

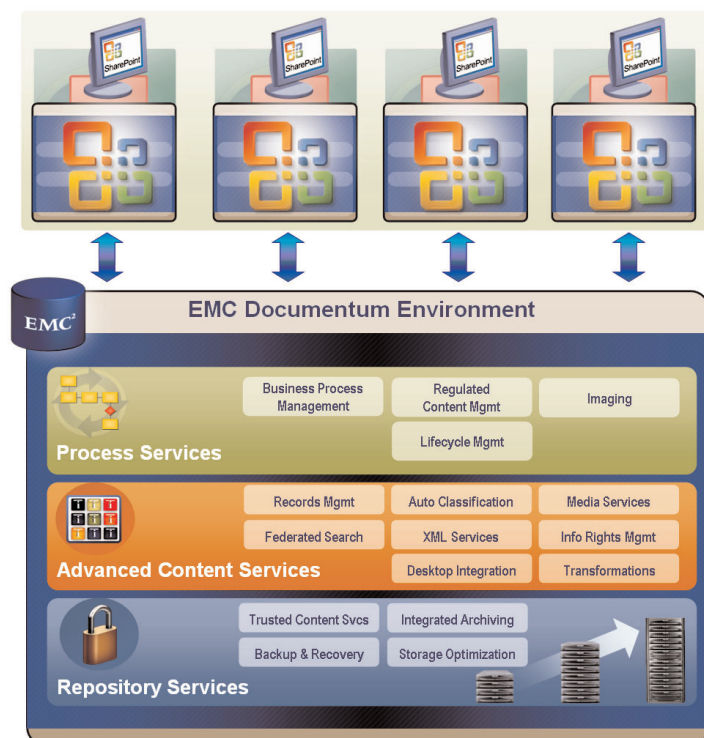
EMC Documentum Archive Services for SharePoint

Archive Microsoft Office SharePoint Server 2007 content for central management and control

Now your organization can manage your SharePoint content as critical business information and leverage it for strategic advantage. EMC[®] Documentum[®] Archive Services for SharePoint provides an enterprise infrastructure for centralized control of content that has been created and managed in SharePoint. Archiving finalized SharePoint content to the EMC Documentum repository makes the content available for reuse, records retention, or integration with content management applications.

The Big Picture

- Migrate content from SharePoint to the EMC Documentum repository
- Enforce compliance policies by managing SharePoint documents with EMC Documentum Retention Policy Services
- Provide centralized control of content created and managed in SharePoint
- Make SharePoint content available for reuse and integration with other applications
- Preserve SharePoint content that may be required for legal discovery in a corporate repository
- Lower storage costs by migrating SharePoint content to the appropriate storage tier based on accessibility or retention policies



The EMC Documentum platform provides a single infrastructure for multiple SharePoint sites and offers enterprise-wide content management services, policy management, compliance controls, and more

Archive Services for SharePoint enables both end users and IT administrators to migrate content from SharePoint to the Documentum repository, based on manual publishing commands or via automated jobs. Automation can be based on content properties, locations of content within SharePoint, or other declarative rules. Migration options include Move, Move with Shortcut, and Copy.

Create in SharePoint—archive to EMC Documentum

Your organization may choose to create, collaborate, and share information with Microsoft Office tools and use SharePoint as a work-in-progress repository. Archive Services for SharePoint allows you to archive finalized content to the Documentum platform, providing centralized control with automated security and retention policies. The archived content is then available for reuse, integration with other applications such as web publishing, or records retention using corporate retention and expiration policies.

The Shortcut feature of Archive Services for SharePoint enables you to archive SharePoint content in the Documentum repository while leaving a shortcut or link in SharePoint. Users simply click on the shortcut to pull the document back from the archive. Shortcutting reduces the load on SharePoint servers by migrating data to Documentum while providing transparent access to archived content for users. Once in the Documentum repository, Documentum Content Storage Services can migrate content to the appropriate storage tier based on accessibility or retention policies, enabling your organization to realize lower storage costs via information lifecycle management (ILM).

The screenshot shows a configuration window titled "Transfer Initiation". On the left, there is a text box with the following content: "Specify which types of events files will be transferred from SharePoint to Documentum. Caution: Conditions for automatic transfers cannot be created with typos or spelling errors in the Column and Value fields." On the right, there are two radio button options: "Manual Commands Only" and "Automatic Transfer", with "Automatic Transfer" selected. Below these are three checkboxes for "Transfer on these SharePoint events": "Check In/Check Out" (checked), "Insert (Upload/New)" (unchecked), and "Update" (unchecked). Underneath is a section "Check SharePoint Data First:" with two radio buttons: "No, ignore column data" (unchecked) and "Yes, transfer only when these conditions are met:" (checked). This section contains a table with two columns, "Column" and "Value", and an "Add" button. The table currently has one row: "Status" in the "Column" field and "Final" in the "Value" field. A "Delete" button is located to the right of the table.

The system administrator configures mapping policies to specify that files are to be automatically archived when a file is checked in and when the status column is equal to final.

Consolidate SharePoint data in central repository for eDiscovery

New amendments to the Federal Rules of Civil Procedure, which govern court procedures for civil suits in U.S. federal courts, specify that “electronically stored information” is a formal category of discoverable information. Organizations may be required to produce SharePoint documents as well as e-mail and formal records in litigation proceedings. Archive Services for SharePoint allows companies to capture content that may be required during discovery and put it on legal hold with EMC Documentum Retention Policy Services. The advanced search and index engine of Documentum allows investigators to search on metadata and keywords to retrieve information potentially relevant to a case, which may then be exported to case management or review applications for further processing.

Archive Methods

Move Method: Content is moved from SharePoint to Documentum with no copy left behind in SharePoint. Once moved, the content is only available from within the Documentum repository.

Shortcut Method: Content is moved from SharePoint to Documentum, leaving a shortcut or link behind. This link allows end users to access content from the repository and edit as needed.

Copy Method: Content is copied from SharePoint to Documentum with the repository content considered to be the formal record. End users may continue to edit the SharePoint copy, but it is not synchronized with the repository.

View and manage archived SharePoint content in the EMC Documentum repository

EMC Documentum Content Services for SharePoint is a set of ASP.NET Web Parts, or controls for creating web pages, that allows access to the advanced content management features of Documentum through the familiar SharePoint 2007 interface. These web parts allow users to browse Documentum, store documents, search a repository, and manage documents, favorites, tasks, subscriptions, and workflows. Advanced content management capabilities available in Documentum include records management, business process management, imaging, classification, and more. Content Services for SharePoint extends SharePoint by providing a scalable compliance infrastructure with the full suite of Documentum enterprise content management applications.

Integrated archiving platform leveraging EMC Documentum technologies

EMC provides archive services for many types of content including e-mail, reports, images, and application data. Integration with the EMC Documentum archiving platform enables SharePoint content to be managed with other electronic content, leveraging a common set of services for classification, retention, migration, and discovery. The integration allows SharePoint content to be leveraged as business intelligence for strategic advantage.

Take the Next Step

To learn more about enhancing and optimizing your Microsoft Office SharePoint Server 2007 applications with Archive Services for SharePoint, visit us online at <http://software.EMC.com/MSintegration> or call **800.607.9546** (outside the U.S.: +1.925.600.5802).

¹ The new Amendments can be found on the Federal Rulemaking page of the website of the Administrative Office of the United States Courts: <http://www.uscourts.gov/rules/>

About EMC

EMC Corporation (NYSE:EMC) is the world leader in products, services, and solutions for information storage and management. Through information lifecycle management (ILM) strategies, EMC helps enterprises of all sizes manage their growing volumes of information—from creation to disposal—according to its changing value. EMC information infrastructure solutions are at the heart of this mission, helping organizations manage, use, protect, and share their information assets more efficiently and cost-effectively. The result? Information with greater business value and at lower management cost.

We're creating the ultimate information lifecycle management company—to help our customers manage and use more information, more easily and effectively. The result? Information with greater business value and at lower management cost.



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