

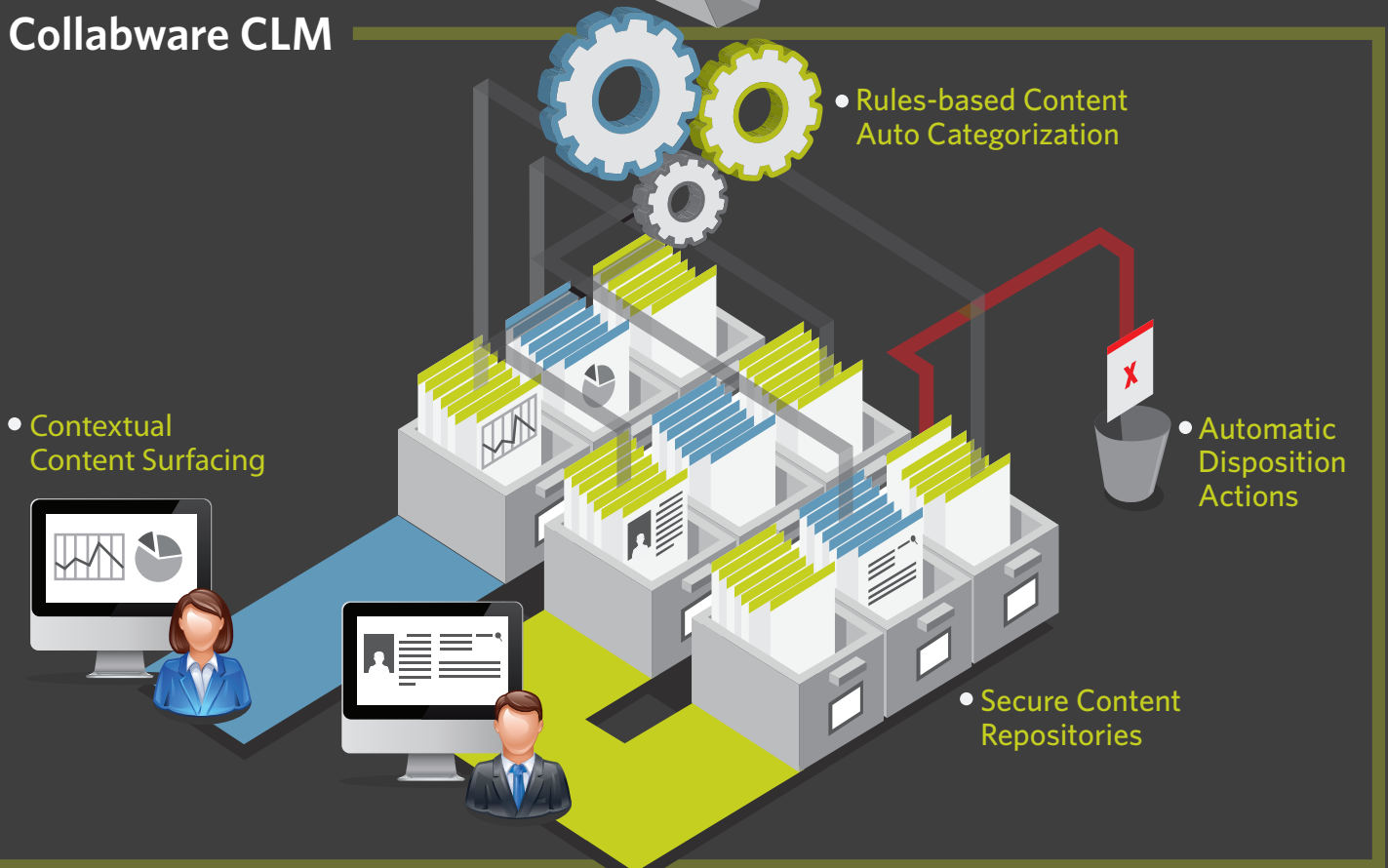
## Collabware CLM for SharePoint

Collabware CLM provides advanced content lifecycle management and records management capabilities on top of the Microsoft SharePoint Server 2010 platform. These capabilities enable organizations to centrally manage transparent, unobtrusive information policies to ensure that all organizational content is properly categorized and retained. This occurs without impacting employee behavior or activities.

Collabware CLM builds on SharePoint's compliance foundation to offer integrated content surfacing capabilities that promote content findability by enabling the creation of contextual, structured views of information mined from your entire enterprise information pool. These views can be configured to support the information needs of an organizational role, business process or common activity, ensuring employees spend less time looking for needed information.



### Collabware CLM



# COMPLIANCE

## Centralized File Plan Management

Records Managers control all content categorization, retention and disposition from a central location in SharePoint, without IT intervention.

## Transparent Content Categorization

Content is automatically run against the Records Manager defined rules to determine automatic content categorization and lifecycle behavior.

## Automatic Record Declaration

Automatically declare records based on specific content events occurring, or after a period of content dormancy.

## Physical Box Management

Manage your physical boxes of records alongside your electronic records using unified rules for retention and disposition. Users can access physical boxes and their contents in the same manner as electronic files.

## Time-based and Event-based Retention

Manage time-based, event-based or combined retention calculation for determining lifecycle stages. Create event packages to link multiple associated documents and manage their event information from a single, centralized location.

## Centralized Legal Hold Management

Centrally manage legal holds that block content from further edits or disposition actions.

## Past, Present and Future Reporting

Report on all aspects of lifecycle management including past activities, present states and future events. Use Microsoft Excel to further refine report results to achieve rich, dynamic displays.

# PRODUCTIVITY

## Contextual Content Surfacing – 'Single Source of Truth'

Surface content to employees in a contextual, meaningful way, based on organizational role, process or activity using administrator defined queries and configurable presentation displays. Combine these displays to achieve an information workplace that increases employee productivity by minimizing the time spent looking for needed information.

## Seamless User Experience

Centrally manage global navigation and 'look and feel' to create a seamless user experience across all areas of your enterprise portal..

# TECHNICAL

## Built on SharePoint 2010

Collabware CLM builds on SharePoint by layering functionality that provides integrated enterprise content lifecycle and records management capabilities. The core component of Collabware CLM is a SharePoint Service Application that operates in the same manner as the Managed Metadata Service and the Search Service, allowing maximum performance and scalability.

## Extendable Framework

Collabware CLM provides an extendible foundation that enables you to integrate its capabilities into any of your business processes. Extension and integration can occur through the Collabware CLM API or the Collabware CLM web services.

## about collabware

Collabware provides software that dramatically decreases the cost, risk and time required to implement communication, collaboration and enterprise content management solutions using the Microsoft SharePoint platform. Based on a philosophy of simplicity, Collabware products focus on delivering a superior user experience across an integrated knowledge management environment. As a people-focused organization, Collabware places customer and employee satisfaction as their highest priorities.

**toll-free:** (888) 243-4505  
**office:** (604) 800-2608  
**email:** sales@collabware.com  
**web:** www.collabware.com

