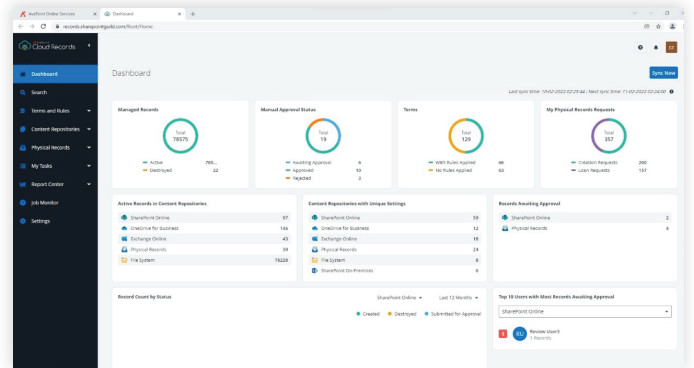


# Microsoft 365 Records Management

All in one Control of Your Microsoft 365 Content, SharePoint On-Premises, File Systems & Physical Records

## Simplified Classification & Taxonomy Management

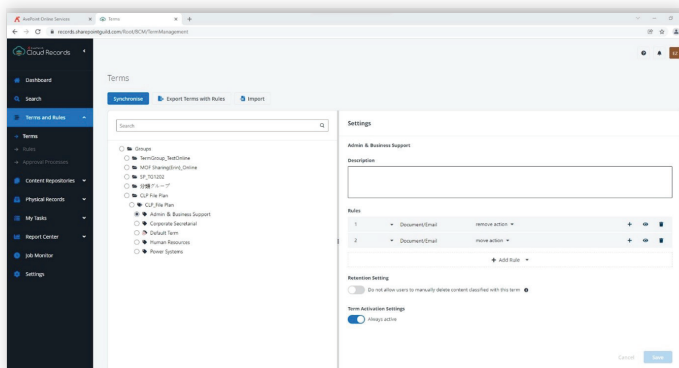
- **Single Interface Management** - Streamline the classification and file plan process with a single interface that allows Records & Information Managers to configure and manage a classification scheme or file plan and apply retention and disposal rules.
- **Rule Application** - Apply multiple rules directly to single classification terms, while also applying retirement settings that dictate the life of the term.
- **Manual or Automatic Configuration** - Configure user input to be manual or automatic as your organization requires.
- **Business Classification Management** - Create business classification terms, import terms and retention and disposal rules, associate business classification terms with rules, and synchronize business classification terms—all in one place.
- **Maximize Productivity** - Easily link business rules to file plan terms, view all records environments, apply settings, and assign content to business owners through a single pane of glass.
- **Unique Identifiers** - Configure unique identifiers for content across any site collection and according to a predefined pattern. The document or record is assigned



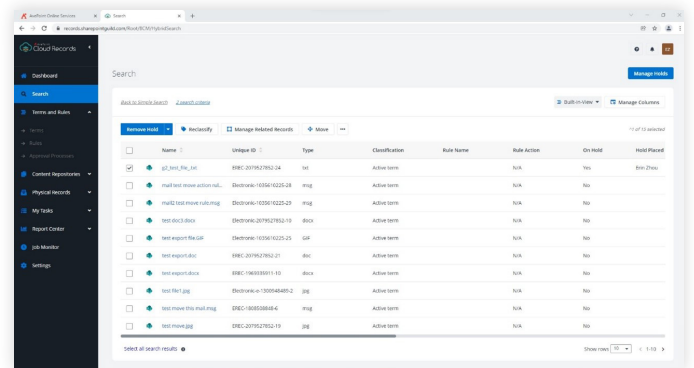
Management from Single Interface

the unique ID when it is created or captured – no end user input required.

- **Automatic Classification** - Configure metadata-based auto classification rules to apply file plan terms or classification to content in Microsoft 365, Exchange Online, SharePoint on-premises, file shares, and any information system you are using.
- **Exchange Online Integration** - Manage and classify emails in place by applying appropriate Records terms or move emails and attachments from mailboxes into SharePoint for an out-of-place management approach.

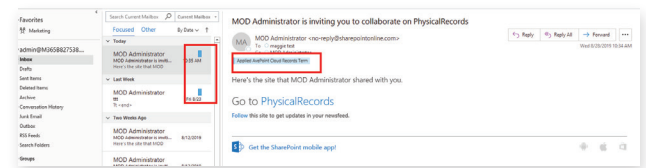


Business Classification and File Plan Management



Advanced Search

- **Global Search** - Search using metadata such as name, format, type, and classification to help quickly locate the records that you need and take actions directly to manage the content.

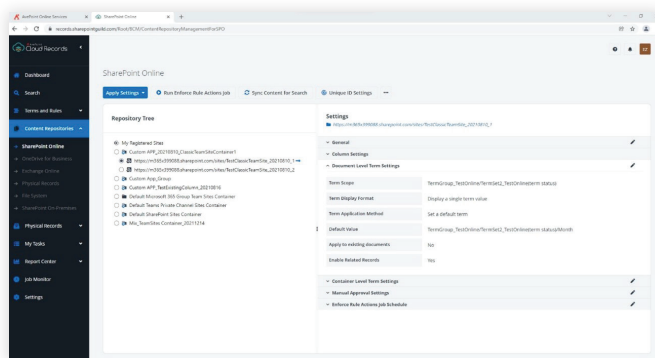


Emails with Applied Terms

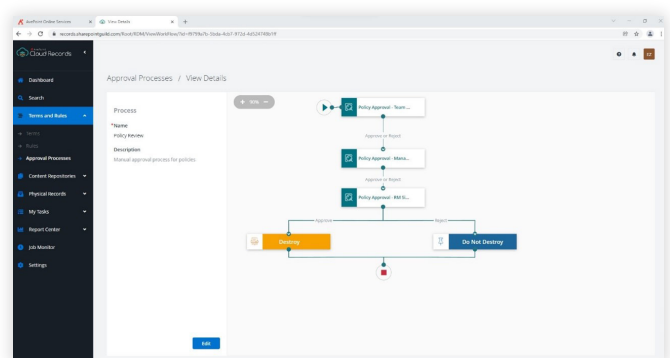
## Intuitive Retention & Disposal Rules

- **Information Lifecycle Management** - Build business rules that can manage any stage of your information lifecycle.
- **Disposal Holds** - Prevent future disposal of content with a disposal hold, so users can safely access, edit and utilize content knowing a disposal action will not occur until the hold's been lifted.
- **Flexible Rules** - Create flexible business rules that can determine lifecycle outcomes for your content by creating action- or date-based triggers, and using any metadata captured against an object as criteria for the rule.
- **Manual or Automatic Rules** - These rules can be completely automated (without user intervention) or run with manual approval from a record owner.
- **Multi-stage Manual Approval Process** - Utilize a manual approval process (up to five steps) with a drag-and-drop workflow builder for record disposal approval. Flexibly extend disposal time and easily reassign the reviewer if the approver was assigned in error.

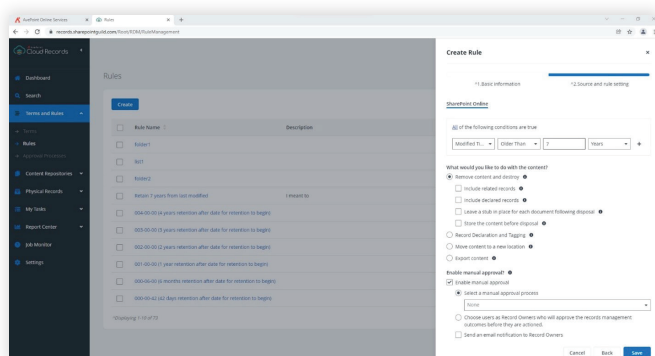
- **Content Lifecycle Settings** - Create, edit, or delete rules to decide whether to retain, remove, archive, destroy, or export current content.
- **Content Repository Management** - Apply information management policies to Microsoft 365 content, Exchange Online, and File Shares (regardless of format), from the time of creation through decisions on retention, disposal, or transfer.
- **Records for Review** - Build a multi-stage approval workflow (up to five steps) for managing disposal approvals, using our visual workflow builder. Business owners can approve or reject disposal actions with full decision history kept as part of audit trails to support defensible disposal processes.
- **Related Records** - Relate and manage items together whether electronic or physical, choosing to destroy the related record with its parent or separate them to be managed as single items.



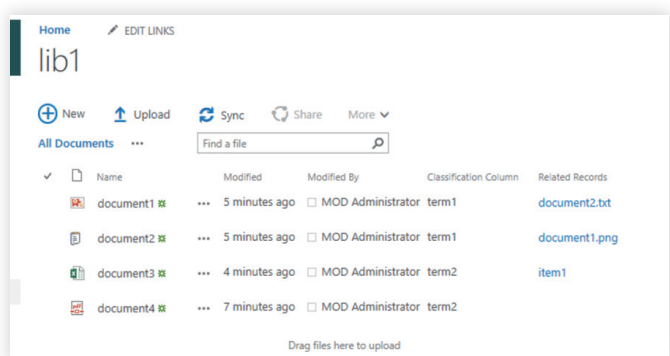
Disposal Action Activity Management



Escalate Manual Approval Batch to Additional Reviewers



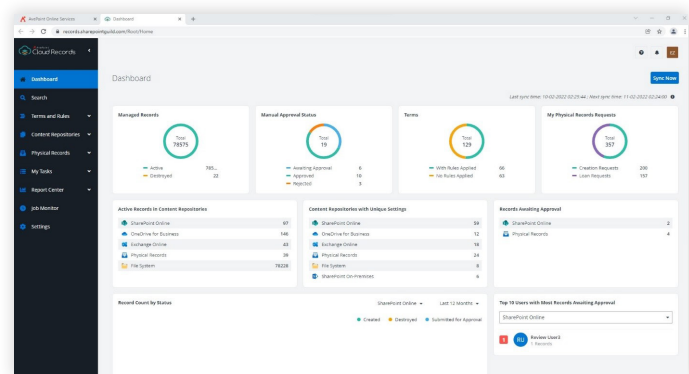
Flexible Rules



Related Records

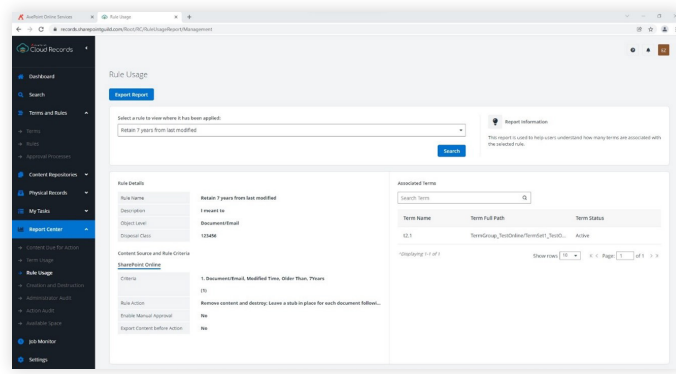
## Smart Auditing & Reporting

- **Report Center** - Configure, view, and download reports, and gain a comprehensive understanding of how information is being managed in your electronic and physical environment.
- **Records Management Dashboard** - Display visual reports on a graphical dashboard to view details of the number of items being managed by the system, what's been destroyed, who has outstanding approval tasks, and more.



Records Management Dashboard

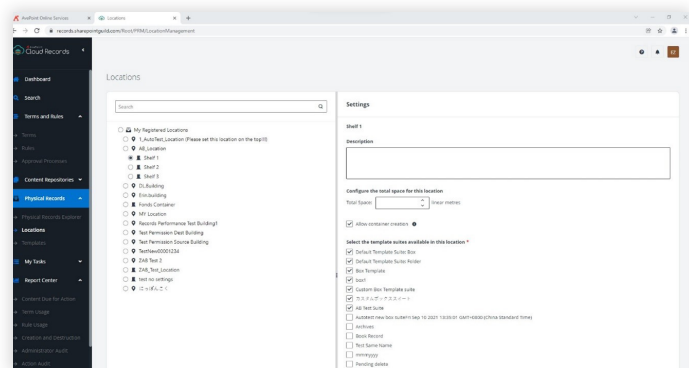
- **Information Management** - Use reports to proactively manage your information outcomes and report on all actions performed on items or by a user.
- **Administrator Audit Reporting** - Use our out-of-the-box audit reporting solution to display detailed information on activities—including operation records and export records—performed in Cloud Records within a specific timeframe.
- **Action Management** - Access multiple reports to manage upcoming disposal actions, and interrogate actions performed on an item or by a user.



Rule Usage Report

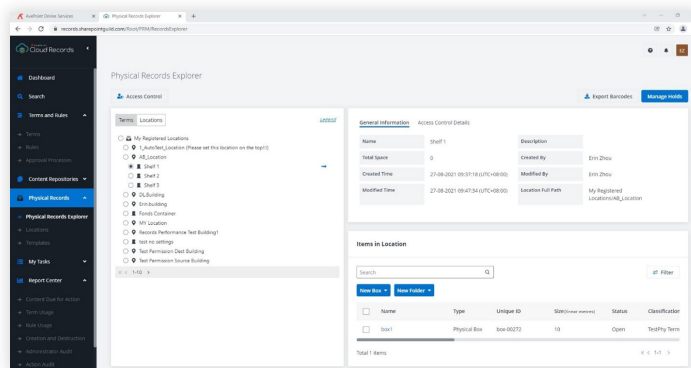
## Physical Records Management

- **All-in-One Records Management** - Manage physical items individually or in bulk, including cabinets, boxes, folders, and records, using the same classification scheme and business rules.
- **Template Management** - Build different physical templates and template suites for boxes or folders, assigning or inheriting metadata to each.



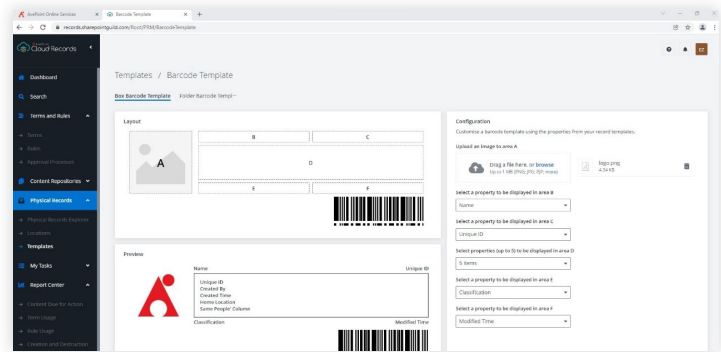
Location Management through the Records Interface

- **For End Users** - Create requests for the loan of physical folders or boxes, as well as the creation of new physical items, that trigger an approval workflow to Records & Information Management for oversight and review.
- **For Records & Information Managers** - Gain complete oversight of what's happening in the physical world, including creation, movement and tracking of all physical information across the organization.



Physical Records Explorer

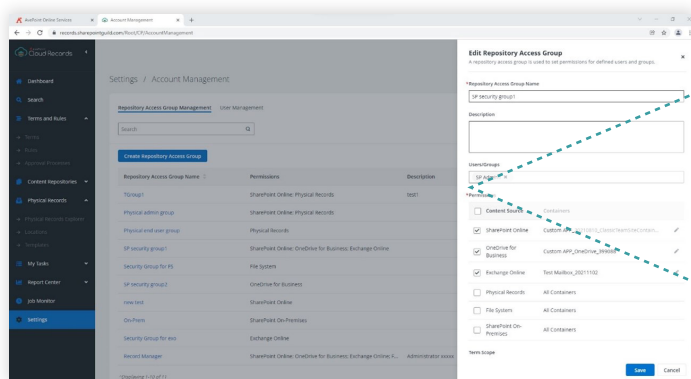
- **Access Control** - Apply access controls to physical records for enhanced security.
- **Space Management** - Easily perform simple space management activities using the reporting that comes with physical records.
- **Mobile App** - Scan Cloud Records physical barcodes via the AvePoint Records mobile app to perform actions in bulk, such as moving or updating item status.
- **Customizable Barcode** - Add a logo and up to five metadata fields to the barcode label.



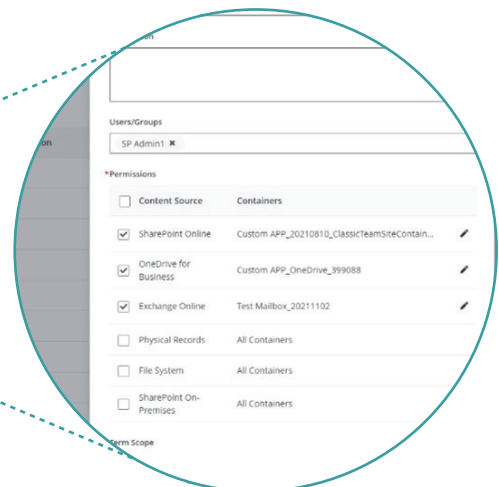
Customize physical records barcode

## Centralized Management & Security

- **Archival Oversight** - Manage content that has been moved to a supported archival repository, including Azure Blob, Amazon S3, DropBox, or Box. End users can easily restore the content they need through ReCenter within seconds without the involvement of Records & Information Managers.
- **Delegated Access** - Delegate permissions to defined groups or users allowing management of the content repositories according to different business requirements.
- **Security-Trimming** - Restrict business rules, search results and reporting based on previously configured security groups.
- **Physical Records Access Control** - Determine what actions end users can perform on all physical records and place access controls on specific physical locations to restrict access at both location and physical item levels.
- **Connector Framework** - Apply in-place content lifecycle management processes (classification, retention, lifecycle disposal, searching and reporting capabilities) to any system you are using to ensure consistent management across various systems your information stored in.



Repository access group management



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

## How to Buy AvePoint Products

Contact: 201.793.1111 | [Sales@AvePoint.com](mailto:Sales@AvePoint.com)  
AvePoint Global Headquarters | 525 Washington Blvd, Suite 1400 | Jersey City, NJ 07310

Start your free trial today:  
[www.avepointonlineservices.com](http://www.avepointonlineservices.com)