



# ENTERPRISE ARCHIVING AND RECORDS MANAGEMENT

Leverage ViewDirect integration with Microsoft Office SharePoint Server 2007 to deliver a best-in-class solution for managing and sharing content, enforcing records retention policies and improving business processes across the organization.

***Access all corporate information from the SharePoint user interface:*** Provide transparent search and retrieval from the familiar SharePoint interface for documents, records and other content in multiple disparate repositories. Automatically deliver external content to SharePoint pages using predefined queries.

***Leverage the world's leading archive for long-term retention:*** Protect critical digital information by migrating static content to the world's most scalable, reliable archive. Ensure compliance with read-only storage and guaranteed enforcement of retention policies. Reduce costs with less-expensive storage media.

***Enable records management on SharePoint documents:*** Declare SharePoint documents as records and apply full retention, disposition and hold functionality.

## The Challenge

Companies of all sizes and in all sectors are adopting and implementing Microsoft SharePoint products for collaboration, document management, and portal applications. However, once documents are finalized, published, or replaced by new versions, organizations need the ability to migrate them to a secure and scalable repository for long-term retention, access, disposition and integration with other types of content—images, ERP data, application-generated reports and more—that are not captured or stored in SharePoint. Most organizations need to seamlessly present this external content within SharePoint and provide integrated search and view functions. And they need assurances that electronic documents can meet demanding requirements for regulatory and legal compliance.

## Access All Corporate Information

Leveraging Mobius solutions for enterprise archiving and records management, organizations can provide transparent search and retrieval from the familiar SharePoint interface for documents, records and other content in multiple disparate repositories.

*Total Content Integrator (TCI)* enables access and retrieval of SharePoint documents from the Mobius Web-based viewer, *DocumentDirect for the Internet*, as well as access and retrieval of content from any repository in the enterprise from either the SharePoint or Mobius user interface.



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### Accessing SharePoint Content via TCI

*TCI* adapters for SharePoint search and access SharePoint documents from within *Document Direct for the Internet*, or from other application interfaces developed using the *TCI* development environment.

The *TCI* adapter for SharePoint can be combined with other *TCI* adapters and provide complete access to content in disparate repositories, including *Mobius ViewDirect*, Microsoft SharePoint, IBM On-Demand, FileNet, and others. Mobius customers have leveraged the *TCI* adapters to integrate all their content and disparate repositories in their own portals or custom-developed applications.

### Accessing Other External Content from SharePoint

*Total Content Integrator* allows organizations to integrate reports, images and other application-created content, as well as other disparate repositories, via SharePoint's user interface. This enables many users who are adopting SharePoint as their primary collaboration, portal and document management tool to leverage their familiarity with the SharePoint user interface to access content stored in *ViewDirect* and other external repositories.

### Leverage the World's Leading Repository

Organizations can protect critical digital information by migrating static SharePoint content to *ViewDirect*, the world's leading repository and "archive of record" for long-term retention. SharePoint documents can be archived to the *ViewDirect Repository*, along with all other enterprise content, either by manual user action or by automatic migration.

*The ViewDirect Repository* functions as both a long-term archiving server for regulatory compliance, supporting read-only storage, and a real-time engine for Web delivery of document-based content. Support for read-only devices conforms to regulatory requirements for compliant storage. Advanced indexing technology puts content into context by associating it on shared business values such as vendor number or customer ID. A transformation engine transforms any data stream into the appropriate format for delivery across multiple channels, including printer, fax, e-mail, browser, wireless and more.

*ViewDirect* is the only archiving solution that supports *any* platform, *any* database, *any* storage device, *any* data format, and *any* volume.

### Enable Records Management on SharePoint Documents

*ViewDirect Records Manager*, a built-in component of *ViewDirect*, is a complete solution for managing enterprise-wide corporate records from capture to processing, archiving, retention, holding and final disposition. It enables organizations to gain custody of their corporate records, including Microsoft SharePoint documents, while eliminating the manual maintenance tasks required by other records management solutions.

*ViewDirect Records Manager* integrates all records and content from all sources—application-created as well as human-created, electronic as well as physical—in a scalable and maintenance-free folder structure. It natively manages application-created records in their original format; human-created records, including e-mail; and physical records.



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### Payback

- ▶ Derive full value from your digital information assets
- ▶ Dramatically reduce your total cost of ownership
- ▶ Comply with regulatory and legal requirements without the traditional costs of compliance
- ▶ Protect against technology obsolescence
- ▶ Lock down security inside and outside the enterprise
- ▶ Access all digital information from any application
- ▶ Guarantee enforcement and minimize administration of record retention policies
- ▶ Achieve fast ROI from your deployment of an "archive of record"
- ▶ Ensure business continuity and the availability of mission-critical information



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