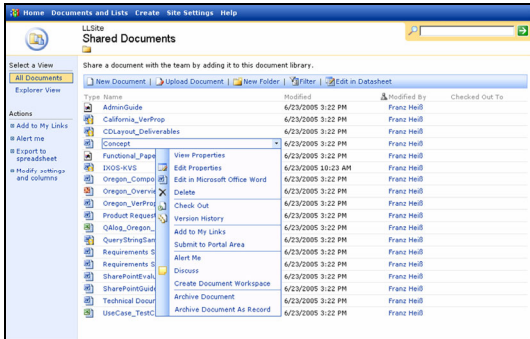# Livelink ECM – Microsoft® SharePoint Integration
Seamless lifecycle management for Microsoft SharePoint content

You already know why you need to manage your content better—regulations, litigation, hampered processes, costly and complex infrastructure, and stifled business growth—but how do you begin?

Classify documents as business records with a single click from the SharePoint interface

Microsoft SharePoint is an effective tool for creating and organizing enterprise content, sharing documents, and streamlining collaborative business processes. Developing an intelligent infrastructure behind your enterprise investments can be costly—especially for the forward-thinking, risk-averse organization that knows unmanaged enterprise content can cost them *everything*.

Livelink ECM – Microsoft SharePoint Integration enables organizations to capture content created in SharePoint so that it can be managed in accordance with regulations and business requirements, from a centralized lifecycle management framework. Upon this foundation, organizations can develop comprehensive compliance solutions around electronic content, ensure litigation readiness and support discovery processes, and reduce the cost of ownership of existing investments.

Livelink ECM – Microsoft SharePoint Integration captures content at the time it is created, offloads it to appropriate store media, puts it under full records management control, all without hampering access to it from the familiar SharePoint interface—streamlining adoption and minimizing training costs of compliance initiatives.

Capture content interactively or automatically

Livelink ECM – Microsoft SharePoint Integration supports both automatic and interactive archiving. Archiving captures content into a centrally manageable system, supporting collaborative business processes that span applications, departments, and job functions.

- Configure storage rules, such as by file size, date, or document type, that control what SharePoint content is archived, and to which storage media. For example, a rule can order the archiving of all versions of all documents created in the Sales department Document Library that are older than 3 months, have a "Final" status, and are greater than 50 KB in size.

- Archive documents interactively with a single click from the SharePoint interface. Users can also archive and classify documents as business records directly from the standard Microsoft SharePoint interface.

Microsoft SharePoint Document Library attributes can be mapped to Livelink ECM document attributes, enabling specific archiving processes to be applied to specific types of documents. And administration is directly embedded into Microsoft SharePoint, providing a consistent user experience.

Archiving introduces significant operational advantages as offloading content from SharePoint improves system performance and minimizes backup processes. And as the storage requirements within your organization expand, Livelink ECM – Microsoft SharePoint Integration scales to meet your needs, managing terabytes of digital content.

Centralized records management of SharePoint content

Once business information can be managed centrally, you can control its lifecycle in accordance with internal business needs and external regulations. Records management classifications can be applied to content automatically as they are archived, or interactively by users.

- Configure classification rules, such as that documents created in a particular SharePoint Document Library are classified as Standard Operating Procedures, retained in accordance with internal policy, and stored on a specific type of storage media.

Classify documents interactively with a single click from the SharePoint interface.
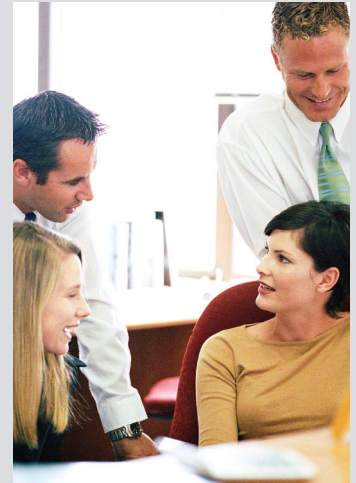
"Our expanded relationship with Open Text will mean more innovative solutions that will reduce the complexities and risks of managing enterprise content. As a leader in ECM, Open Text offers both the experience and the enterprise-scale compliance management capabilities we're looking for to complement our solutions. Tighter integration of our software will offer tremendous value to customers of both companies."

Rob Bernard
General Manager of global ISVs at Microsoft

Certified for Microsoft® Windows® Server 2003 Standard Edition Enterprise Edition

Microsoft GOLD CERTIFIED Partner

MEC awards Winner 2001

Our email archiving solutions are certified by Microsoft

Livelink ECM

Scale for a distributed and changing environment

Livelink ECM – Microsoft SharePoint Integration enables you not only to centrally manage the retention and disposition timelines applied to records, but also the physical storage of records on a per-record basis, as well as their migration between storage devices.

Typically, the lifetime of business records exceeds the lifetime or usefulness of storage hardware. Because Livelink ECM – Microsoft SharePoint Integration stores content "virtually", it is easy to quickly and safely move content to alternative storage media. Compatibility with all major storage providers, including Hitachi Data Systems, StorageTek, Network Appliance, EMC[2], HP, IBM, SUN, and more, ensures that you can seamlessly migrate content to alternate storage media at any time.

And Open Text's solutions can connect to other content systems like Microsoft Exchange, Documentum, FileNet, and others, enabling you to apply a centralized records management and storage management policy to all of your enterprise content—wherever it lives, and without altering the interface or experience through which it is accessed.

Microsoft SharePoint Integration Features

Ensure tamper-proof storage	Archive enterprise content to secure storage media such as WORM, DVD, UDO, or write-once hard disks. Robust authentication capabilities, including time stamps and system signatures, mean that you can not only be confident that enterprise content is genuine and accurate, but you can prove it.
Ensure visibility and auditing	Track the activity that has occurred around SharePoint content, to identify who made changes, when, and why.
Safeguard content with comprehensive disaster recovery	Redundant archiving capabilities enable you to ensure that business-critical content is stored safely in multiple physical locations.
Ensure information accessibility	Livelink ECM – Microsoft SharePoint Integration can automatically render content to standardized formats (such as PDF and TIFF) during archival.
Reduce storage space by using single instancing and compression	Detect multiple instances of the same content and eliminate redundancies to minimize wasted storage space.
Provide immediate information access with powerful search	Extend SharePoint search, enabling users to simultaneously search across active content in Microsoft SharePoint databases and archived records. A consolidated result list separates according to online or archived storage, enabling users to quickly identify which documents are in a final state and have been archived.
Ensure preservation of discoverable records	Apply one or more holds to a record, from the record itself, or to multiple records at once from the search results page. Applying a hold to a record freezes its lifecycle, and ensures that it cannot be deleted under any circumstances.
Support a wide range of disposition requirements	Support automatic and interactive disposition searching against SharePoint items, which calculates the disposition date of the items based on the RSI schedule and provide an email notification of those records that are ready for deletion, archiving, or migration to the next stage in their lifecycle.
Ensure compliance	Our solutions are certified to meet internationally recognized U.S. Department of Defense standard 5015.2 for Electronic Records Management, including Chapter 4, "Managing Classified Records.", PRO in the United Kingdom, PIPEDA in Canada, and more.

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