



Microsoft® Office 365

SharePoint



SharePoint is a web-based collaboration tool that allows groups of colleagues to manage and edit a wide range of shared content (such as documents, lists and calendars) in secure team sites. Sites can be created either for temporary, short-term projects, or as permanent locations for shared content. With Office 365, you can upload or create and save new documents to Team Sites using both the client version of Microsoft Word, PowerPoint and Excel, or the new Office Online apps. The Office Online apps offer the added bonus of allowing you to view and make simple changes to documents from any computer with an Internet connection, which is helpful when you don't have access to the client version of Office.

Site navigation links.

The Settings menu, with links to add an app, display all site contents, change site themes, and other tools.

A document library. See [Document Libraries](#), page 2.

When Should I use SharePoint?

When you are looking for a centralized hub for file sharing and storage.
 When you want to formally communicate and discuss projects with team members.
 When you want to track task progress related to a project and documents.
 When you want a quick newsfeed on a project's progress.

Why Should I use SharePoint?

So you can ensure team members are working on the most up-to-date documents.
 So you can build a fully-customizable landing page for a project or team.
 So you can keep relevant project-related files organized and accessible.

Which Office Apps Work with SharePoint?



Problem: Team members are located at various offices, making communication and decision making difficult.



Solution: Use SharePoint's Discussion app to ask and answer questions, take polls, and keep team members up-to-date and on track.



Problem: File versions quickly get mixed up, as multiple people share files back and forth.

Solution: Use Teams SharePoint and to provide real time collaboration and version control.

Problem: Projects require nuanced apps, lists, and timelines in order to keep track of progress.



Solution: Use SharePoint apps to customize your project's landing page or team site.

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Microsoft Sharepoint 2015 Quick Reference Guide

Randy Drisgill, John Ross, Paul Stubbs



Microsoft Sharepoint 2015 Quick Reference Guide:

SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Mastering Microsoft Dynamics CRM 2016 Deepesh Somani,2017-11-28 This comprehensive guide covers all the essential features of Dynamics CRM so you can build effective applications About This Book Harness the full power of Dynamics CRM 2016 through real world scenarios Create efficient client side applications and customized plugins that work seamlessly across mobile and the Web Get to know the best practices from field experience to utilize Dynamics CRM 2016 efficiently Get an in depth understanding of mobility and tablet options for Dynamics CRM 2016 Who This Book Is For This book is for those with Dynamics CRM knowledge who want to utilize the latest features available with Dynamics CRM 2016 and Update 1 Extensive Dynamics CRM development experience would be beneficial What You Will Learn Learn to manage the sales service and marketing divisions of any organization using entities and other Dynamics CRM 2016 customizations Learn about the XRM framework of Dynamics CRM 2016 and leverage its features Provide an enhanced mobile and tablet experience using the latest features of Dynamics CRM Get an enhanced Dynamics CRM analytics experience with Word and Excel templates Develop client side applications using JavaScript and Web API How to develop plugins and workflows using Dynamics CRM 2016 Solution framework improvements new field types and Relevant Search in Dynamics CRM 2016 In Detail Microsoft

Dynamics CRM is the most trusted name in enterprise level customer relationship management The latest version of Dynamics CRM 2016 comes with some exciting extra features guaranteed to make your life easier with Dynamics CRM This book provides a comprehensive coverage of Dynamics CRM 2016 and helps you make your tasks much simpler while elevating you to the level of an expert The book starts with a brief overview of the functional features and then introduces the latest features of Dynamics CRM 2016 You will learn to create Word and Excel templates using CRM data that will enable you to provide customized data analysis for your organization You will understand how to utilize Dynamics CRM as an XRM Framework gain a deep understanding about client side scripting in Dynamics CRM and learn creating client side applications using JavaScript and Web API We then introduce visual control frameworks for Dynamics CRM 2016 mobile and tablet applications Business Process Flows Business Rules and their enhancements are introduced By the end of this book you will have mastered utilizing Dynamics CRM 2016 features through real world scenarios Style and approach This book takes a practical step by step approach providing real world case studies that enable readers to leverage the latest and most advanced features of Dynamics CRM

Microsoft Powerpoint 2016 for Mac: An Easy Beginner's Guide Philip Tranton, 2015-10-15 The 2016 version of Microsoft PowerPoint is one of the products included in the new Microsoft Office 2016 now referred to as Office 16 The Office was designed as an improvement to the earlier Office 2013 and Office for Mac 2011 versions The initial release came in July of 2015 in the OS X software for Office 365 users with the licensed version following in September of 2015 Microsoft PowerPoint has received rave reviews for its improvements The improvements include more modern themes introduced in greater quantity for a more enhanced user experience The new version also boasts new animation panes for editing or changing effects as desired Earlier versions of the PowerPoint software had animation ribbons placed at inconvenient areas or in the Toolbox The more modern panes are now located in the open making the editing process easier for users

Microsoft Visual Studio 2015 Unleashed Lars Powers, Mike Snell, 2015-08-07 Microsoft Visual Studio 2015 empowers you to write next generation applications for any modern environment mobile web cloud universal Windows 10 8 x database and beyond This end to end deep dive will help working developers squeeze maximum productivity out of Microsoft's powerful new toolset The authors combine authoritative and detailed information about Microsoft's latest IDE with extensive insights and best practices drawn from decades of development experience Developers will quickly get comfortable with Visual Studio 2015's updated interface master its new capabilities leverage its extensive new support for open standards and discover multiple opportunities to leverage its .NET 4.6 platform and language improvements By focusing entirely on Visual Studio 2015 Professional the authors go deeper into Microsoft's core product than ever before You'll find expert coverage of everything from debugging through deploying to Azure IDE extension and automation through cross platform mobile development Throughout this book's focus is relentlessly practical how to apply Microsoft's tools to build better software faster Detailed information on how to Master Visual Studio

2015's updated interface and key tools Solutions Projects Browsers Explorers Editors and Designers to improve productivity Develop robust cross platform mobile apps for Windows iOS and Android using Apache Cordova templates for Visual Studio Use the new ASP.NET 5 to build modern web solutions that run on Windows Mac or Linux Develop Single Page Applications SPAs based on HTML5 and rich client side JavaScript frameworks such as Knockout AngularJS Bootstrap and more Accelerate cloud development with the Azure SDK QuickStart templates and Azure management portal Create mobile service solutions using ASP.NET Web API and WCF Streamline data development across multiple platforms with Entity Framework 7 Develop modern Microsoft Office business applications Perform robust automated unit testing as you code increasing your confidence in changes and refactoring Extend the VS 2015 IDE and Code Editor by creating custom productivity enhancing solutions Download all examples and source code presented in this book from informit.com title 9780672337369 as they become available

SharePoint 2013 Branding and User Interface Design Randy Drisgill, John Ross, Paul Stubbs, 2013-08-01 Plan design and launch a brand in SharePoint If you are planning designing and launching your brand using SharePoint this book and author trio will walk you through everything you need to know in an understandable and approachable way From specific technologies such as master pages page layouts and CSS to offering best practices and real world experience for creating successful branding projects through SharePoint 2013 you will learn how to approach your branding project in effective new ways This visual book provides step by step instructions in a simple and striking format that focuses on each of the tasks you will face in your own branding project Explains the various approaches to SharePoint branding and methodologies for creating an engaging UI Guides you through planning for branding and using the Design Manager to start a design Addresses implementing modern web techniques such as HTML5 jQuery and mobile responsive design into SharePoint Explores creating SharePoint branding for public facing websites as well as internal intranets including a deep dive into how custom SharePoint branding is created from scratch Provides coverage on designing apps for SharePoint

Big Data Tools - Which, When and How? (Volume- IV) Dr. Poornima G. Naik Dr. Girish R. Naik, 2023-12-04

MongoDB is an open source cross platform document oriented NoSQL Not Only SQL database management system that provides high performance and availability and easy scalability It is particularly employed for high volume of data storage Two key features of MongoDB which have made it popular are auto sharding for horizontal scalability and in built replication mechanism for high availability both of which are inevitable for big data analytics MongoDB came into existence to address the large data size and unstructuredness of data which could not be handled by the traditional database management systems Volume IV of Big Data Tools Which When and How Hands on Sessions with MongoDB Basics is intended for learners who have just migrated from SQL systems to NoSQL systems and keen in exploring the differences between the two The book covers the basics of MongoDB such as MongoDB architecture installation of MongoDB modeling relationship between the documents and managing collections The key features of the books are in depth coverage of structural differences

between RDBMS systems installation of MongoDB on Windows and Ubuntu operating systems exposure to MongoDB complex structures cursors in MongoDB MongoDB has a rich set of database management tools Few prominent tools are focused with in depth discussion on two MongoDB GUI tools having wide acceptance in industry viz MongoDB Compass and RockMongo Difficult to comprehend topics such as GridFS for storing multimedia content in MongoDB database custom auto increment field data validation and bulk API are illustrated with suitable examples The salient feature of the book is mapping of SQL Statements to MongoDB statements which enables the reader coming from SQL background to comprehend the alterations to be made for querying JSON based systems

Microsoft SharePoint Online for Office 365 Bill English,2015-06-11 Deliver world class collaboration capabilities through the cloud Use SharePoint Online to provide today s most advanced collaboration capabilities without managing your own infrastructure This concise reference will help you configure and manage SharePoint Online to meet your requirements for functionality performance and compliance Bill English covers user profiles security search records management App Catalogs metrics and more to derive maximum value from SharePoint Online Master the specific skills you need to deploy and run SharePoint Online Choose the version of SharePoint Online that is best for you Manage profiles properties audiences permissions policies and MySite settings Use Business Connectivity Services to make SharePoint Online your central hub for all business information Make the most of SharePoint search indexing and records and document management Create and manage security and App Catalogs Solve the core issues of governance risk compliance taxonomies and training

SharePoint For Dummies Ken Withee,Rosemarie Withee,2019-04-15 All you need to know about SharePoint Online and SharePoint Server SharePoint is an enterprise portal server living under the Microsoft Office umbrella It can be used as a local installation on premises or an online service The SharePoint Online service comes bundled with Office 365 You can use SharePoint to aggregate sites information data and applications into a single portal SharePoint 2019 contains highly integrated features that allow you to work with it directly from other Office products such as Teams Word Excel PowerPoint and many others SharePoint For Dummies provides a thorough update on how to make the most of all the new SharePoint and Office features while still building on the great and well reviewed content in the prior editions The book shows those new to SharePoint or new to SharePoint 2019 how to get up and running so that you and your team can become productive with this powerful tool Find high level need to know information for techsumers administrators and admins Learn how SharePoint Online can get you started in minutes without the hassle and frustration of building out your own servers Find everything you need to know about the latest release of SharePoint Online and SharePoint Server Get your hands on the best guide on the market for SharePoint

Beginning C# 6 Programming with Visual Studio 2015 Benjamin Perkins,Jacob Vibe Hammer,Jon D. Reid,2016-01-04 Get started with Visual C programming with this great beginner s guide Beginning C 6 Programming with Visual Studio 2015 provides step by step directions for programming with C in the NET framework Beginning with programming essentials such as variables flow

control and object oriented programming this authoritative text moves into more complicated topics such as web and Windows programming and data access within both database and XML environments After your introduction to each of the chapters you are invited to apply your newfound knowledge in Try it Out sections which reinforce learning and help you understand the practical applications of the new concepts you have explored Through this approach you can write useful programming code following each of the steps that you explore in this essential text Discover the basics of programming with C such as variables expressions flow control and functions Discuss how to keep your program running smoothly through debugging and error handling Understand how to navigate your way through key programming elements such as classes class members collections comparisons and conversions Explore object oriented programming web programming and Windows programming Beginning C 6 Programming with Visual Studio 2015 is a fundamental resource for any programmers who are new to the C language

A Complete Guide to Portals and User Experience Platforms Shailesh Kumar Shivakumar, 2015-09-25 Build a Next Generation Enterprise Digital Platform with Portals and UXPA Complete Guide to Portals and User Experience Platforms provides in depth coverage of portal technologies and user experience platforms UXPs which form the key pillars of a modern digital platform Drawing on his experience in various roles in numerous portal engagements

Exam Ref 70-534 Architecting Microsoft Azure Solutions Haishi Bai, Steve Maier, Dan Stoltz, 2015-05-15 Prepare for Microsoft Exam 70 534 and help demonstrate your real world mastery of Microsoft Azure solution design and architecture Designed for experienced IT pros ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the Microsoft Specialist level Focus on the expertise measured by these objectives Describe Microsoft Azure infrastructure and networking Help secure resources Design an application storage and data access strategy Design an advanced application Design websites Design a management monitoring and business continuity strategy This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Assumes you have experience designing Microsoft Azure cloud or hybrid solutions and supporting application life cycle management

Mastering Microsoft Dynamics NAV 2016 Rabindra Sah, 2017-03-22 The compilation of best skillset to harness Microsoft Dynamics NAV for Administrators Consultants and Developers About This Book Take your skills to the next level with Dynamics NAV by implementing all the latest and advanced features Get a comprehensive coverage of how the NAV system can be implemented and maintained to get the most out of it Get powerful insights into how to integrate Dynamics NAV with third party tools and extend its functionality Who This Book Is For This book is ideal for administrators developers and consultants who are looking to take their knowledge of Dynamics NAV to new heights You re expected to have a basic knowledge of Dynamics NAV workflows and C AL C SIDE development What You Will Learn Installing the NAV system in different environments Implementing the system with the correct setup Maintaining the system to get the best possible performance Tuning up the Dynamics NAV to get better outcomes The Version Control

strategy for Dynamics NAV developers Integrating other software and features to remove limitations Understanding your own system better Being able to solve customers problems with out of the box features Reducing customization and additional development time In Detail The book begins by giving you a brief introduction to setting up your NAV environment and shows you how to install and configure it according to your requirements You will then dive deep into the latest design patterns network architecture and topologies We will show you how you can integrate NAV with the Microsoft platform and secure your deployment by managing roles and permissions Moving on we will explain how to monitor and manage server instances using the Administration tool We ll discuss how you can take advantage of the expanded extensibility and connectivity capabilities for a tighter integration with the cloud as well as handheld devices Then we ll show you how you can make use of the PowerBI capabilities that have been built into Dynamics NAV By the end of the book you will be confident in developing and administering a Dynamics NAV implementation that will leverage all of the new features Style and approach This book takes a straightforward tutorial approach providing you with step by step explanations and simple example oriented walkthroughs It is filled with use cases and situations that show you the different pitfalls you might encounter and how to get past them

IC3: Internet and Computing Core Certification Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-27 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands on examples and self paced exercises that demonstrate how to perform critical tasks This useful guide includes access to a robust set of learning tools including chapter review questions a practice test environment electronic flashcards and author videos that explain complex topics The certification consists of three separate exams Computing Fundamentals Key Applications and Living Online Candidates are given fifty minutes to answer forty five questions so rapid recall and deep understanding are critical to success IC3 Internet and Computing Core Certification Global Standard 4 Study Guide provides expert instruction on everything candidates need to know including hardware software networking and more Review operating system basics and common application features Understand troubleshooting and safe computing Learn basic word processing spreadsheet presentation and database activities Study networking concepts digital communication and research fluency The exam includes both multiple choice and performance based questions and this guide provides plenty of both so candidates can get comfortable with both material and format More than just a memorization tool this book helps exam candidates understand the material on a fundamental level giving them a greater chance of success than just going it alone For the IC3 candidate who s serious about certification IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the complete hands on exam prep guide

Troubleshooting SharePoint Stacy Simpkins, 2017-11-24 Utilize a treasure trove of free SharePoint troubleshooting tools and receive insightful guidance about the types of SharePoint issues that can be discovered through their use Chapters in this book contrast solid and least privileged builds in order to help you understand the types of issues that are raised when farms are not built the least privileged way Because SharePoint errors often present themselves one way when an issue is actually something entirely different the process of finding the root cause can feel like going down a rabbit hole Hands on exercises get you comfortable with logs so you can efficiently and effectively explore the rabbit hole Troubleshooting SharePoint also demonstrates how to identify components and settings that enter an environment where access has been restricted The author shares his proven methods for researching an issue based on what appears in the logs with the understanding that often it is not as simple as asking a question but how you ask it that leads to the right answer What You'll Learn Utilize networking tools such as NetMon WireShark and Fiddler for troubleshooting Master SharePoint PAL Webalizer Indihaing Developer Dashboard the Feature Admin tool and more Become proficient using Timer Jobs and Search Diagnostics Understand how various files are accessed by IIS sites and within the server file system Discover how IIS mappings and file permissions affect issues Troubleshoot with ULS Viewer PowerShell and tools such as ProcMon PerfMon and Event Viewer Meet your new best friend the ULS Viewer Use Event Viewer as a troubleshooting source Become conversant in the language of SharePoint from the log's perspective Who This Book Is For SharePoint administrators and developers who want to learn how to quickly diagnose and resolve issues in any SharePoint server in SharePoint farms where admin access is possible

IC3: Internet and Computing Core Certification Key Applications Global Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-27 Master word processing spreadsheets and presentations ahead of the IC3 exam IC3 Internet and Computing Core Certification Key Applications Study Guide is your ideal study guide when you want to focus on the Key Applications exam module in preparation for the IC3 This book covers common features and functions word processing spreadsheets and presentations all presented in a clear concise style Hands on examples and self paced exercises show you how to perform critical tasks needed to pass the exam and the companion website offers a diverse set of study tools including the Sybex test engine a preassessment test hundreds of practice questions videos and access to over one hundred electronic flashcards Test your skills and solidify your understanding of Key Applications for the IC3 Master the functions common to all programs and the most common features Review the basics of word processing with formatting and automation Understand spreadsheets and how to manipulate data with formulas Brush up on the creation and formatting of simple presentations When you are serious about certification IC3 provides the practice that inspires self confidence

Microsoft Office SharePoint 2013 Quick Reference Guide Beezix, 2013-05-06 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office SharePoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Accessing a

SharePoint site Signing Out Navigating SharePoint Expanding the Main Content Area Creating a New List Item Editing a List Item Assigning a Task Viewing Your Update Stream Following a Site Following a Document File Following a Person Engaging in Newsfeed Conversations Using Mentions Using Tags Liking a Newsfeed Update Tagging and Adding Notes to Documents and Pages Sharing Files with People Viewing Tags and Notes Searching for Documents Searching for People Creating a Subsite Community Sites Using Document Libraries Adding Existing Files List and Library Functions Sorting Filtering Changing View Using Email Alerts Creating a List or Library Deleting a List or Library Checking Files Out In Using the Recycle Bin Creating a Survey

Office 365 and Sharepoint Web Apps Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2012-07-20 Laminated quick reference card showing step by step instructions and shortcuts as well as general document management for the Word Excel PowerPoint web apps available in Office 365 and SharePoint Intended for users familiar with the desktop Microsoft Office suite This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered General Creating a New Document Opening Existing Documents Saving and Closing Documents Checking Documents In Out Uploading Files Creating Folders Renaming Items Deleting Restoring Documents Web App Limitations Browser Format Support Word Web App Using Reading View Using Edit View Collaborating with Others Printing Documents Excel Web App Using Reading View Using Edit View Collaborating with Others PowerPoint Web App Using Reading View Using Edit View Collaborating with Others Also includes a list of Word Excel PowerPoint keyboard shortcuts

Microsoft Access 2010 In Depth Roger Jennings,2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides specific tested proven solutions to the problems Access database users and developers run into every day challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity By Roger Jennings a world renowned Access expert who has sold more than 1 25 million books Covers all aspects of working with Access 2010 from the customizable Ribbon and Themes to

conditional formatting advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010 from hobbyists to power users to corporate developers

Energy Management and Efficiency for the Process Industries Alan P. Rossiter, Beth P. Jones, 2015-03-25 Provides a unique overview of energy management for the process industries Provides an overall approach to energy management and places the technical issues that drive energy efficiency in context Combines the perspectives of freewheeling consultants and corporate insiders In two sections the book provides the organizational framework Section 1 within which the technical aspects of energy management described in Section 2 can be most effectively executed Includes success stories from three very different companies that have achieved excellence in their energy management efforts Covers energy management including the role of the energy manager designing and implementing energy management programs energy benchmarking reporting and energy management systems Technical topics cover efficiency improvement opportunities in a wide range of utility systems and process equipment types as well as techniques to improve process design and operation

Moving to Office 365 Matthew Katzer, 2015-11-27 This book takes a concentrated look at the very latest best practices for Office 365 migration with a focus on the needs of senior managers IT managers and others involved in key decisions when moving their business to the cloud Based on popular chapters in his first book *Office 365 Migrating and Managing Your Business in the Cloud* Apress Open co authored with Don Crawford author Matt Katzer revises and expands on his original material to bring you the latest guidance on planning methods management best practices personnel decisions and migration and maintenance costs along with brand new material on some of the most important and cutting edge considerations when moving your business to the cloud securing company data and driving collaboration in the workplace Topics covered include The Office 365 cloud security model and best practices to apply when securing your business in the cloud Microsoft Office 365 operation and usage options for any size enterprise Proven methods for planning and minimizing disruption A step by step migration plan How to improve employee collaboration and productivity through use of Office 365 s collaborative apps including Excel Outlook Web Access OneDrive and Skype for Business Office 365 site management advice for IT administrators and business owners Moving to Office 365 provides practical and planning guidance for business owners and CIO CTOs and IT managers who have responsibility for the IT needs of their business

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