



## FileLoader for SharePoint 2010

### Securely Control Your Move from Folders to SharePoint 2010

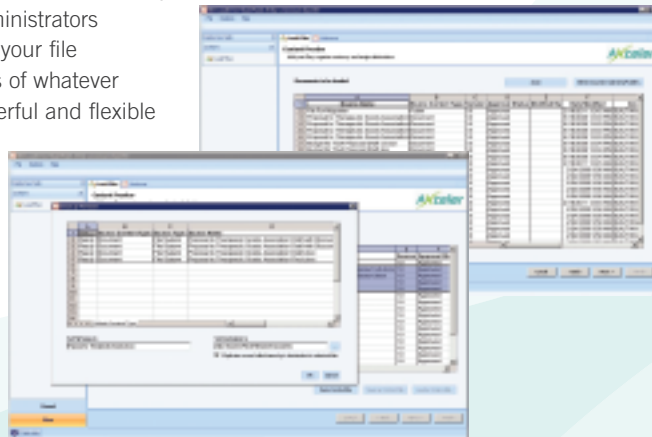
Microsoft SharePoint has become one of Microsoft's fastest selling products of all time and the 2010 version will continue this strong momentum. SharePoint's power lies in its ability to better organize collaborative content, provide mobile access to enterprise information, improve discoverability, and clarify authorship and accessibility. Many firms are looking to realize the benefits of SharePoint 2010 but have most of their content stored in Windows folders, or file shares without any sense of organization or structure. One of the most common reasons organizations delay a file share migration is because they need to go through and "clean up" content so that it can better fit into the SharePoint 2010 paradigm.

Migrating your file shares presents an opportunity for the organization to finally get control over your vast number of shared documents and files. Now is the chance to clean up document versions, reorganize folder structures, and most importantly, to distribute responsibility of content to stakeholders who know the content best.

Organizations generally have three options when moving from file shares to SharePoint 2010. First, they can move content, as-is, into SharePoint and clean up there afterwards. Second, they can clean and organize content first, then move to a new structure in SharePoint. Or third, they can migrate content in waves, using the iterations to sort through and organize their content while in transit, moving some content as-is, reorganizing and transforming others.

### Introducing FileLoader for SharePoint 2010

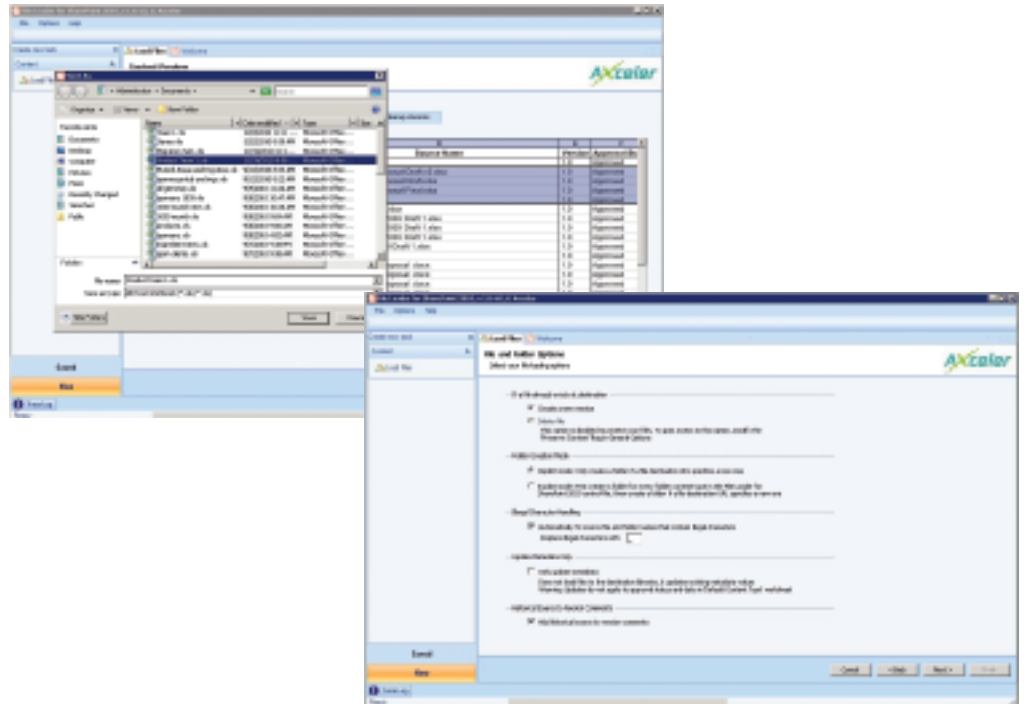
Axceler FileLoader has the flexibility to support all three options: Quickly and easily move your file shares to SharePoint, as-is, and maintain your file structure. Or reorganize your content manually, and push to your new SharePoint layout. Or migrate iteratively, allowing you to clean up, sort, and transform your data on your own schedule. Unique to FileLoader is the ability to create Microsoft Excel "control files" that represent your file shares, allowing administrators and users to work together to clean up your file shares and apply metadata. Regardless of whatever option you choose, FileLoader is a powerful and flexible tool that allows you to replicate your complex folder structures, work offline in Excel, retain or consolidate versions, maintain or modify key metadata and historic data, and keep a complete audit trail of what you've done.



#### FILE LOADER BENEFITS

- Faster, less error-prone file share migrations to SharePoint 2010
- Maintain custom content types
- Make your content more "findable" by maintaining or adding metadata "tags" during migration, or quickly update after migration
- Maintain historic and source information, and folder structures, or completely transform data during migration
- Put content migration decisions into the hands of data owners, online or offline, using MS Excel
- Discover content to be migrated based on date ranges, file size, or file extension

Axceler enables enterprises to simplify, optimize, and secure their collaboration platforms, and has delivered award-winning administration products since 1994. For Microsoft SharePoint, Axceler offers ControlPoint and Davinci Migrator. ControlPoint is the best way to get control over a SharePoint environment, giving SharePoint professionals the ability to manage permissions, copy sites, analyze activity, and much more. Davinci Migrator is a best of breed migration solution for organizations upgrading SharePoint 2003 and 2007 to SharePoint 2010.



**Microsoft**  
GOLD CERTIFIED

Partner

Microsoft  
**SharePoint** 2010

**Axceler**

**Corporate Headquarters**

600 UNICORN PARK DRIVE  
WOBURN, MA 01801  
TOLL FREE: 866.499.7092  
TEL: 781.995.0063  
FAX: 781.279.3150

**European Headquarters**

7 SWALLOW PLACE  
LONDON  
W1B 2AG  
UNITED KINGDOM  
TEL: +44 (0)20.7850.0199  
FAX: +44 (0)20.7850.0270  
www.axceler.com  
questions@axceler.com

## Capabilities and Features

FileLoader is a powerful tool designed specifically for moving content from file shares to SharePoint 2010.

With FileLoader 2010, administrators and developers are able to:

- Discover file share content based on permission level
- Maintain record of ownership and source/location
- Move content as a flat file, or keep within existing folder structures
- Import standard, extended and custom metadata properties attached to files themselves and map them to SharePoint columns
- Implement versioning, rename content, and update metadata as part of a migration
- Maintain file share metadata, including custom content types
- Replicate file share folders, whether or not they contain any content
- Iterate your file share migrations, adding and transforming content from multiple file shares
- Handle illegal characters with a simple replacement option
- Update metadata on the fly as you work with your users to clean up your content
- Update the new SharePoint 2010 Managed Meta Data

## System Requirements

- Available for 64 bit
- Supports Windows Server 2003 and 2008
- FileLoader is a server-based rich client and needs to be installed on the front end server
- You must have administrative privileges on the installation server