

AVEPOINT RECORDS

FOR MICROSOFT® OFFICE 365 AND SHAREPOINT®

A REVOLUTION THROUGH THE INFORMATION LIFECYCLE

KEY BENEFITS



REMOVE END
USER BURDEN



FLEXIBLE
IMPLEMENTATION



FAMILIAR INTERFACE
FOR RECORDS MANAGERS



REPORTING

Tackle the challenge of user adoption with a fully integrated, automated, and flexible solution that allows the end user to work in a familiar Microsoft Office environment.

One size doesn't fit all. Align the solution according to your business needs.

A centralised and intuitive management interface to manage the end- to- end information lifecycle.

Comprehensive reporting suite available through the central interface that covers all aspects of the information management lifecycle.

IMPROVED INFORMATION MANAGEMENT

Content creation without ongoing management leads to information chaos. AvePoint Records brings order to the chaos and eliminates the burden of traditional records management tasks for end users. Administrators can easily apply automated business rules that manage the end-to-end content lifecycle to provide organisations with effective and efficient information management.

TECHNICAL OVERVIEW



FOR YOUR ORGANISATION

- **Reduce risk** using real-time or scheduled scanning against pre-defined business rules to ensure compliance with organisational policies
- **Drive business efficiency** and unlock the maximum value of your SharePoint or Office 365 investment by extending its capabilities with AvePoint's award-winning software
- **Streamline** the implementation and enforcement of access, provisioning, and security management policies with complete, unified management and control over SharePoint or Office 365 content, customisations, users, security, and sites



FOR YOUR INFORMATION MANAGER

- **Full taxonomy management** capability synchronizes to Managed Metadata term stores in real time or on a schedule
- **Ensure compliance** with information standards and policies using seamlessly integrated business rules that are invisible to end users
- **Archive** content to long term preservation formats in compliance with information management policies and transfer to secondary storage or archival facilities as required
- **Take advantage of the out-of-box solution options** ensuring full support and upgrade paths without SharePoint customisations
- **Apply information management policies** to all SharePoint or Office 365 content, regardless of format, from the time of creation through to decisions on retention, disposal, or transfer
- **Report on** classification utilisation, rule associations, content due for disposal, and all actions executed within the solution



FOR YOUR END USERS

- **Drive adoption** by integrating pre-existing Microsoft desktop applications with SharePoint or Office 365
- **Greatly reduce the size of personal inboxes** by saving emails to SharePoint or Office 365 and replacing attachments with links
- **Break down data silos** and streamline workflows by allowing users to effortlessly surface Microsoft Outlook, Microsoft Office, and Windows File Explorer content via SharePoint or Office 365, creating a single, central collaboration hub
- **One-click sharing** from SharePoint or Office 365 to Outlook automatically grants "Contribute" or "Read" access permissions according to the "To" and "CC" email fields, respectively

For a comprehensive list of new features in this release, please view our [AvePoint Records Release Notes](#).

How to Buy AvePoint Records

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See why you should choose AvePoint as a strategic SharePoint partner, visit www.avepoint.com.au/about.

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