Comparing Records Management Capabilities:
SharePoint OOTB vs Collabware CLM

Thinking about using SharePoint out-of-the-box for records management? Think again.

For organizations with true records management needs, SharePoint out-of-the-box is not enough. On its own, the platform simply does not have adequate capability. What's more, the manual processes and customizations required to get OOTB SharePoint to a minimum level of RM functionality are incredibly time consuming and put your organization at risk for low user adoption, low compliance and increased legal and financial costs.

What are the major gaps in SharePoint OOTB for RM?

- You will spend unnecessary amounts of time on many things including:
  - manual content categorization,
  - manual record declaration,
  - manual configuration of information policy stages,
  - manual creation and management of holds,
  - one-by-one record disposition (ie., you will receive one email and one SharePoint task for every record requiring your approval, and you will have to perform at least seven clicks for each record in order to give that approval),
  - manual permission management, and
  - manual audit trail reconciliation.
- You will only be able to manage physical records using lists and will not be able to view audit history, manage circulation, manage the disposition process or print list items.
- You will require IT intervention.
- You will not be able to manage records in multiple jurisdictions or in multiple languages.
- Due to cumbersome, non-intuitive processes, you will likely experience low user adoption.
- Due to low user adoption, you will likely experience decreased records management compliance, which could result in increased legal and financial costs.

Why choose Collabware CLM?

- To save you time, we automated and expedited many processes and offer:
  - auto classification,
  - auto declaration,
  - metadata auto-population,
  - auto configuration,
  - bulk declaration, and
  - bulk disposition.
- You can easily manage physical records within the SharePoint environment.
- You will not require any IT intervention. Records managers can manage the system themselves.
- You can efficiently and centrally manage records on multiple farms, in multiple jurisdictions and in multiple languages.
- A seamless user experience means users do not even know they are properly managing records, ensuring:
  - greater user adoption,
  - increased organizational compliance, and
  - reduced legal and financial risks.

Be more informed

View a detailed comparison chart outlining the records management features and capabilities available in SharePoint out-of-the-box versus Collabware CLM.

toll free: (855) 268 0442
office: (778) 724 1812
email: contact@collabware.com
web: www.collabware.com

collabware

Top 10 Ways Collabware CLM Stands Apart From the Competition

Collabware CLM offers features and capabilities that greatly **expand SharePoint's records management capabilities** and set it apart in the marketplace. How? Here are the **top 10 ways:**

1. Unlike competitive RM products for SharePoint, you will not need to spend a lot of additional money on extensive services to implement our product.
2. We offer the highest degree of automation of any RM product for SharePoint.
3. We manage both in-place and centralized records within SharePoint, or a hybrid model of the two.
4. We manage both on-site and off-site physical records and integrate with any third-party, off-site vendor.
5. Collabware CLM delivers a lower total cost of ownership:
   - We are much less expensive than traditional, non-SharePoint RM products.
   - We are much less expensive than other SharePoint RM products because you don't need to purchase extensive and expensive services to implement our product.
6. We offer more sophisticated auditing and reporting capabilities.
7. Our pace of innovation is far greater than most RM product companies. We are rapidly and constantly improving our product, and we feed valuable customer and market feedback into each iteration.
8. We offer a truly multi-lingual product.
9. With our product you can centrally manage multiple farms in multiple jurisdictions.
10. We offer the best user experience of any RM product available on the market. Our high degree of automation; records-manager controlled, yet end-user transparent experience; and management of in-place records are just some of the ways we've achieved this. As a result users don't need help from RMs, and RMs don't need help from IT, which saves more time and money for everyone.

"When it comes to solution architecture and implementation, Collabware CLM is one of the best SharePoint products I've seen; I would not hesitate to recommend it to customers needing a more robust and feature-rich records management solution than what SharePoint provides on its own."

- Jim D., Microsoft Certified Solution Master: SharePoint, ShareSquared

"Have you ever had that 'good-feeling' about a Company – even before you starting working with them? We did and we still do today! Thank you Collabware for all your help and cooperation during our eRMS Project!"

– Happy Global Pharmaceutical Customer