

Intranet Document and Content  
Management System for a Leading  
Real Estate Firm



Create an Intranet website with document  
and content management features to host  
information accessed by employees of a  
Leading Real Estate company



The client is a Real Estate Investment Trust (REIT) that acquires, develops, owns, manages and improves shopping centers. The client manages over 5 million square feet of property.



The client required a centralized website to host the documents of all departments. This website would also serve as an informative source for all employees on the activities, news, events, and more that are related to the company.

This intranet website would fulfill the audit requirement of having a central repository of department processes and guidelines.

The client needed a solution that integrates the following:

- Different user roles for each company department
- Document management
- Easy updating of most common information/alerts
- Quick and easy people search

## Project Deliverables

Branding of the site

Customized Navigation

Document Storage

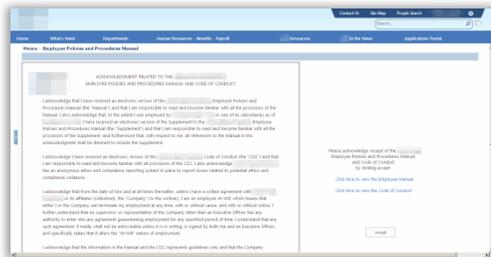
SharePoint Search

User Manuals

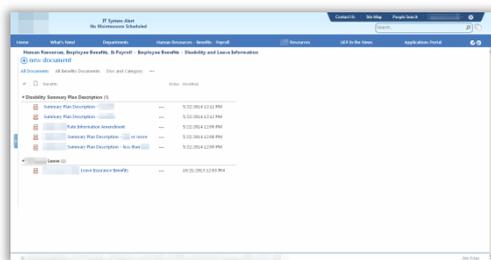
Retransform chose SharePoint to create the solution Intranet website. The client's use of Active Directory for storing the employee contact information made SharePoint the optimum tool in creating the website.



The solution also helped the human resources department in circulating the client's employee code of conduct guideline. This guideline was a mandatory document that every employee of the company was required to acknowledge. The solution intranet site made this guideline an entry point into the system and all employees would have to first go through and accept this guideline before entering the website.



The use of SharePoint also simplified the user role management. The client was handed out the administrative role with which the client can manage all the administrative tasks in the website.



More ease of use was ingrained in the solution website like edit buttons for various sections and creation of new alerts/events directly from the website.



Title: Information Technology

Description:
 **Help Desk Contact Information:**  
 Phone: [redacted]  
 Email: [redacted]  
**Help Desk Hours:**  
 Monday - Friday: 8:00AM to 6:00PM  
**After Hours Contact Information:**  
 Phone: [redacted]  
 \*\*\*If you contact the Help Desk after normal business hours you can either leave a message for issues that are not business critical and can wait till the next business day, or you can be connected immediately to our after hours support technician.\*\*\*

Target URL:
 Type the Web address: [Click here to test](#)  
 http://[redacted].InformationTechnology  
 Type the description: [redacted].InformationTechnology

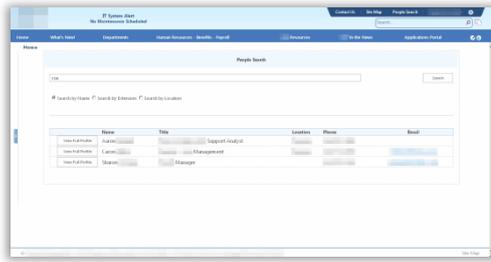
Category: Information Technology

Image:
 Type the Web address: [Click here to test](#)  
 http://[redacted].local/SiteAssets/IT.jpg  
 Type the description: http://[redacted].com/SiteAssets/IT.jpg

Created at 6/3/20 [redacted] AM by [redacted]  
 Last modified at 7/13/20 [redacted] AM by [redacted]

Save Cancel

The solution website enables users in the system to search the contact information of all employees in the company. This information is fetched from the company's Microsoft Exchange Server.



## Benefits

The solution provides an easy to use document management system that covers all requirements of the client. The integration with Active Directory eases the management of people information in the system. All changes in the client's email services update the people information in the website.

The administration is made simpler with intuitively placed edit icons to directly update the content on the website without even going into the administrative screens.

## Conclusion

Our solution provided an end to end content management system and document management system to the client. The solution website makes administration a breeze with the easy to use and intuitively placed editing options directly on the various components. The client was given the administrative rights to perform the required maintenance.



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