

Gimmel Physical Information Management for Microsoft® SharePoint®

Physical Information Management Provides:

- The ability to manage physical and electronic records together
- Consistent policy-based management
- A simplified user experience
- Enhanced findability of physical records
- Litigation preparedness
- Onsite and offsite physical records management

Gimmel Physical Information Management for Microsoft SharePoint creates a new standard for unifying physical and electronic records management built on SharePoint®. Organizations can manage electronic records alongside physical records, both onsite and offsite, from a common SharePoint experience, giving users an aggregated view of business critical corporate content.

The Challenge

Currently, a majority of organizations use one set of tools to manage electronic records and a separate set of tools to manage physical records. Multiple tools are also required just to manage physical records, depending on the type, and number of storage facilities used. These issues make it nearly impossible to get a comprehensive view of an organization's information assets. Organizations that lack a standardized, enterprise-wide approach to records management have difficulty finding information and are exposed to additional risk due to a lack of consistent retention policies. Further, the tools that are in place to manage and find records are accessible to only a limited set of personnel. The solution to this problem requires all knowledge workers to have greater visibility and control over the entire physical and electronic records inventory. Gimmel Physical Information Management for Microsoft SharePoint is that solution.

The Solution

Gimmel's Physical Information Management enables everyone in your organization to consistently manage all physical and electronic records through their lifecycle, and to apply retention and disposition policies. In addition, it simplifies records management processes by leveraging a common platform: SharePoint. Physical Information Management provides a reliable way for organizations to manage physical and electronic files, enabling faster information access, an ability to meet compliance regulations and to prepare for litigation. SharePoint's broad adoption and ability to connect people and content empowers users to take action on the organization's complete record inventory. This empowers records managers and knowledge workers to find, retrieve, store, and use valuable company information contained in electronic and physical records, wherever they are located.

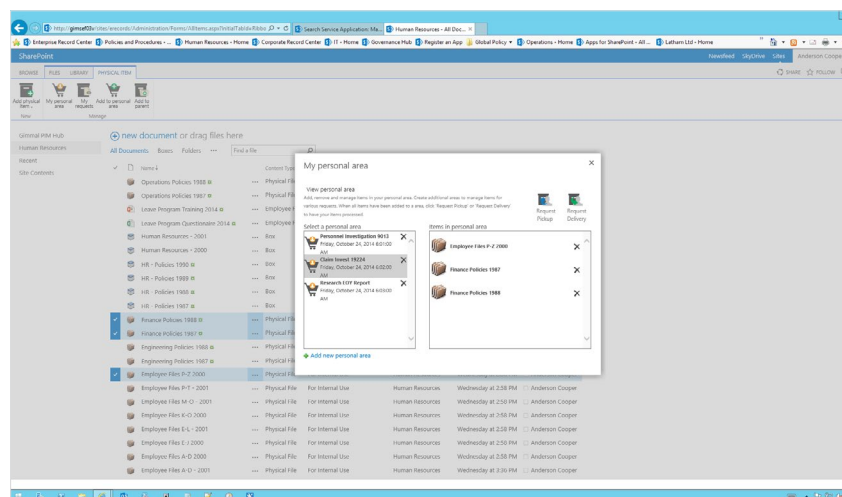


Figure 1. Manage physical records in SharePoint and enable pick-up or delivery of assets from physical storage

With Physical Information Management, SharePoint becomes a compliant environment for all records regardless of media. Organizations can reduce overall complexities and costs by leveraging a unified SharePoint platform to manage both electronic and physical records.

Microsoft SharePoint + Physical Information Management Features and Benefits

Compliance: Apply consistent policy to both physical and electronic records.

Productivity: Leverage SharePoint's broad adoption to enable everyone to access and use valuable information assets contained in electronic and physical records from a single, common SharePoint interface.

Discovery: Ease the burden of discovery with enhanced 'findability' by offering a search with unified results for both electronic and physical records.

eDiscovery: Simplify the eDiscovery process by enabling searches that encompass the full set of record inventory from a single SharePoint interface.

Unity: Empower the records management team with a unified approach for records management of all electronic and physical records, stored onsite and offsite.

Simplicity: Reduce the complexity and number of tools needed to manage and find records.

Visibility: Gain visibility into the entire inventory of organizational records.

For More Information

For more information regarding Physical Information Management for Microsoft SharePoint, contact Gimmel Sales at (877) 944-6625 or sales@gimmel.com.

About Gimmel

Gimmel is the world's leading provider of Microsoft SharePoint solutions. Our software extends and enhances SharePoint enterprise information management and governance, and provides SAP content archiving and interoperability. Using Gimmel's award-winning solutions, you can easily transform SharePoint into a platform to consistently govern and manage the content, documents and records in your organization and access content online or offline from your Windows 8 PC, Tablet, or Windows Phone. Gimmel's SAP-certified, content archiving and interoperability solution increases productivity and efficiency by delivering composite business applications in line with organizational and industry requirements, on-premises, in Office 365, or in the Azure Cloud. For more information, visit www.gimmel.com.