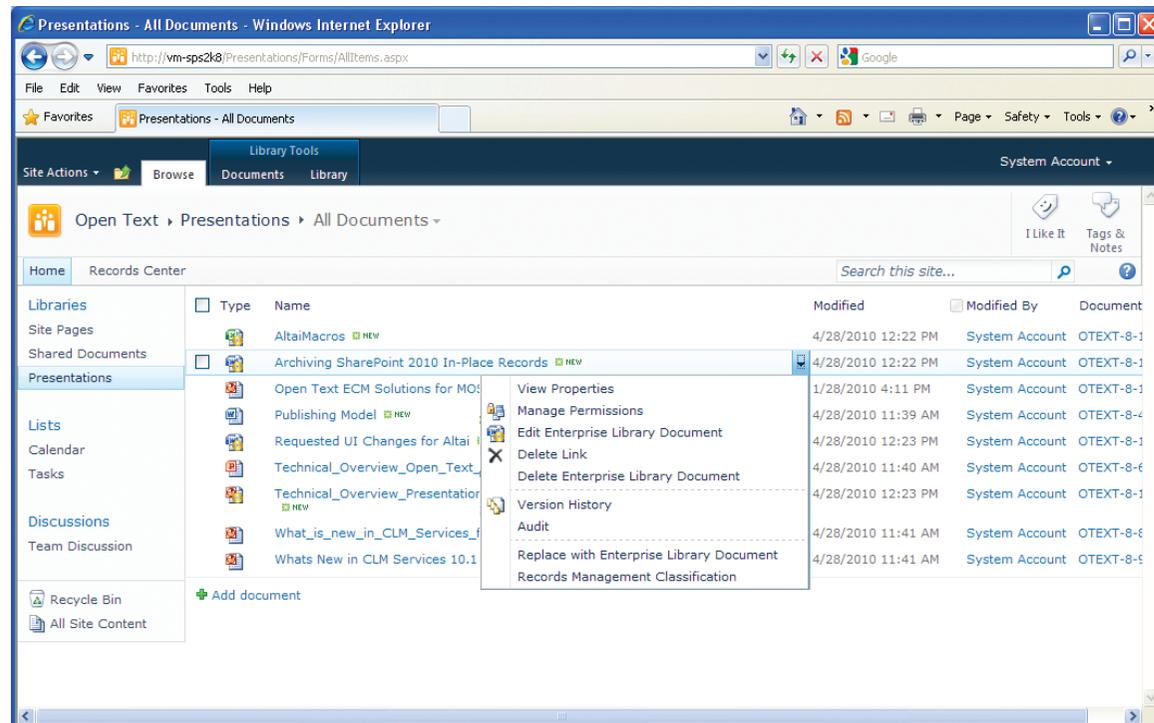


Open Text Content Lifecycle Management Services for Microsoft® SharePoint®

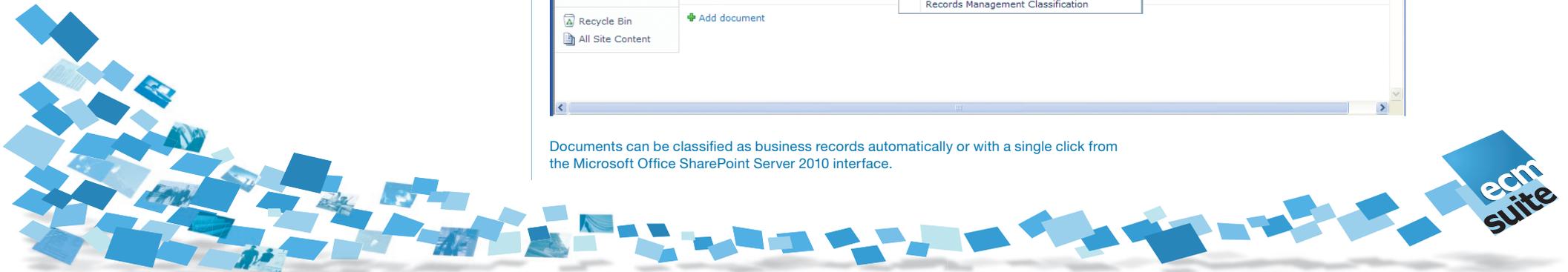
Capture content into a controlled environment for compliant and cost-effective archiving across decentralized SharePoint applications.

"We continue to work with Open Text to deliver an integrated platform and solutions that address critical business problems. A strategic partner with an office on the Microsoft campus, Open Text is ideally situated to provide key feedback and real-world customer scenarios to the Microsoft development teams to expand the Microsoft platform and to give our joint customers great business solutions."

Kirk Koenigsbauer
General Manager, Microsoft Office®
Business Platform



Documents can be classified as business records automatically or with a single click from the Microsoft Office SharePoint Server 2010 interface.



You already know why you need to manage your content better. Regulations, litigation, hampered processes, costly and complex infrastructure, and stifled business growth. But how do you get started? Open Text Content Lifecycle Management Services for Microsoft® SharePoint® enables organizations to capture content created in Microsoft Office SharePoint Server 2007 and 2010 or Windows SharePoint Services so that it can be centrally managed, in accordance with regulatory and business requirements. With Open Text Content Lifecycle Management Services for Microsoft SharePoint, companies can develop comprehensive compliance solutions governing electronic content, including email, file systems, SAP® and other record generating environments. Proper management of information originating in electronic systems like SharePoint is a core component of an effective litigation readiness strategy, as well as to minimize the ongoing cost and complexity of the IT environment.

Many organizations deploy SharePoint in a decentralized, departmental manner, designed primarily to meet user requirements, but which do not always take into consideration the broader information governance goals of the corporation as a whole. Open Text enables organizations to balance the equation, excelling at enterprise-focused and global deployments that accommodate the needs of corporate compliance and centralized IT, without compromising user productivity. With the flexibility offered by Open Text Content Lifecycle Management Services for Microsoft SharePoint, organizations can choose the ideal SharePoint user experience while having peace of mind in knowing that they have a central records management and archival system to manage business content in accordance with policy.

Archive content interactively or automatically

Microsoft Office® SharePoint Server 2007 and 2010 makes it easy to create and populate sites with enterprise content, driving productivity by encouraging and facilitating collaboration. However, sites can often fall into disuse as projects are completed or put on hold—oftentimes months or even years elapse with no formal owner ensuring appropriate management of the associated content. Effective archiving capabilities capture content into a centrally manageable system, supporting collaborative business processes that span applications, departments, and job functions. Open Text Content Lifecycle Management Services for Microsoft SharePoint provides a scalable, integrated content archive that extends comprehensive lifecycle management and archival services to all SharePoint content stores across the enterprise. At the same time, it allows content to be repurposed across other SharePoint sites or within virtual folders in the same site, as well as:

- Configure storage rules, such as by file size, date, or content type, that control what and when SharePoint content is archived, and to which storage media. Companies can ensure this happens automatically, as a pre-determined stage in the site's overall lifecycle.
- Archive documents or entire SharePoint sites with a single click from the SharePoint interface. Specific content and/or entire SharePoint sites can be interactively or automatically archived for future search and site retrieval. Users can also archive and classify documents as business records directly from the standard SharePoint interface—resulting in their controlled retention in the context of the overall enterprise records management program, the same program that can govern retention of content from email, file shares, and other information systems.

- Microsoft Office SharePoint Document Library attributes can be mapped to Open Text Enterprise Library Services document attributes, enabling archiving processes to be applied to specific types of documents. What's more is that all administration functions are directly embedded into SharePoint.
- Synchronize captured documents from SharePoint with managed instances in the Open Text ECM Suite. Synced copy archiving enables organizations to ensure that content is archived into the formal enterprise records repository, while leaving information in SharePoint to provide an optimal user experience working with this information from productivity tools such as Microsoft Office and Excel—as updates are made to documents in SharePoint, new versions are automatically captured into the Open Text ECM Suite.

Control content lifecycle with DoD 5015.2 certified records management

Once business information is managed centrally, you can control its lifecycle in accordance with internal policies and external regulations. Records management classifications can be applied to documents automatically as they are archived, or interactively by users with a single click from the SharePoint interface. Configure classification rules, so that documents created in a particular SharePoint Document Library, for instance, are classified as Standard Operating Procedures, retained in accordance with internal policy, and stored on a specific type of storage media.



Easily adapt to distributed and changing environments

Open Text Content Lifecycle Management Services for Microsoft SharePoint enables you not only to centrally manage the retention and disposition timelines applied to records, and to handle the physical storage of records. It also carries out the migration of archived records between storage devices. Open Text Content Lifecycle Management Services for Microsoft SharePoint makes it easy to quickly and safely move all types of content to alternative storage media therefore reducing the burden on the SQL Server. Compatibility with all major existing and legacy storage providers, including Hitachi Data Systems®, StorageTek, Network Appliance, EMC², HP, IBM®, SUN™, and more, ensures that you can seamlessly migrate content to alternate storage media as required.

Ensure tamper-proof storage—Archive enterprise content to secure storage media such as WORM, DVD, UDO, or write-once hard disks. Robust authentication capabilities, including time stamps and system signatures, mean that you can not only be confident that enterprise content is genuine and accurate, but that you can prove it.

Ensure visibility and auditing—Track the activity that has occurred around SharePoint content, to identify who made changes, when, and why.

Manage paper and other physical records within SharePoint—Enable users to browse and search for physical records managed in the Open Text ECM Suite, as well as request and check-in paper and other physical records directly from the SharePoint interface.

Safeguard content for disaster recovery—Ensure that business-critical content is stored safely in multiple physical locations. Specify heightened security requirements for specific documents.

Ensure information accessibility—CLM Services for SharePoint can automatically render content to standardized formats (such as PDF and TIFF) during archival, and scales to meet your needs, managing terabytes of digital content.

Reduce storage space with single instancing—Detect multiple instances of the same content and eliminate redundancies to minimize wasted storage space.

Provide immediate information access with powerful federated search—Extend SharePoint search, enabling users to simultaneously search across active content in Microsoft SharePoint databases as well as archived records in the Open Text ECM Suite. A consolidated result list separates according to online or archived storage, enabling users to quickly identify which documents are in a final state and have been archived.

Ensure preservation of discoverable records—Apply one or more holds to a record, from the record itself, or to multiple records at once from the search results page. Applying a hold to a record freezes its lifecycle, and ensures that it cannot be deleted under any circumstances.

Integrate with other ECM systems—Make the most of existing investments by accessing advanced Open Text functionality including document management, workflow, and reporting.

Ensure compliance—CLM Services for SharePoint is certified to meet internationally recognized U.S. Department of Defense's (DoD) Standard for Records Management certification (DoD 5015.2-STD V3).

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