularly back up your customizations. Collaborate with others whenever appropriate, especially if multiple people will use the solution.

Unleashing the Power Within: Developing Your Own SharePoint 2016 Out-of-the-Box Features

SharePoint 2016, even without extra add-ons or intricate customizations, offers a plethora of

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built-in features. Learning to effectively leverage these "out-of-the-box" capabilities is essential to enhancing your organization's output. This article will examine several of these strong features and provide practical strategies for integrating them into your workflows. By understanding these tools, you can considerably better collaboration, streamline information processing, and minimize the requirement for expensive external applications.

Harnessing the Power of Lists and Libraries:

The base of SharePoint 2016 lies in its adaptable lists and libraries. These aren't just simple tables; they're dynamic platforms for organizing and controlling varied types of information. Think of them as customizable containers that can be

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tailored to fit your specific needs.

- **Lists:** Perfect for tracking simple data like contact information, tasks, or issues. You can easily build custom columns with different details types, utilize filters and views to organize information, and set authorization to control who can access the data. Imagine using a list to track project milestones, control employee requests, or enumerate equipment inventory.
- **Libraries:** Ideal for controlling documents and other materials. They offer version control, metadata tagging, and robust search functionality. You can introduce workflows to simplify document approval processes, ensure proper storage policies are followed, and

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simply locate specific documents through robust keyword search. Consider using a library to manage project documentation, save marketing materials, or maintain employee training resources.

Leveraging SharePoint Workflows:

SharePoint 2016's workflow engine allows you to streamline repetitive tasks and improve business processes. These workflows can be developed to process document approvals, track project progress, or notify relevant individuals of important events. They are highly customizable and can be combined with other SharePoint features.

For instance, imagine a workflow that immediately routes a contract for confirmation through a

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hierarchy of managers, notifying each person at each stage. Or consider a workflow that immediately assigns tasks to team members based on predefined criteria, following progress and raising issues as needed.

Utilizing SharePoint's Search Capabilities:

SharePoint 2016's search functionality is much more than a simple keyword search. It can catalog content from various sources, containing documents, lists, and websites. The outcomes are improved through strong filtering options, and you can customize the search experience to meet your specific demands.

This allows users to easily locate data across the entire organization, regardless of where it's

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stored. This substantially enhances knowledge dissemination and decreases the time spent looking for critical information.

Exploring Other Built-in Features:

Beyond lists, libraries, and workflows, SharePoint 2016 offers a array of other out-of-the-box features. These comprise:

- **Web Parts:** These modular elements can be added to pages to enhance functionality and presentation.
- **Content Types:** These allow you to define the properties of documents and items, ensuring consistency across the organization.
- **Permissions:** Fine-grained control over access

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to data at both the site and item level, ensuring safety and privacy.

- **Versioning:** Track changes to documents and revert to previous versions if needed.

By masterfully integrating these features, you can develop powerful and productive solutions without the need for costly tailored development.

Conclusion:

SharePoint 2016 offers a exceptional array of out-of-the-box features that can transform the way your organization controls information and collaborates. By understanding and productively employing these features, you can significantly boost efficiency, enhance communication, and decrease costs. Don't underestimate the power of

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these built-in tools; they are the foundation for a effective SharePoint installation.

Frequently Asked Questions (FAQs):

Q1: What if the out-of-the-box features aren't sufficient for my needs?

A1: While SharePoint 2016's out-of-the-box features are extensive, you can further customize them through bespoke development or outside applications when necessary.

Q2: How do I learn more about specific features?

A2: Microsoft provides extensive documentation and tutorials on the SharePoint website and through numerous online resources.

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Q3: Is there a cost associated with using these out-of-the-box features?

A3: No, these are included as part of your SharePoint 2016 agreement.

Q4: Do I need specialized technical skills to use these features?

A4: While some features require more technical expertise, many can be quickly employed with minimal training.

Q5: How can I ensure my SharePoint implementation remains secure?

A5: Implementing robust permission structures, leveraging SharePoint's built-in security features, and regularly backing up your data are

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crucial for maintaining a secure SharePoint environment.

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