

### SharePoint Portal



# NORTHWEST BIOSOLIDS

Starting in November 2019, Artic Consulting began an engagement with **Northwest Biosolids**, a non-profit organization with a mission to advance environmental sustainability with the beneficial use of biosolids through research and informing regional wastewater utilities. Formed in 1987 through partnerships with several industry and governmental agencies in the Pacific Northwest, the organization had accumulated a large amount of documents, reports, meeting minutes, and other collateral that was spread across a variety of services such as OneDrive, Google Drive, Dropbox, and people’s personal laptops.

Northwest Biosolids was a Microsoft 365 customer and used the Microsoft Office 365 suite of productivity applications. They had a license for SharePoint Online, but they were not familiar with the product or how to take advantage of its benefits.

Artic Consulting’s Business Management Services (BMS) team began by understanding what the team at Northwest Biosolids wanted out of their SharePoint experience. They were dealing with a mess; they had thousands of documents that had accumulated since the organization was founded in the 1980s, and spread across several locations including Google Drive, Dropbox, and random laptops. Their goal was to organize all of these documents into a clear structure, so that the current (and future) staff could easily find what they needed quickly. In addition, they wanted training on how to maximize their use of Office 365 applications and SharePoint together to enable new collaboration scenarios and workflows.

We also created several public and private document libraries with version history, check in/out functionality and clear folder structure.



**A critical component of quality work is first understanding the goal that fuels the project in the first place. Artic started with this as the foundation for our SharePoint site so that it translated into our very own virtual community gathering space to share ideas, progress, history and upcoming events.**

**Maile Lono-Batura**  
Executive Director  
Northwest Biosolids

Artic’s BMS team set up a new SharePoint portal and customized it to use the Northwest Biosolids branding across the experience. Departmental and committee areas created for users to collaborate.

Artic helped Northwest Biosolids staff to properly configure their Azure Active Directory for the many guest users that were an active part of the organization but did not have Office 365 licenses assigned to them by Northwest Biosolids. By doing this, the staff at Northwest Biosolids could easily share documents and other resources with all users.

Artic trained the staff at Northwest Biosolids on how to manage their new SharePoint portal by posting news and photos and keeping it fresh. We trained several staff, board and committee members on how to use Office 365 applications and SharePoint together to find, sync, save and collaborate on documents with others.

After completing the project, the team at Northwest Biosolids was able to retire their previous document solutions, saving money, avoiding confusion, and simplifying their workflows. They spent much less time preparing for their quarterly board meeting. Now it’s much easier for the team to prepare for meetings, collaborate on documents, and stay informed on the many happenings inside the organization.

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