



Microsoft SharePoint/MOSS 2007

and

WSS 3.0

Mitesh Patel



Abstract

This paper aims to show CSD's understanding of the MOSS 2007 and WSS 3.0 technologies and provides insight into the differences between the two tools. It allows readers to distinguish between the two and provide a method of determining which solution is best for their organisation. CSD is able to guide their clients impartially once they understand the key differences between the two. CSD is involved in utilising WSS and MOSS 2007 as an out of the box solution and building custom web parts to provide a solution that meets each unique requirement. The paper concentrates on the key features of WSS since any feature that is in WSS will also be in MOSS.



Introduction

Microsoft Office SharePoint Server 2007 is a new server program that is part of the 2007 Microsoft Office system. Your organisation can use Office SharePoint Server 2007 to facilitate collaboration, provide content management features, implement business processes, and supply access to information that is essential to organisational goals and processes. Note that SharePoint Server 2007 and MOSS 2007 are used interchangeably in this whitepaper.

You can quickly create SharePoint sites that support specific content publishing, content management, records management, or business intelligence needs. You can also conduct effective searches for people, documents, and data, participate in forms-driven business processes, and access and analyse large amounts of business data.

Microsoft Office SharePoint Server 2007 Capabilities

Microsoft Office SharePoint Server 2007 provides a single, integrated location where employees can efficiently collaborate with team members, find organisational resources, search for experts and corporate information, manage content and workflow, and leverage business insight to make better-informed decisions.

- [Collaboration](#) Allow teams to work together effectively, collaborate on and publish documents, maintain task lists, implement workflows, and share information through the use of wikis and blogs.
- [Portals](#) Create a personal MySite portal to share information with others and personalize the user experience and content of an enterprise Web site based on the user's profile.
- [Enterprise Search](#) Quickly and easily find people, expertise, and content in business applications.
- [Enterprise Content Management](#) Create and manage documents, records, and Web content.
- [Business Process and Forms](#) Create workflows and electronic forms to automate and streamline your business processes.
- [Business Intelligence](#) Allow information workers to easily access critical business information, analyze and view data, and publish reports to make more informed decisions.



Microsoft SharePoint Server 2007 and WSS 3.0 – Key differences

Both MS SharePoint 2007 and WSS 3.0 are an excellent foundation which can be built upon and extended. WSS 3.0 It is a slimmer version of MS SharePoint Server and comes free with Windows Server 2003. Since WSS is built using the .NET framework, it can integrate easily with the existing systems. Both SharePoint Server and WSS 3.0 support mobile devices.

This section describes features of Windows SharePoint Services (WSS 3.0) and MOSS 2007. It illustrates the basic differences between WSS 3.0 and Moss 2007.

Features of WSS 3.0

WSS 3.0 is built on top of ASP.NET, and supports Master Page and Site navigation. It is an application framework. WSS improves team productivity.

Team site

Primarily designed to facilitate collaboration among teams through web sites secure, document centric site, tracking process, sharing document, communicating with colleagues, task list, contact list, discussion forums.

Administration model enhancements

Windows SharePoint Services 3.0 includes several enhancements to the administration model that helps IT organisations implement management plans and performs administrative tasks more effectively and efficiently.

Collaborate Easily and Effectively

Windows SharePoint Services 3.0 provide a single workspace for teams to coordinate schedules, organise documents, and participate in discussions-within the organisation and over the extranet.

Windows SharePoint Services are used as a platform to build rich, flexible, and scalable Web-based applications and Internet sites specific to the needs of your organize.

Additional Features come with MOSS 2007



It is possible to take advantage of its integration with Microsoft Office SharePoint Server 2007 that expands platform services and common framework for document management exposed by Windows SharePoint Services to offer enterprise-wide functionality for records management, search, workflows, portals, personalized sites, and more.

Microsoft Office SharePoint Designer 2007 can be used to quickly and easily customise SharePoint sites and build reporting tools and applications tailored to specific tasks without writing or deploying new code.

My site personal site

The My Site personal site gives users an opportunity to aggregate information into "for me," "by me," and "about me."

User profiles and profile store

Allows each user to store profile information.

Audience targeting

Enables use of Web Part pages, Web Parts, and content to target distribution lists and groups in addition to SharePoint audiences.

InfoPath forms services

Available in Microsoft Office SharePoint Server 2007 and Microsoft Office Forms Server 2007 InfoPath forms services make it possible to design web-capable forms in Microsoft Office InfoPath 2007 and distribute them on corporate intranets, extranets, or the Internet. Users can fill out forms in a browser or HTML enabled Mobile device with no download or client components needed.

Business Data Catalogue (BDC)

Business Data Catalogue tightly integrates external data into the Office SharePoint Server 2007 user experience, providing access to external data residing within backed LOB applications, and enabling the display of and interaction with external data through a set of Business Data Web Parts.

Difference between WSS 3.0 and MOSS 2007

WSS 3.0	MOSS 2007



Windows SharePoint Services (WSS3.0) comes free with Windows Server 2003.	MOSS is not free and it is installed on top of WSS 3.0. MOSS has both a server cost and a client access license (CAL) cost.
WSS 3.0 offers all the standard site templates to build team sites, document workspaces, blank sites, blogs, wikis, and meeting workspaces.	MOSS 2007 offers business intelligence features that allow you to track key performance indicators and build BI dashboards into your team site.
WSS 3.0 can be used to create people and group lists.	MOSS is used as a super powerful content management system, which aims to provide content management, enterprise content services and enterprise search.
You can integrate WSS 3.0 sites with Access 2007, Excel 2007, Outlook 2007, Word 2007 and PowerPoint 2007.	Workflow can also be integrated into MOSS 2007.
It also serves as a platform for application development. Including such IT resources as portals, team workspaces, e-mail, presence awareness, and Web based conferencing, Windows SharePoint Services enables users to locate distributed information quickly and efficiently, as well as connect to and work with others more productively.	MOSS also offers My Sites, which are individual mini-sites that can be set up to show who in your company you're connected to, what your tasks and skills are, your contact information, and more. MOSS 2007 is the portal system, comparable to SharePoint Portal Server 2003. It brings a wealth of built-in functionality and interoperability to a company's intranet over and above the functions of WSS 3.0.
Create Site Collection: Select template will give minimum options it's like Collaboration and Meetings.	Create Site Collection: Select template will give more options it's like Collaboration, Meetings, Enterprise, Custom and Publishing Only WSS 3.0

Navigation

By default both WSS and MOSS have a simple navigation system that uses tabs across the top to access sites along with the quick launch area on the left hand side to access content element within a site. This information presented in site collection.

Windows SharePoint Services 3.0 provides the following new features to improve sites

- Navigation through User-aware links; for example, removing the Settings links for users who cannot make particular changes, a capability that is provided through "link trimming".



- Breadcrumbs to provide users with additional information about their location within a site collection.
- Customisation of the top navigation bar, ranging from adding and removing links to adding Microsoft JScript drop-down menus and fly-outs, which is provided by new shared navigation and master pages. Such menus can only be enabled by modifying a master page; there is no built-in support for enabling these menus.
- Customisation of the left navigation bar, which includes adding and removing links to adding JScript drop-down menus and fly-outs, which is provided through ASP.NET master pages and navigational controls such as the SiteMapPath, Menu and TreeView controls. Such menus can only be enabled by modifying a master page; there is no out-of-box support for enabling these menus.
- Common navigation bars provided through master pages.

Content Management with work flow

Content Characteristics

Microsoft Windows SharePoint Services 3.0 is designed to host content and applications that support such business needs as communication, collaboration, analysis, process, and knowledge management. Across those diverse functions, not all content is created equal.

Content Database is a SQL server 2005 database that maintains all of the webpage definitions, documents, lists and security information.

Components of WSS 3.0

As a recap, recall that Microsoft Windows SharePoint Services 3.0 helps organisations, teams, and business units to be more effective by connecting people and information. This section aims to provide an insight into Microsoft WSS 3.0 and some of the core features.

Lists

A list based on Microsoft Windows SharePoint Services is a collection of information that you share with team members. For example, you can create a timesheet, or you can create tasks that you need to track.

You can customize and add items to these lists, create additional lists from list templates, and create custom lists.

Lists can also be displayed in Web Parts on pages on your site. Web Parts are the building blocks of a Web site, and you can use them to add items directly from a list to a Web Part Page. You can also open a list directly and work with it. For example, the default Announcements list appears in a Web



Part on a new home page, but you can also click the title of the list to open and work with it on its own page.

Ways to work with lists

Here are some ways you can work with lists to help you to manage information:

Track versions and detailed history You can track versions of list items, so that you can see which items have changed from version to version, as well as who changed the list items. If mistakes are made in a newer version, you can restore a previous version of an item. Tracking the history of a list is especially important if your organization needs to monitor a list as it evolves.

No. ↓	Modified	Modified By
8.0	2/17/2008 9:30 AM	Ted Bremer
	Status	Completed
	% Complete	100 %
7.0	2/13/2008 8:35 AM	Carlos Carvallo
	% Complete	75 %
6.0	2/12/2008 11:33 AM	Ted Bremer
	% Complete	25 %

Require approval: You can specify that approval for a list item is required before it can be viewed by everyone. Items remain in a pending state until they are approved or rejected by someone who has permission to approve them. You can control which groups of users can view a list item before it is approved.

Integrate e-mail with a list: If incoming or outgoing mail has been enabled on your site, lists can take advantage of e-mail features. Some lists, such as calendars, can be set up so that people can add content to them by sending e-mail. Other lists, such as a task list, can be set up to send mail to people when items are assigned to them. Your organization can customize other types of lists to receive e-mail.

Customize permissions: You can specify whether participants for your list can read and edit only the items they created or all items in the list. People who have permission to manage lists can



read and edit all list items. You can also apply specific permission levels to a single list item, for example, if the issue contains confidential information.

Create and manage views: Your group can create different views of the same list. The contents of the actual list don't change, but the items are organized or filtered so that people can find the most important or interesting information, depending on their needs.

Use formulas and calculated values: You can use formulas and calculated values to dynamically generate information in the columns of a list. The operations can include information from one or more other columns in a list as well as system functions such as [today] to indicate the current date. For example, you can specify a default due date that is seven days from the current date.

Keep informed about changes: Lists and views in Windows SharePoint Services 3.0 now use RSS, so that members of your workgroup can automatically receive updates. RSS is a technology that enables people to receive and view updates or RSS feeds of news and information in a consolidated location. You can also create e-mail alerts to notify you when the lists are changed or when new items are added. Alerts are a convenient way to keep track of the changes that are important to you.

Share list information with a database program: If you have a database program installed that is compatible with Windows SharePoint Services 3.0, such as Microsoft Office SQL Server, you can export and import data to and from your site, as well as link a table from the database to a SharePoint list. When you work with your list data in a database, you can analyze it as you analyze any data, such as by using queries, joins, and reports.

Use lists consistently across sites: If your group works with several types of lists, you can add consistency across multiple lists with content types, site columns, and templates. These features enable you to reuse the settings and list structure in an efficient way. For example, you can create a content type for a customer service issue that specifies certain columns (such as customer contact) and business processes for the content type. Another example is creating a site column for department names that has a drop-down list of departments. You can reuse the column in multiple lists to ensure that the names always appear the same way in each list.

Work on list items from an e-mail program: By using an e-mail program that is compatible with Windows SharePoint Services 3.0, you can take important list information with you. For example,



with Microsoft Office Outlook 2007, you can view and update tasks, contacts, and discussion boards on your site from Outlook.

Types of lists

The type of list that you use depends on the kind of information that you are sharing:

Announcements: Use an announcements list to share news and status and to provide reminders. Announcements support enhanced formatting with images, hyperlinks, and formatted text.

Contacts: Use a contacts list to store information about people or groups that you work with. If you are using an e-mail or contact management program that is compatible with Windows SharePoint Services 3.0, you can view and update your contacts from your SharePoint site in the other program. For example, you can update a list of all your organization's suppliers from Office Outlook 2007. A contacts list doesn't actually manage the members of your site, but it can be used to store and share contacts for your organization, such as a list of external vendors.

Discussion boards: Use a discussion board to provide a central place to record and store team discussions that is similar to the format of newsgroups. If your administrator has enabled lists on your site to receive e-mail, discussion boards can store e-mail discussions from most common e-mail programs. For example, you can create a discussion board for your organization's new product release. If you are using an e-mail program that is compatible with Windows SharePoint Services 3.0, you can view and update your discussion board while working in the other program.

Links: Use a links list as a central location for links to the Web, your company's intranet, and other resources. For example, you might create a list of links to your customers' Web sites.

Calendar: Use a calendar for all of your team's events or for specific situations, such as company holidays. A calendar provides visual views, similar to a desk or wall calendar, of your team events, including meetings, social events, and all-day events. You can also track team milestones, such as deadlines or product release dates, that are not related to a specific time interval. If you are using an e-mail or calendar program that is compatible with Windows SharePoint Services 3.0, you can view and update your calendar from your SharePoint site while working in the other program. For example, you can compare and update your calendar on the SharePoint site with dates from your Office Outlook 2007 calendar, by viewing both calendars side-by-side or overlaid with each other in Office Outlook 2007.



Tasks: Use a task list to track information about projects and other to-do events for your group. You can assign tasks to people, as well as track the status and percentage complete as the task moves toward completion. If you are using an e-mail or task management program that is compatible with Windows SharePoint Services 3.0, you can view and update your tasks from your SharePoint site in your other program. For example, you can create a task list for your organisation's budget process and then view and update it in Office Outlook 2007 along with your other tasks.

Project tasks: To store information that is similar to a task list, but also provide a visual or Gantt view with progress bars, use a project task list. You can track the status and percentage complete as the task moves toward completion. If you are using an e-mail or task management program that is compatible with Windows SharePoint Services 3.0, you can view and update your project tasks from your SharePoint site in your other program. For example, you can create a task list on your SharePoint site to identify and assign the work to create a training manual. Then you can track your organization's progress from Office Outlook 2007.

Issue tracking: Use an issue-tracking list to store information about specific issues, such as support issues, and track their progress. You can assign issues, categorize them, and relate issues to each other. For example, you can create an issue-tracking list to manage customer service problems and solutions. You can also comment on issues each time you edit them, creating a history of comments without altering the original description of the issue. For example, a customer service representative can record each step taken to resolve a problem and the results.

Survey: To collect and compile feedback, such as an employee satisfaction survey or a quiz, use a survey. You can design your questions and answers in several different ways and see an overview of your feedback. If you have a spreadsheet or database program installed that is compatible with Windows SharePoint Services 3.0 or Windows SharePoint Services 2.0, you can export your results to further analyze them.

Custom: Although you can customize any list, you can start with a custom list and then customize just the settings that you specify. You can also create a list that is based on a spreadsheet, if you have a spreadsheet program that is compatible with Microsoft Windows SharePoint Services 3.0 or Windows SharePoint Services 2.0, and Windows Internet Explorer and Microsoft Windows. For example, you can import a list from Microsoft Office Excel 2007 that you created to store and manage contracts with vendors.



Libraries

A library is a location on a site where you can create, collect, update, and manage files with team members. Each library displays a list of files and key information about the files, which helps people to use the files to work together.

You can customize libraries in several ways. You can control how documents are viewed, tracked, managed, and created. You can track versions, including how many and which type of versions, and you can limit who can see documents before they are approved.

You can choose from several types of libraries, depending on the types of files that you want to store and how you plan to use them.

Ways to work with libraries

The Shared Documents library is created for you when Microsoft Windows SharePoint Services creates a new site. You can start using this library right away, customize it, or create other libraries.

Here are some ways to work with libraries and make them more useful for your group:

Create and manage views: You can use a view to see the items in a library that are most important to you or that best fit a purpose. The contents of the actual library don't change, but the files are organized or filtered to make them easier to find and to browse in a meaningful way.

Require document approval: You can specify that approval for a document is required. Documents remain in a pending state until they are approved or rejected by someone who has permission to do so. You can control which groups of users can view a document before it is approved.

Track versions: If you need to keep previous versions of files, libraries can help you track, store, and restore the files. You can choose to track all versions in the same way. Or you can choose to designate some versions as major, such as adding a new chapter to a manual, and some versions as minor, such as fixing a spelling error. To help manage storage space, you can optionally choose the number of each type of version that you want to store.

Require check-out of files: When you require check-out of a file, you ensure that only one person can edit the file until it is checked in. Requiring documents to be checked out prevents multiple people from making changes at the same time, which can create editing conflicts and lead to



confusion. Requiring check-out can also help to remind team members to add a comment when they check a file in, so that you can more easily track what has changed in each version.

Stay informed about changes: Libraries in Windows SharePoint Services 3.0 support RSS technology, so that members of your workgroup can automatically receive updates. RSS enables people to receive and view updates, or feeds, of news and information in a consolidated location. You can also create e-mail alerts, so that you are notified when files change.

Edit files offline: If you prefer to work on your files on your hard disk, you can check them out and work offline, if you use an application that is compatible with Windows SharePoint Services 3.0, such as the 2007 Microsoft Office system.

Work with a library from an e-mail program: By using an e-mail program that is compatible with Windows SharePoint Services 3.0, such as Microsoft Office Outlook 2007, you can take your important information with you. You can read, edit, and search your files offline from your mail program.

Copy documents easily to another location: You can easily send a file to another location on a Windows SharePoint Services 3.0 site. When you update the original document, you can choose to be prompted to update the file in the other locations.

Define content types: If your group works with several types of files, such as worksheets, presentations, and documents, you can extend the functionality of your library by enabling and defining multiple content types. Content types add flexibility and consistency across multiple libraries. Each content type can specify a template and workflow processes.

Specify unique permission You can specify unique permission for a library, or even a file within a library.

Create workflows A document library or content type can use workflows that your organization has defined for business processes, such as managing document approval or review.

Types of libraries

The type of library that you use depends on the kinds of files that you are sharing:

Document library: For many file types, including documents and spreadsheets, use a document library. You can store other kinds of files in a document library, although some file types are



blocked for security reasons. When you work with programs that are compatible with Windows SharePoint Services, you can create those files from the library.

Picture library: To share a collection of digital pictures or graphics, use a picture library. Although pictures can be stored in other types of SharePoint libraries, picture libraries have several advantages. For example, from a picture library you can view pictures in a slide show, download pictures to your computer, and edit pictures with graphics programs that are compatible with Windows SharePoint Services.

Form library: If you need to manage a group of XML-based business forms, use a form library. For example, your organization may want to use a form library for expense reports. Setting up a form library requires an XML editor or XML design program that is compatible with Windows SharePoint Services, such as Microsoft Office InfoPath.

This paper aimed to provide an insight into MOSS 2007 and WSS 3.0 and highlight the differences between the two tools. It allows one to determine what the best solution should be impartially and without influence in order for us to provide a perfect solution to our clients.