

AvePoint Records

for Microsoft Office 365 and SharePoint

A Revolution Through the Information Lifecycle.

Key Benefits



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.



Familiar Interface for Records Managers

A centralized and intuitive management interface to manage the end-to-end information lifecycle.



Reporting

Comprehensive reporting suite available through the central interface that covers all aspects of the information management lifecycle.

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 Server 2019, SharePoint Server 2016, SharePoint Server 2013, SharePoint Server 2010, or Office 365 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 Information Manager

- Full taxonomy management capability to support single or multiple discrete schemes
- 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 or Office 365 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 content to reclassify documents, add or manage relationships, manage disposal holds, declare documents, and more, via one interface
- 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

For Your End Users

- Drive adoption by integrating pre-existing Microsoft desktop applications with SharePoint or Office 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 Office 365, creating a single, central collaboration hub

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

How to Buy AvePoint Products

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