

DocAve Governance Automation

for Microsoft® SharePoint® & Office 365 Governance

Your Policy. Our Automation.

Platforms Supported

- **SharePoint Server 2019, 2016, 2013 & 2010**
- **Office 365**
- **SharePoint Online** (both multi-tenant & dedicated instances)
- **OneDrive for Business**
- **SharePoint Foundation releases**
- **Hybrid Environment**
- **Office 365 Groups**
- **Microsoft Teams**

Simplified Request Management & Questionnaire

- Customizable request questionnaires allow administrators to query a requestor to discover the nature of their business needs and guide them to the appropriate service(s). Services can also be security-trimmed to specific segments of the user population based on attributes of their user profile or role. This ensures that users only access services appropriate for them and simplifies the service catalog.

Dynamic Service Definitions

- **New Service Creation Option** – Governance Automation now supports more powerful and intelligent service design for IT admins by adding sophisticated logic to provisioning services, including the creation of site collections, sites, lists/libraries, and custom services.
- **Dynamic Service Canvas** – A simple interface where IT admins can drag and drop any mandatory form fields as well as any additional Governance Automation metadata to re-order how the fields will be presented to the requestor.
- **Apply Condition** – Apply conditional logic to options and fields on request forms based on who the requestor is or what they are requesting.
- **In-Request Custom Actions** – Embed scriptable custom actions within the request process to perform validation or connection to other organization-specific systems. Support custom actions to automate changes in the metadata/ownership site collection recertification process.

Accountability & Security Recertification

- **Site and Site Collection Directory** – Access a list of all sites and site collections along with their associated business and IT contacts, classification, and storage usage. This gives IT administrators insight into usage trends to determine a proper chargeback model while instilling accountability to the business owners.
- **Permissions Recertification** – Site contacts are automatically assigned a task to review all user permissions for their sites on a custom schedule. Changes to permissions can be made directly in the task before certifying compliance with organizational security policies.
- **Site Ownership Recertification** – Site contacts are periodically assigned a task to confirm ownership based on a schedule set by administrators.
- **Full Auditing** – All permission changes by all users involved in the recertification process are tracked and historical versions recorded to ensure accountability as well as traceability.

- **Accessibility** – Complies with the Voluntary Product Accessibility Template to ensure accessibility for users with disabilities.

Approval Process

- **Multi-stage Approval Process** – Use up to three stages of approval – with role-based assignment and escalation – for all provisioning, content management, and permissions management services.
- **Conditional Approval Process** – Define multiple possible approval chains for a single service and then dynamically route the request through those that are required based on attributes of the request or the requestor – such as region, department, or sensitivity level.
- **Timed Escalation** – Designate an alternate approver to take over tasks that have not been resolved after a designated period of time.
- **Zero-Stage Approval Process** – Maximize productivity and responsiveness by allowing low-risk requests to be automatically fulfilled and bypass the need for approval. Like all requests, auto-approved requests are subject to full auditing and reporting.

DocAve Software Platform Integration

- **Automatic Provisioning** – Apply appropriate backup, permissions, and lifecycle management policies to sites or site collections upon creation through automated policy assignment based on the requested service level.
- **Policy Enforcer Integration** – Ensure sites remain in compliance with policy by automatically monitoring for and remediating unauthorized changes to configurations, permissions, and settings. Profiles with more than 35 configurable Policy Enforcer rules can be automatically applied to site collections during provisioning.
- **Deep Integration with DocAve Deployment Manager** – Automatically deploy highly configured, business-centric site templates during site and site collection provisioning. Track all sites that were provisioned based off a specific business template and push template updates to any or all of the existing sites.

SharePoint Integration

- **Access Denied Redirect** – Re-route SharePoint access requests to Governance Automation permissions management services to provide a fully-managed and automated access request process.
- **Site Information Card / Cloud Governance Panel** – For SharePoint Online (Classic / Modern) Team sites and SharePoint server team sites, surface information such as metadata, ownership, and service request directly within the site.
- **Policy Bar** – Visual indicators within sites educate users on acceptable use and service levels of each site collection.
- **Update Site Collection Information** – Allow IT admins to easily update existing site collection information such as metadata, contacts, administrators and policies in bulk.

Active Directory Integration

- **Active Directory Group Management** – Directly add users into an existing Active Directory group, or create new groups, when granting permissions or requesting a site collection.

Information Architecture Extensibility & Customization

- **Client API** – Bridge the gap between existing IT service management systems, external workflow systems, and SharePoint.
- **External Workflow Integration** – Use third-party workflows, such as Nintex and K2, with Governance Automation policies and audited services.
- **Software Development Kit (SDK)** – Create custom Policy Enforcer rules or profiles and integrate them into more than

40 different event triggers using our Rules Software Development Kit (SDK).

- **Automatic Content Database Allocation & Creation** – New site collections can be automatically allocated to pre-designated content databases, and new content databases can be created automatically as needed.

Scale SharePoint Policy Configuration

- Define policies for site classification, approval processes, permissions, lifecycle options, and auditing parameters for all newly provisioned sites. Legacy and existing sites can also have policy definitions retroactively applied, allowing IT management to align all sites with corporate governance policies. Sites can have their policies upgraded or downgraded as needed via user-submitted requests or IT batch operations.

Single Sign-On

- For both cloud and hybrid customers, Governance Automation gives users the flexibility to log in by using their Office 365 identity, or by Active Directory Federation Services (ADFS) 2016.

Mobile App Available for Android and iOS Devices

- This phone - and tablet-friendly app enables approvers to view, assess, and act on any Governance Automation-related requests on the go, making it easier for approvers to move requests through the system quickly and minimizing any impact on user productivity.

Supported Service Request Types

Office 365 Groups Governance

- **Request-Driven Office 365 Groups Provisioning** – Create Office 365 Groups through a managed, self-service process. Allow administrators to define policies for Office 365 Groups privacy, lifecycle, and membership, and choose whether and how to enable Microsoft Teams for Groups.
- **Cross-Domain Groups Provisioning** – Enable administrators to define the creation domain for Office 365 Groups creation in a multiple-domain Office 365 tenant.
- **Office 365 Groups Lifecycle Management** – Provide business users with granular control over the lifecycle of their Office 365 Groups with actions including delete or extend Group lease, and change Group policy.
- **Primary and Secondary Group Contact** – Assign primary and secondary business stakeholders for Office 365 Groups to enforce accountability and enable appropriate change management approvals without granting elevated levels of privilege or native Group ownership.
- **Recertification of Group Membership and Permission** – Ensure that the Office 365 Groups members, owners and permissions for the Group team sites remain current and accurate with periodic recertification tasks to validate or modify membership or permission details.
- **Metadata Support in Conditional Approval Process** – Enable administrators to use Office 365 Groups metadata or those captured by the current service as the conditions to direct the submitted requests to the appropriate approval processes.
- **My Office 365 Groups Report** – Display a list of Office 365 groups that a business user owns or listed as a contact, along with custom metadata captured during provisioning to give the user relevant information and better insight into how groups are tagged.

SharePoint Provisioning

- **Create Site/Site Collection** – Automatically create and configure policy-based SharePoint sites, site collections, lists, libraries, and My Sites. To prevent duplicate sites from being created, Governance Automation checks against existing sites and suggests possible matches.
- **Service Permissions** – Restrict user access to services based on SharePoint or Governance Automation roles to ensure that only the right people can initiate service requests.
- **Policy Enforcer Integration** – Automatically apply Policy Enforcer profiles and associated rules upon provisioning of sites and site collections. Unauthorized changes and configurations in features, permissions, and settings will be automatically re-adjusted based on the preconfigured rules.
- **Site and Site Collection Import** – Scan existing sites or site collections not currently managed by Governance Automation into an Excel export file, and then select relevant sites and provide policy as well as site contacts to deploy in Governance Automation.
- **Site Contact** – Configure primary and secondary contacts for relevant sites to enforce site ownership and accountability.
- **Dead Account Cleaning** – Remove or transfer SharePoint permissions of deleted or deactivated Active Directory users with Dead Account Cleaner.
- **DocAve Deployment Manager Integration** – Ensure consistency across site collections by deploying gallery artifacts – such as content types, web parts, themes, and list templates – as sites are provisioned.
- **Central Policy Management** – Centralize and reuse policy definitions to enhance consistency across service requests for storage management, site leases, and inactivity with flexible policy wizard creation.
- **Managed Metadata Service Integration** – Enforce corporate taxonomy with the ability to integrate with Managed Metadata Service.
- **Auto-URL Generation** – Standardize URL formats across the SharePoint environment.
- **Site Quota Change Service** – Change site quotas as needed to minimize initial allotment and total cost of ownership.

SharePoint Lifecycle Management

- **Inactivity and Lease Expiration Alerts** – Notify business owners when their sites have not been accessed for a specific period of time, or if the site lease is about to expire. This helps reduce unnecessary storage by giving site owners the ability to take appropriate end-of-life actions on their sites, and can enforce automated locking, archiving, and deleting of sites if expiration tasks are ignored.
- **Site Collection Provisioning Services** – Provide services for managing site collections. This allows business owners to make changes to classification and policy, extend site lease and site quota, move content, and adjust permissions.
- **Site Provisioning Services** – Deliver services for managing sites. This allows business owners to delegate site management, enabling end users to make changes to classification and policy, extend site lease and site quota, move content, and adjust permissions to sites they use daily.
- **Reporting** – Generate customized reports on the properties and available actions for site collections and sites, providing chargeback calculations to departments or functional units.
- **Security Trimmed Report Access** – Site collection reports and site reports can follow existing SharePoint permissions to ensure only the right people can access site information.
- **Audited Recertification** – Periodic review of existing permissions can be mandated through recertification tasks assigned to business owners based on the policy of a site collection. Recertification tasks allow easy modification or removal of permissions and are fully audited.
- **Site Ownership Recertification** – Site contacts are periodically assigned a task to confirm ownership based on the policy of a site collection.

- **Policy Enforcer Integration** – Automatically apply Policy Enforcer profiles and associated rules upon provisioning of sites and site collections. Unauthorized changes and configurations in features, permissions, and settings are reported and remediated automatically based on the preconfigured rules.
- **Content Management Auditing** – Track and audit all requests for copying, moving, and restructuring content.
- **SharePoint Integration** – Use an intuitive browser-based UI or web part within SharePoint to migrate and restructure content within or across all farms, servers, and different locations with full fidelity.
- **List and Library Support** – Maintain list and library integrity with full support for all list types – including document libraries, issues lists, discussion threads, and announcements – as well as content metadata and configurations.
- **End-user Content Management** – Promote or demote sites or copy content from multiple sources to multiple destinations – from list to list, library to library, or site to site – across multiple SharePoint environments.
- **Pattern Management** – Leverage DocAve Deployment Manager integration to track all sites provisioned with a specific business template and push template updates to any or all of the existing sites.

SharePoint Security

- **Full Auditing** – Track and audit all requests and permissions changes.
- **Access Denied Redirect** – Re-route SharePoint access requests to Governance Automation permissions management services to provide a fully-managed and automated access request process.
- **Permissions Management Services** – Grant, change, clone, transfer, or remove user and group permissions, as well as perform SharePoint group membership changes.
- **Grant Permissions Level Control** – Set permission level limits for site collection and site provisioning services, as well as Grant Permission services to granularly enforce permission control.
- **Grant Permissions Services** – Enable business users to request permissions to a specified SharePoint object with approval processes and automated assignment upon final approval.
- **Temporary Permissions Services** – Temporarily grant users and/or groups access to sites based on end-user requests for a specified period of time before automatically expiring.
- **Permissions Recertification** – Automatically assign a task to site collection business owners to make sure permissions for a site or site collection are correct throughout its lifecycle.
- **Dead Account Cleaner** – Enforce dead account cleaning to remove or transfer permissions of deactivated users. Select and preview permissions associated with a specific user to transfer, clone, or remove across multiple farms – prior to executing associated changes – in a single request.
- **Site Permissions Inheritance** – New sites automatically use permissions from the site or site collection in which they are created, including existing user groups. This proactively enforces existing security structures to ease maintenance and administration.

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

How to Buy AvePoint Products

Contact: 201.793.1111 | Sales@AvePoint.com
 AvePoint Global Headquarters | 525 Washington Blvd, Suite 1400 | Jersey City, NJ 07310

Start your free trial today:
www.avepoint.com/download