

# AVEPOINT CLOUD RECORDS

## FOR MICROSOFT OFFICE 365

### GAIN CONTROL OF YOUR OFFICE 365 CONTENT & PHYSICAL RECORDS

#### KEY BENEFITS

 <p>MANAGEMENT FROM A SINGLE INTERFACE</p>	 <p>FLEXIBLE RETENTION &amp; DISPOSAL RULES</p>	 <p>QUICK ACCESS TO MULTIPLE REPORTS</p>	 <p>MANAGE PHYSICAL &amp; ELECTRONIC RECORDS</p>
<p>Streamline the classification and taxonomy process with a single interface that allows Records Managers to configure and manage a classification scheme, apply retention and disposal rules, and apply terms automatically to remove end user burden.</p>	<p>Allows your Records Managers to build business rules that can determine lifecycle outcomes for your content by creating rules that can be action- or date-based, can use any metadata, and be automated or manual.</p>	<p>Proactively manage your information outcomes and report on actions performed on items, or by a user, with our comprehensive out-of-the-box reporting and ability to interrogate audit trails of actions.</p>	<p>Hard copy content alongside electronic in a centralised store allows the Records Manager to oversee file and item lifecycle management, perform space management activities, and generate reports.</p>

#### SIMPLIFY RECORDS MANAGEMENT PROCESS

Content creation without ongoing management leads to information disorganisation and chaos. AvePoint Cloud Records brings order while eliminating the burden of traditional records management tasks for end users. Manage Office 365 electronic content and physical records efficiently, achieving compliance without user intervention. Easily oversee information lifecycle, content classification, comprehensive auditing, reporting, retention, and disposal from a SaaS application. Plus, easily apply automated business rules that manage the end-to-end content lifecycle to provide organisations with effective and efficient information management.



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FREE 30-DAY TRIAL

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# TECHNICAL OVERVIEW

## WHY CHOOSE AVEPOINT CLOUD RECORDS...

**Classification & Taxonomy**—Manage a classification scheme or taxonomy and push terms to Office 365 through a single interface.

- Cloud Records offers a simpler way to apply retention and disposal rules to content, without needing to understand the inner workings of SharePoint or Office 365
- Easily link classification rules, view an entire SharePoint environment, apply settings, and assign content to business owners from just one screen
- User input can be configured as manual or automatic depending on your organisation's requirements

**Retention & Disposal Rules**—Manage your information lifecycle with multiple outcomes for content.

- Create, edit, and delete rules to decide when and/or whether to remove, retain, archive, or destroy content
- Build flexible business rules that can determine lifecycle outcomes for your content by creating triggers that can be action- or date-based
- Rules can be completely automated (without user intervention), or can be run with manual approval from a record owner

**Auditing & Reporting**—Use reports to proactively manage your information outcomes and report on all actions performed on items or by a user.

- Ensure system governance with comprehensive out-of-the-box administrator audit reporting
- Report center allows you to configure and view reports, and gain a comprehensive understanding of the content and rules in your environment
- Access multiple reports to manage upcoming disposal actions, and interrogate actions performed on an item or by a user

**Physical Records**—Manage physical items, including boxes, files, and records, alongside electronic items or in a centralised location.

- End users can create various requests to obtain the physical items they need, which can trigger corresponding workflows
- Built-in workflows give the Records Manager full oversight of what's happening in the physical world, and allows them to view physical files through the SharePoint interface
- Perform simple space management activities using the reporting that comes with physical records

## How to Buy AvePoint Cloud Records

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See why you should choose AvePoint as a strategic SharePoint partner, visit [www.avepoint.com/au/about](http://www.avepoint.com/au/about).

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