

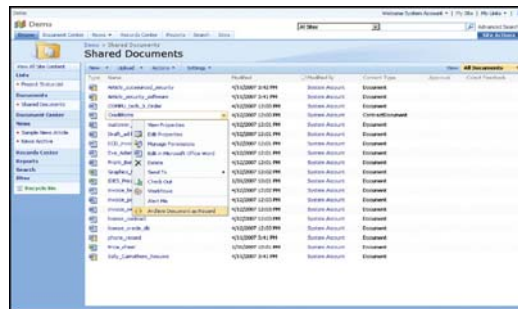
■ Product Overview

Open Text Content Lifecycle Management Services for Microsoft SharePoint

Consolidate SharePoint content into a centralized system for content lifecycle and records management and archival for decentralized SharePoint applications.

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 things started?

Open Text Content Lifecycle Management Services for Microsoft® SharePoint® enables organizations to capture content created in Microsoft® Office SharePoint® Server 2007 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, while ensuring litigation readiness and supporting discovery processes.



Documents can be classified as business records automatically or with a single click from the Microsoft Office SharePoint Server 2007 interface.

Many organizations deploy SharePoint in a decentralized, departmental manner, oriented toward meeting user requirements. Open Text effectively enables organizations to balance that 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.

Archive content interactively or automatically

Microsoft Office SharePoint Server 2007 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. 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 document type, that control what and when SharePoint content is archived, and to which storage media.
- 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.
- 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.

“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

Control content lifecycle with DoD 5015.2 certified records management

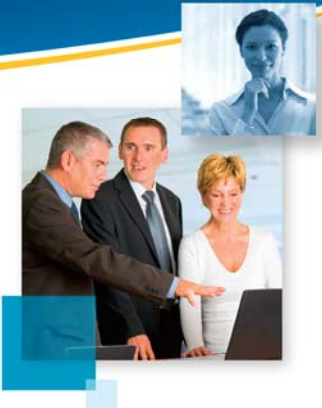
Once business information can be managed centrally, you can control its lifecycle in accordance with internal policies and external regulations. Records management classifications can be applied to documents automatically as they are archived, or interactively by users with a single click from the SharePoint interface. Configure classification rules, so that documents created in a particular SharePoint Document Library 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, but also handle the physical storage of records on a per-record basis. 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 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.

Features

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.
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. 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).



Technical Specifications

- Open Text CLM Services for Microsoft SharePoint 10.0 and 9.7 is compatible with Microsoft Office SharePoint Server 2007.
- Open Text CLM Services for Microsoft SharePoint 9.6 is compatible with Microsoft SharePoint Server 2003.
- Open Text CLM Services for Microsoft SharePoint 10.0 is compatible with Livelink ECM – Enterprise Server 9.7.1 and 9.7.



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