# OpenText Legal Content Management for Microsoft SharePoint

Manage content and processes for legal professionals within Microsoft SharePoint 2010

## Technical Specifications

OpenText Legal Content Management for Microsoft SharePoint works with:

- Microsoft SharePoint 2010
- OpenText Application Governance and Archiving for Microsoft SharePoint 10.4 (previously known as OpenText Content Lifecycle Management Services for SharePoint and OpenText Case Management Framework for SharePoint
- OpenText Enterprise Connect Plug-in for Microsoft SharePoint 1.5

Today's competitive business environment demands that attorneys maintain tight control over their content. Facing constant client pressure to contain billing and deliver additional value, it is critical for firms to manage their work product and work processes efficiently. The rapid growth of electronic legal content means that lawyers spend more time searching for, sifting through, and organizing matter information. This activity is non-billable and also reduces the time your attorneys have to focus on delivering high-quality advice to their clients. To break this cycle, a new approach to legal solutions is needed. Meet OpenText Legal Content Management for Microsoft® SharePoint®.

Matter sites are automatically created with legal processes, libraries, and metadata built in so that content is managed consistently without user intervention.

Legal Content Management for SharePoint V 3.0 enables firms to take advantage of the power of Microsoft SharePoint 2010 while tailoring it to the specific needs of the legal community. From matter inception to closure, Legal Content Management for SharePoint seamlessly integrates with firm processes to provide an adaptive matter- and practice- centric view of your content in SharePoint. This easy-to-learn and easy-to-use solution makes the most of lawyers' time, reduces operational costs, lowers IT burdens, and minimizes errors through automation of processes. With Legal Content Management for SharePoint, management teams reap the benefits of OpenText and Microsoft working together to solve your firm's productivity and risk management needs.

### Answers the call to optimize
### Microsoft SharePoint environments in law firms

As attorneys grow more familiar with using SharePoint to carry out their day-to-day tasks, and more comfortable with using its document management and collaborative capabilities to store and deliver work products, they still have questions about how SharePoint can be extended to meet their specific business issues. This solution augments the SharePoint environment to add legal processes and context, and leverages the OpenText ECM Suite to provide long-term retention, records management, and management of the SharePoint environment itself.

## Powerful information search and retrieval to save time and increase productivity

Legal Content Management for SharePoint enables attorneys to search for the documents and information they are after with fast, relevant, and contextualized results. Attorneys can search not only the SharePoint sites where they store matter-related documents, but also across other matter sites, various business systems, global document repositories , other content sources, and even archived information—all without having to leave their environment of choice. The unified result list produced by Legal Content Management for SharePoint enables attorneys to quickly locate the exact information they are looking for without having to conduct multiple searches across the different systems where documents are created and stored.

## Streamlined matter site creation and holistic matter views to increase efficiency and reduce costs

With the thousands of matters that law firms handle each year, creating dedicated matter sites for each one can be an arduous process. Legal Content Management for SharePoint helps firms by eliminating the need for administrative or IT assistance by automating the creation of sites based on SharePoint site templates. Matter site creation can be triggered as part of the new business intake procedure to further streamline the process. Matter sites generated feature a comprehensive and contextualized view of information related to a particular matter, regardless of the source. Legal Content Management for SharePoint builds a snapshot view of the matter comprised of information from document and records management repositories, email servers, SharePoint sites, and business solutions like conflicts management systems, billing and accounting applications, and many more. By automatically building matter sites upon the commencement of

new business, Legal Content Management for SharePoint saves law firms time and money, and frees up valuable IT resources to focus on other initiatives. At the same time, attorneys are provided with a holistic view of the information associated with a matter—from documents and discussion boards to conflicts clearing and billing information.

## Comprehensive records retention to mitigate risk, save time, eliminate confusion, and reduce the need for manual classification by attorneys

In response to the mounting importance of compliance for lawfirms, many firms are taking a vigorous approach to records management. Legal Content Management for SharePoint offers firms a comprehensive solution that readily maps to the firm's unique records retention policies and file plan. Legal Content Management for SharePoint automatically classifies any information (in accordance with firm policies and taxonomy) that an attorney or staff member adds to the matter site. The process is completely transparent, removing any guesswork and placing the responsibility in the hands of the firm's records management professionals. This saves time for attorneys while eliminating confusion and ensuring that the firm's stated records management policies are silently and consistently enforced.

## Enhanced archiving capabilities to ensure content integrity, reduce storage costs, and improve the organization of SharePoint site collections

Legal Content Management for SharePoint provides firms with a solution that ensures the availability and integrity of archived information for attorneys while providing a cost-effective and highly secure framework to support firm-wide archival strategies. Moreover, with automatic matter site archival capabilities, Legal

Content Management for SharePoint can archive entire sites upon the closing of a matter to free up space on the SharePoint server and ensure that the environment is free of the "clutter" of closed matters. The entire structure of the matter site is retained so that restoration is simplified in the event that the matter is reopened. All archived information remains searchable so that attorneys can readily locate documents in support of their active matters.

## Legal Content Management for SharePoint Feature Highlights

- Presents all the available matter information in a single view, organized in a logical way that is easy to access

- Provides matter subscriptions so that lawyers see only the content that is relevant to them

- Content is accessed across global WAN environments

- Automatically manages the lifecycle of content within the matter, enabling legal professionals to focus on billable work

- Provides easy access to commonly-used matters for each attorney, and provides intuitive search in order to access other matters within the firm

- Enables a user's SharePoint sites to be exposed in a hierarchical tree view within both the Microsoft Outlook® and Windows® Explorer® interfaces via OpenText Enterprise Connect Plug-in for Microsoft SharePoint

- Allows the user to view the SharePoint audit trail for a document using an additional document context menu item (a configurable feature that can also be disabled by the administrator)

- Provides automated site creation, central management, and archiving and decommissioning upon close of matter

For more details such as screen cams and white papers, visit:
**http://www.opentext.com/2/global/products/products-opentext-ecm-suite-for-microsoft/products-opentext-legal-content-management-for-sharepoint.htm**

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