DocAve®

Governance Automation

Key Terms

The Enterprise-Class **Management Platform** for **SharePoint**® Governance

Governance Automation Key Terms and Phrases

To help better understand how to use the features and functions in Governance Automation, refer to the following list of key terms and phrases:

Service Request

A Service Request is a request for a management operation in SharePoint. Service Requests are submitted by business users, and depending on the Service that is requested, they may require approval from both business users and Governance Automation Administrators.

Service

A Service is a set of configured settings for a management operation in SharePoint that can be leveraged by business users when submitting a Service Request. Services are configured by Governance Automation Administrators.

Policy

A Policy is an organization-wide rule or standard that can be applied to a Service Request. Policies are configured by Governance Automation Administrators.

Approval Process

An Approval Process is a defined process to obtain approval in order for a SharePoint or DocAve procedure to start.

Last Access Threshold

The Last Access Threshold is the amount of time you allow for a Site Collection/Site/Sub-site to not have been accessed by anyone before Governance Automation notifies the designated contact.

Lease Period

A Lease Period is the amount of time a Site Collection/Site/Sub-site is expected to be used. Once the Lease Period has reached its expiration date, the designated user will be prompted to decide on the action to perform on the Site Collection/Site/Sub-site. This allows for the automation of content lifecycle management.

Category

Categories are used for organizational purposes. For example, by placing policies used for SharePoint administration purposes in the Administration category, you can then sort policies by categories, and more easily find the policy of your choice.

Service Request Contact

The Service Request Contact is the business user who owns the business process for the Service Request.

Administrator Contact

The Administrator Contact is the IT administrator to be contacted if the Service Request is unable to properly complete.

References

References are information about the Service Request. References include: Request Name, Requester, Task Created, Rejecter, Approver, Rejected Time, Approve Time, Comments, Request Object URL, Overdue Period, My Task Link, and Governance Automation Link.

Administrator

An Administrator in Governance Automation has full control to all settings, reports and applications in Governance Automation, as well as full control to all of their organization's SharePoint farms.

Farm Administrator

A Farm Administrator in Governance Automation has full control of one or more of their organization's SharePoint farm(s), and full control of all reports and applications in Governance Automation corresponding to the farms they have control over.

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