



Document and Content
Management System for a Leading
Real Estate Firm



Create document and content management system to host information accessed by employees of all divisional offices across geographical boundaries



The client is preeminent owner, manager and developer of office and retail assets. The company owns and manages over 30 million square feet of LEED certified buildings. The client is a fully-integrated real estate investment trust (REIT) with a portfolio of over 100 million square feet.

The company has more than 4,000 experienced operating and investment professionals, across geographical locations, which work tirelessly to serve tenants and maintain assets to the highest possible standards.



The client has multiple offices in different cities and this requires communication between employees across geographical locations. To make the coordination and sharing of information between the employees easier, the client had created multiple websites. These websites required individual login credentials because the client wanted employees to view only the information that belong to the employee's division.

This resulted in multiple administrative overheads and the information was difficult to be shared between the different websites. The main requirement of the client was to share and store documents quickly without affecting employee productivity.

The client required a single website that would link the information from all the different single task websites and could be accessed by all employees but would allow its users access to their specific division/location.

The client needed a solution that integrates the following:

- ☒ Different user roles
- ☒ Different access controls for each company division
- ☒ Document management
- ☒ Integrates access and usage of current websites
- ☒ Quick and easy people search for communication between employees

Project Deliverables

Branding of the site

Customized Navigation

Security Implementation

Document Storage

SharePoint Search

World News, Weather,
Personalized Quick Links

Office Web Apps Implementation

User Manuals

The solution required to use the clients existing inter company websites and Microsoft exchange contacts. The system users were linked with the users in the company's exchange server.

Microsoft SharePoint 2013 was used to create the single sign on website. This website was linked with all the different existing websites that the users were already using. The users did not need to sign in into these individual websites separately.

The single sign on SharePoint intranet website had divisional sites for the users belonging to the different divisions in the company.

Features and Highlights

- ☒ The website fetches the latest Stock Information, Press Releases / News, and Events related to the company and shows this information on the homepage.
- ☒ On top of the homepage is an emergency information broadcast box that displays important information in red text color.



- ☒ The logged in user is able to view only the information of those divisions/departments of the company to which the user belongs to or has access to. The below image shows the sub-site/portal of the Accounts Payable department of the company.



- ☒ The solution is a single sign on website that links to the existing individual websites. The users do not need to login to these websites separately. The links of these websites are present in the solution website.

- The below images shows the links to the individual websites accessed through the solution website.



- 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.
- The solution makes it easy to search for the documents and information stored through the website. The Search feature is present throughout the pages in the website.
- The solution has in-built IBS reporting tool that fetches the reporting data from the database and presents the reports to the users in a simplified text format. Users can also view the reports for a specified date.

Benefits

Our solution with single sign on and integration with existing client websites provides the end users with an easy to use document and information sharing platform. The solution reduced administrative overheads by eliminating the need of multiple login credentials for the task specific websites.

Conclusion

The solution covered all requirements of the client. The integration with existing client websites and employee contact information provided a document management system that goes beyond just serving files and provides a comprehensive collaboration environment for the end users.

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LONDON	+44-1895-23-7864
AUSTRALIA	+61-2-8006-2101
DUBAI	+971-4-501-5931
MUMBAI	+91-22-2491-5383
CHENNAI	+91-44-2827-5390
GANDHINAGAR	+91-79-6171-1616