



# AvePoint® DocAve® Governance Automation

## User Request: Lifecycle Management



Due to organizational changes, Bob needs to move some documents from his now-outdated team project site to a new site.

### Step 1



Bob logs into DocAve Governance Automation and requests a new site. Once the request is approved by his manager, the new site is created based on the associated policy that automatically sets the site quota, lease, and retention duration.

### Step 2



Through content management services, Bob has folders with documents relevant to the project moved to the new site. He archives the rest.

### Step 3



To make sure the right people have access to this new site, Bob receives a recertification prompt to review permissions.

### Step 4



Governance Automation notifies Bob that the lease for the old site has expired. Since the site is no longer used, Bob chooses to move the site and its content to more cost-effective storage.

## End Result



#### Your Users

Easily create new collaboration spaces that's tailored to their business needs.



#### Your Organization

Save time and cost by streamlining IT services throughout the lifecycle of each site and site collection.



#### Your Administrators

Less IT disruption servicing user requests allows greater focus on more valuable business activities.