collabware

Simple

Seamless

Transparent

Collabware CLM
Making Records Management in SharePoint Make Sense

PROBLEM = Failed RM projects due to poor user adoption; wasted time and money, and unmitigated risk

SOLUTION = Collabware CLM, records management software for SharePoint

- Simple, seamless & transparent user experience

- Advanced electronic and physical records management

- Complete compliance control

SharePoint

Supports SharePoint 2010/2013 Standard & Enterprise

Collabware CLM

Making Records Management in SharePoint Make Sense

BENEFITS

- Reduce need for customization and configuration services with pre-packaged software
- Reduce storage, legal and e-discovery costs
- Adhere to legislative and regulatory compliance
- Protect your reputation and mitigate risk
- Optimize business processes and worker productivity
- Ensure user adoption
- Facilitate RM control, end-user transparency and minimal IT involvement
- Maximize your investment in Microsoft SharePoint

PRODUCT FEATURES

- Automated classification - rules-based
- Automated declaration - rules-based
- Automated, centralized hold management – rules-based [
- In-place and/or Record Center storage – multi-stage support
- Bulk disposition - multi-participant, multi-step approval workflow process
- Multi-lingual support - English, Spanish and French language options
- Multi-farm, multi-jurisdictional - record policy control from a centralized interface
- DoD 5015.2-STD – accepted for certification testing
- Reporting and content analytics – real-time, consolidated; easy-to-view dashboard
- Compliance management - from content creation to final disposition
- Retention calculation options - wide range of time- and event-based
- Content lifecycle activity audit logging – search, lists or aggregate queries views
- Vital records - tracking and management
- Confidential records support - rich content-access control
- Contextual content surfacing - personalized, process-specific, on-demand
- Superseded or obsolete content - easy identification of
- Case file management - integrated
- Metadata auto-population - based on classification or retention policy
- Sophisticated physical records management:
  - Physical container management and security
  - Box, folder, object and record tracking
  - Circulation request management and processing
  - Integration with SharePoint search for physical record searches
  - Mobile device integration for barcode scanning and circulation control
  - Complete chain-of-custody control and tracking
  - Advanced transfer and disposition approval

END USER

- Creates, finds and uses records without even knowing it
- Does not need any help from Records Manager

About Collabware

Founded in 2010, Collabware is focused on producing packaged, off-the-shelf software that solves both enterprise compliance challenges and the user adoption problem. Our flagship product, Collabware CLM records management software for SharePoint, has been widely deployed by companies in regulated industries, including finance & insurance; mining & natural resources; government; healthcare & pharmaceutical; manufacturing, utilities & transportation; and entertainment & education. Spanning North America, Australia, Europe, Asia and Africa, our customers range in size from small public-sector companies to Fortune 50 enterprises.

RECORDS MANAGER

- Manages retention policies and facilitates disposition
- Does not need any help from IT