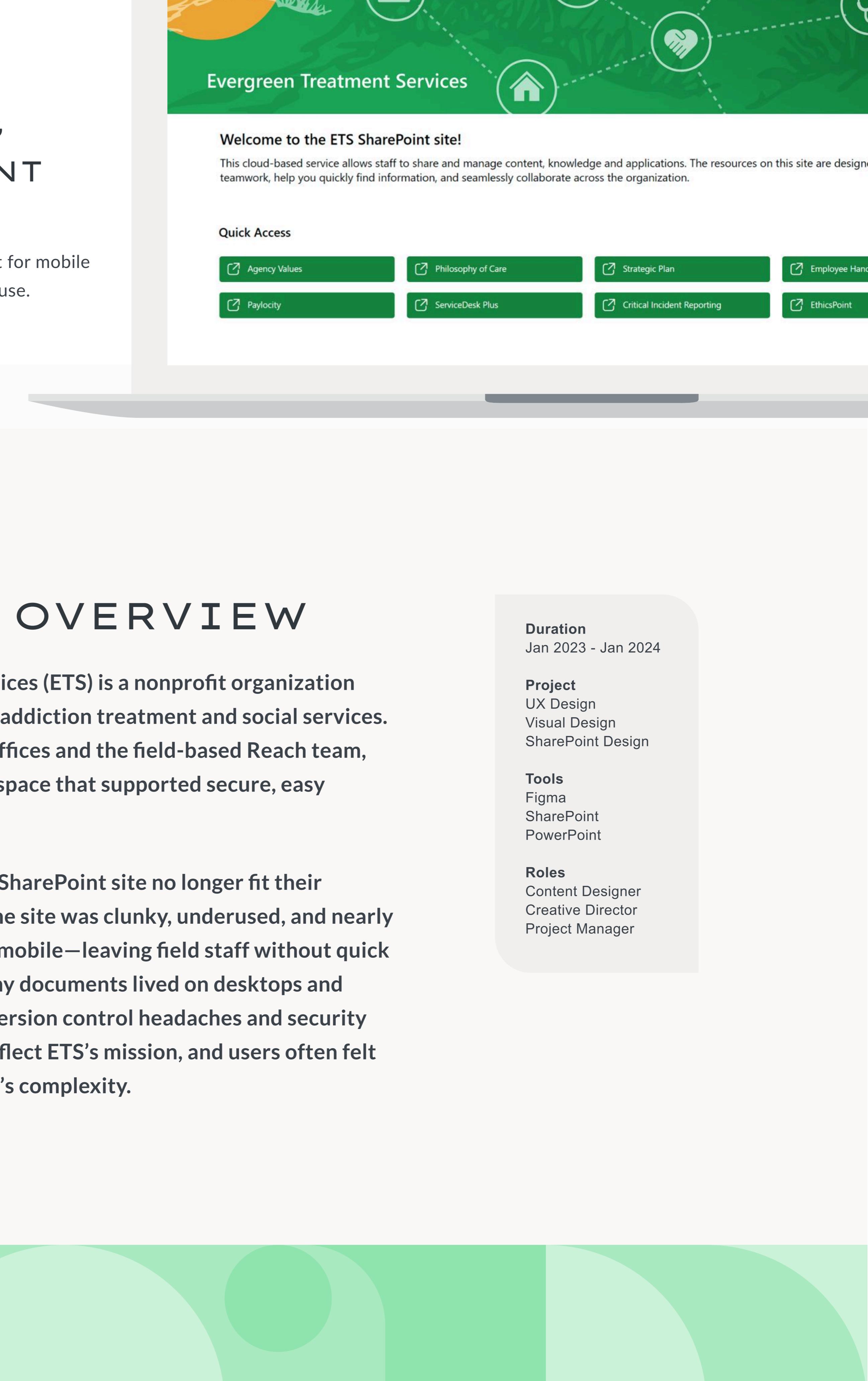


ELEVATING  
SHAREPOINT

**CLEAR. SECURE. MOBILE.**  
A redesigned digital hub built for mobile access, security, and ease of use.



## PROJECT OVERVIEW

Evergreen Treatment Services (ETS) is a nonprofit organization providing evidence-based addiction treatment and social services. With staff spread across offices and the field-based Reach team, ETS needed a digital workspace that supported secure, easy collaboration.

After a major reorg, ETS's SharePoint site no longer fit their structure or workflows. The site was clunky, underused, and nearly impossible to navigate on mobile—leaving field staff without quick access to critical files. Many documents lived on desktops and external drives, creating version control headaches and security risks. The old site didn't reflect ETS's mission, and users often felt intimidated by SharePoint's complexity.

Duration  
Jan 2023 - Jan 2024

Project  
UX Design  
Visual Design  
SharePoint Design

Tools  
Figma  
SharePoint  
PowerPoint

Roles  
Content Designer  
Creative Director  
Project Manager

## OUR PROCESS

## DISCOVERY + STRATEGY

We started with stakeholder interviews to uncover priorities and pain points. The needs were clear:

- A centralized, cloud-based document hub
- Mobile-friendly access for field staff
- An intuitive hierarchy and navigation
- Strong security protocols
- Training to build user confidence

Because the Reach program had shifted under a new umbrella, realigning the site with the updated org chart was essential.

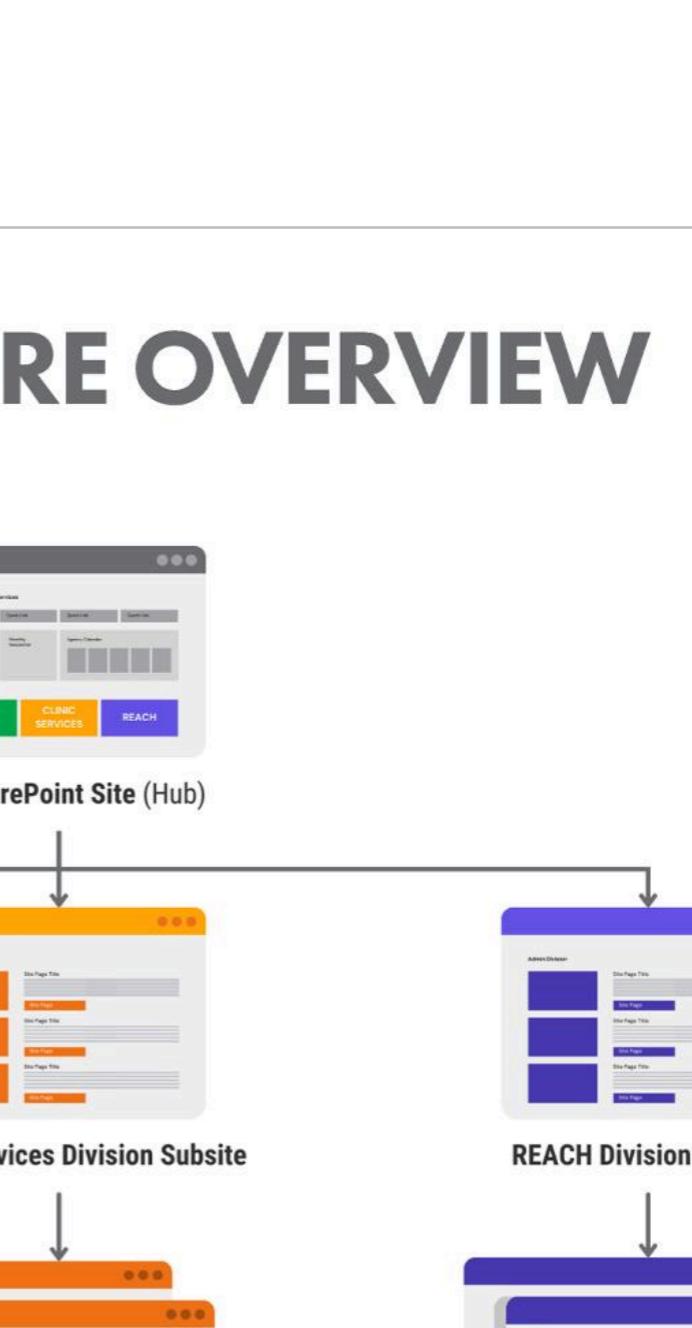
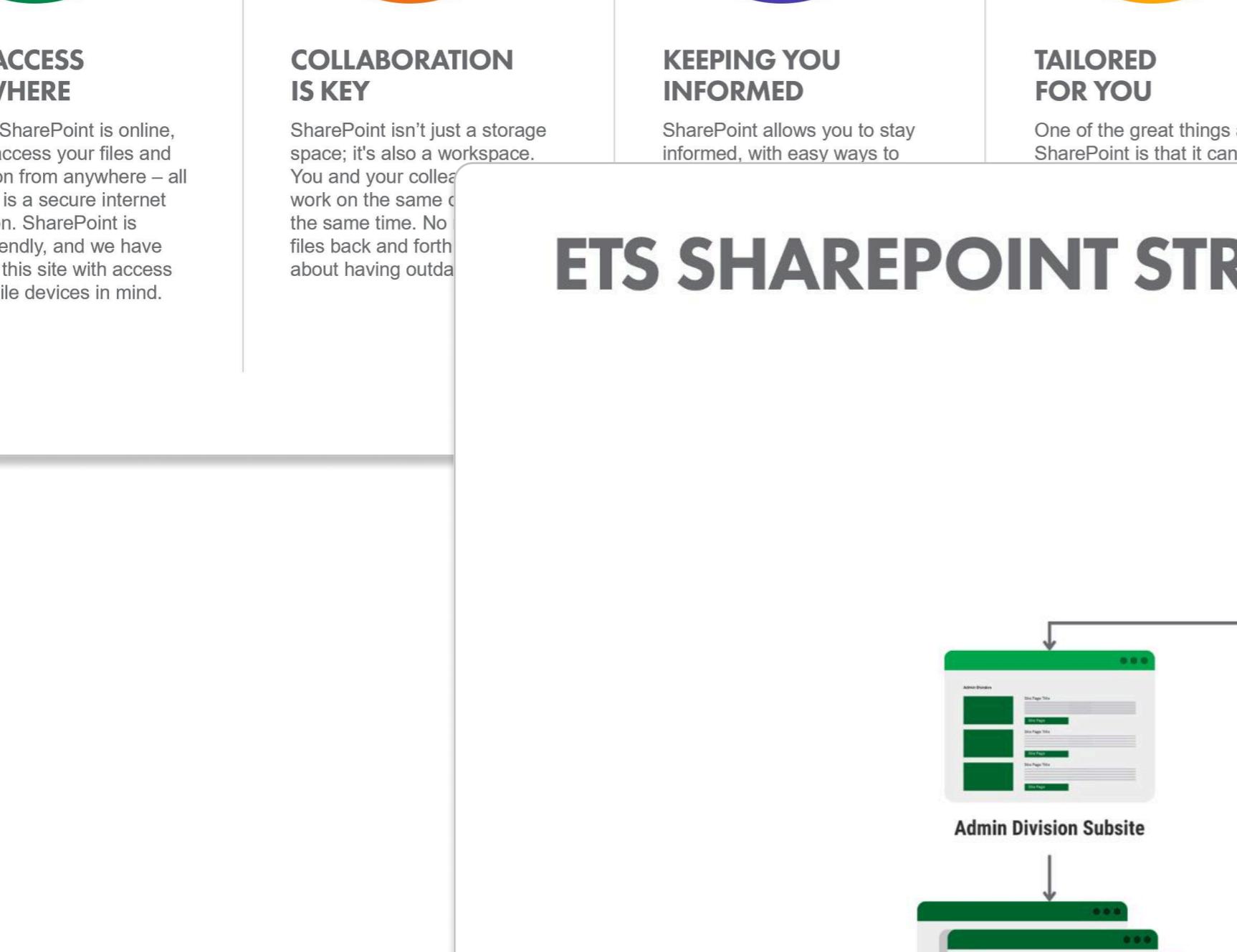
**Working with ETS and development partner MediaPlant, we mapped out a solution that was both technically solid and user-friendly.**

## DESIGN + DEVELOPMENT

We restructured the site with a new sitemap and tested layouts in a sandbox environment. Three page types—home, division, and team—kept content organized and consistent. UI exercises and Figma mockups helped visualize layouts, banners, and treatments, ensuring the site was both functional and visually aligned with ETS's identity.

Mobile usability was a top priority. We tested layouts with jump links and simplified navigation to ensure field staff could easily access documents on the go. While some expand/contract tools proved problematic, we adapted the design to maintain usability without sacrificing performance.

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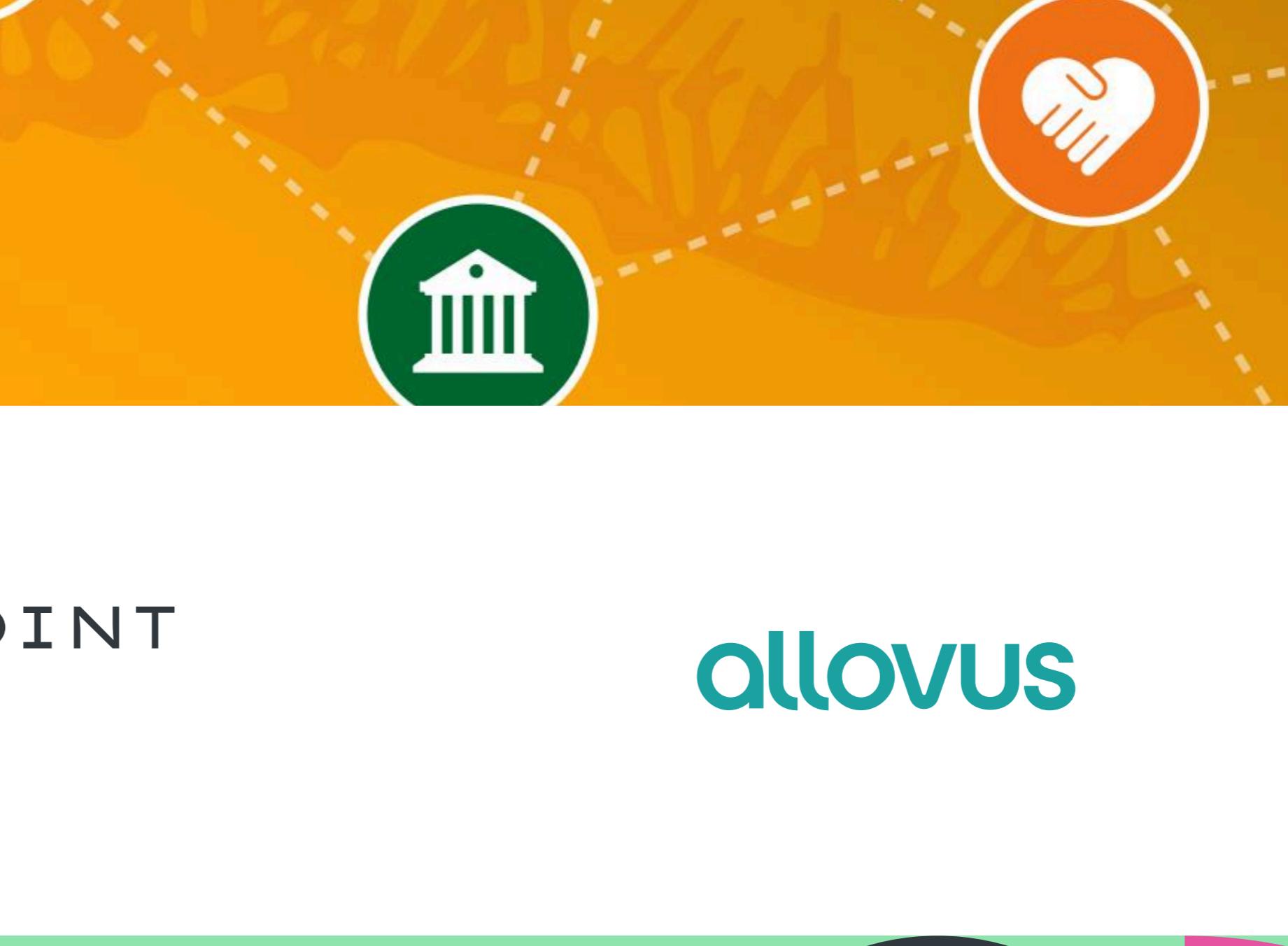


## SECURITY + MIGRATION

Security was paramount. MediaPlant helped build a secure migration of documents from local storage and external drives into SharePoint. This transition not only improved security for various security groups and permission sets, but also ensured data integrity.

## TRAINING + HANDOFF

To set ETS up for long-term success, we built a color-coded training deck with clear role permissions and a step-by-step guide. Small-group practice sessions, led by ETS's internal lead, gave staff hands-on practice and confidence in the new system.



## ETS SHAREPOINT STRUCTURE OVERVIEW



## THE RESULT

ETS now has a secure, mobile-friendly SharePoint that reflects their current structure and supports their mission. Staff can find and manage documents quickly, collaborate seamlessly, and work confidently across teams. With strong training and support, ETS is equipped to grow their digital workspace well into the future.

SHAREPOINT  
DESIGN

allowus

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LET US BRING  
YOUR DESIGN IDEAS  
TO LIFE

Allowus Creative is a full-service digital agency that designs, develops, and manages websites, mobile apps, and digital experiences for businesses of all sizes.

We specialize in user-centered design, responsive web design, and mobile application development. Our team of experienced designers, developers, and project managers work together to create custom solutions that meet your unique needs and goals.

Our services include website design and development, mobile app development, digital marketing, and web hosting. We also offer ongoing support and maintenance services to ensure your website or app remains up-to-date and functioning properly.

Allowus Creative is committed to providing high-quality, personalized service to our clients. We believe in building strong relationships and working closely with our clients to understand their needs and goals.

Our team is located in Seattle, Washington, and we work with clients all over the world. We are passionate about what we do and we are always looking for new opportunities to work with great clients.

Allowus Creative is a proud member of the Seattle Chamber of Commerce and the Seattle Web Design Association.

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