



AvePoint[®] Public Sector

Records

A Revolution Through the Information Lifecycle.



For Electronic and Physical Records



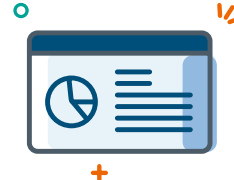
Remove End User Burden

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.



Flexible Implementation

One size doesn't fit all. Align the solution according to your business needs. Seamlessly manage and bring order to your SharePoint, Microsoft 365 and File System content, plus physical records.



Centralized Interface for Records Managers

Manage hard copy content alongside electronic through one single pane that allows Records Manager to conduct end-to-end lifecycle information management.

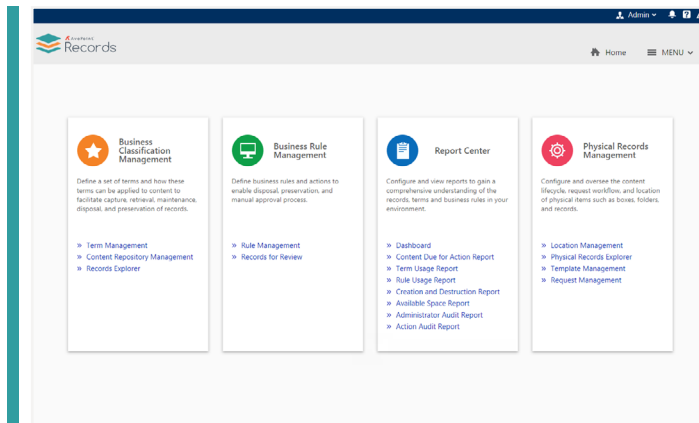


Reporting

Comprehensive reporting suite available through the central interface that covers all aspects of the information management lifecycle for electronic and physical records.

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 to manage the content's lifecycle, from end-to-end, to provide organizations with effective and efficient information management.



FOR YOUR ORGANIZATION

- Reduce risk using real-time or scheduled scanning against pre-defined business rules to ensure compliance with organizational policies
- Drive business efficiency and unlock the maximum value of your SharePoint, Microsoft 365, File System or physical records investment by extending its capabilities with AvePoint's award-winning software
- Ensure content can be managed and stored for the long term by using business rules to export content into the compliant long term preservation formats which meet various government standards

FOR YOUR END USERS

- Drive adoption by integrating pre-existing Microsoft desktop applications with SharePoint or Microsoft 365
- 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 Microsoft 365, creating a single, central collaboration hub
- Create requests for the loan of physical folders or boxes and request the creation of new physical items with a streamlined approval process

FOR YOUR INFORMATION MANAGER

- Full taxonomy management capability to support single or multiple discrete schemes
- Automatic classification enables quick and easy configuration on the appropriate rules to apply file plan terms or classification to content in SharePoint, Microsoft 365 or a file system
- 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 out-of-the-box solution options ensuring full support and upgrade paths without SharePoint customizations
- Apply information management policies to all SharePoint, Microsoft 365 or File System content, regardless of format, from the time of creation with decisions on retention, disposal, or transfer
- Report and download classification utilization, rule associations, content due for disposal, and all actions executed within the solution
- Flexibly approve, reject, or escalate records according to decisions of nominated business owners, all from a single interface
- Perform actions directly on SharePoint, Microsoft 365, File System content, alongside physical records to reclassify documents, add or manage relationships, manage holds, and more
- Configure locations where physical records are stored and create different physical templates for boxes, folders and records, assigning or inheriting metadata to each
- Perform simple space management activities using the reporting that comes with physical records.
- Prevent future disposal of content that's subject to a hold by allowing end users to safely access, edit and utilize it knowing content won't be disposed until the hold's been lifted
- Ensure records are safely stored without inadvertent or intentional deletion by implementing retention rules
- Move content from File System to SharePoint or Microsoft 365 directly by Records Explorer to enhance information management

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

How to Buy AvePoint Products

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