Gimmal
Information Management for Everyone®

Gimmal Information Governance Suite for Microsoft® SharePoint®

Information Governance Suite Provides:

- Complete Site lifecycle management
- Site Consistency
- Formal governance
- Enhanced and actionable search
- End-user transparency
- Controlled Sharing
- Support for SharePoint 2010, 2013 and Office 365
- Management of SAP data inside SharePoint

The Information Governance Suite is built on SharePoint to ensure that content, documents, and the SharePoint sites they are stored in can be managed consistently across an organization. The result? Users have a better experience finding and managing their information, while overall risk and IT cost is reduced.

The Challenge

SharePoint has achieved broad adoption and success as a portal, intranet, and as an Enterprise Content Management (ECM) platform within many of the world's largest organizations. This acceptance is due to its flexibility, breadth of capabilities, and power. Once installed, SharePoint enables users to rapidly create collaborative websites where they can work on, share, and store content. This flexibility, simplicity of interface, and popularity can deliver tremendous business value and efficiency. Often, the number and variety of SharePoint sites, including the native content, and the content from connected external systems, can grow exponentially. This growth creates vast amounts of information that becomes inconsistently managed, or is not managed at all, is difficult to find, and often ends up outdated, inactive, or orphaned. Irrelevant, low value, and disorganized content increases operational, management, and eDiscovery costs. The Information Governance Suite solves these problems.

The Solution

Information governance encompasses people, processes, and technology to manage information at an enterprise level. It is critical to support an organization's current and future user demands, as well as regulatory, legal, risk mitigation, environmental, and operational requirements. Information governance addresses information quality, information protection, and the complete information lifecycle.

The Information Governance Suite extends SharePoint to improve users' ability to find, share, and store their documents and content. It also allows the user to focus on their specific work tasks by providing transparent management of corporate content, including email and continuous, automated disposal of outdated information, in accordance with regulatory obligations. Information Governance Suite does all of this while ensuring that the sites, content, and people who use SharePoint are all governed against corporate standards, policies, and regulatory compliance.

The Information Governance Suite is the only solution that extends SharePoint's powerful and broad capabilities to fully manage the information lifecycle, and support the rigorous standards of certified records management within SharePoint. The Information Governance Suite eliminates the need to invest in costly traditional Enterprise Content Management suites, and the associated additional technical skills and IT management resources. Information management and governance can finally be realized across the entire organization because Information Governance Suite is built on the world's most popular and widely adopted content platforms: SharePoint and SAP.
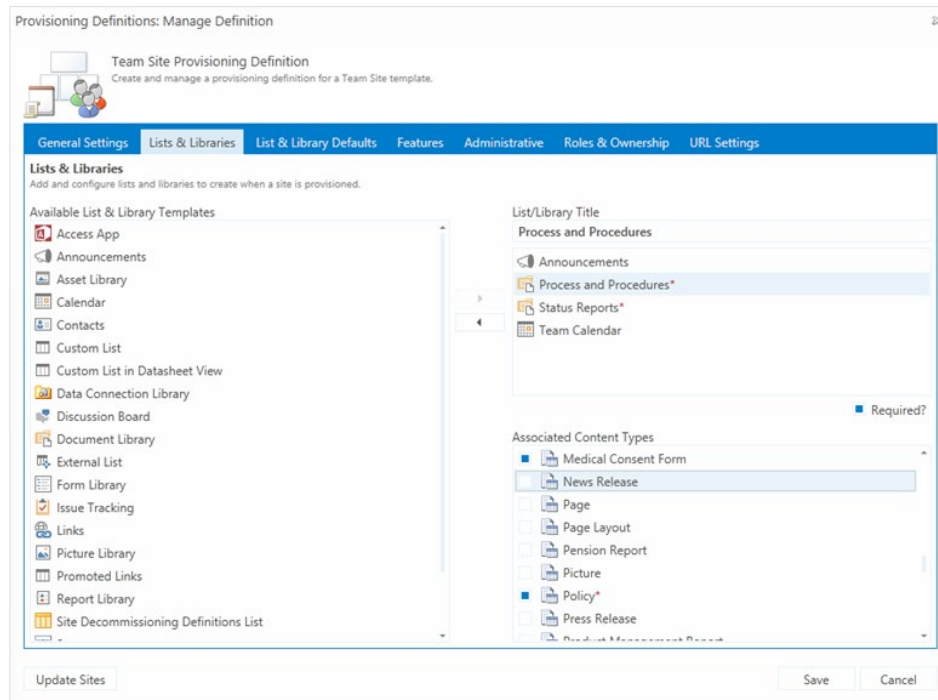
Figure 1. Site Provisioning

The Information Governance Suite extends and enhances SharePoint's native information governance functionality in the following key areas:

- Empowers SharePoint business owners to create consistent, high quality SharePoint sites that promote consistency and information management standards through an intuitive tools to provision sites, make global changes to existing sites and decommission existing sites that may or may not have been created under provisioning rules.

- Reduces user effort in the information management process by automatically and transparently assigning metadata values and content types, globally defining content organization rules, and offering drag and drop capability (Drop Zones) that require zero metadata entry by users while transparently populating metadata from pre-defined configuration.

- Provides controlled sharing through convenience copy management. Generate regulated copies or links from a source document or create a master from a source document and leave a regulated copy or link behind.

- Supports the transparent application of information policy and automates the information lifecycle, including the ongoing disposition of content by using a metadata rules engine to define global metadata driven actions.

- Improves access to information through enhanced search tools and allows users to take action directly on content in the search results.

- Extends to support formal records management compliance with DoD 5015.2 certification for records management in SharePoint.

- Reporting and audit functionality is integrated into the "Action Menu" and ribbon bar and allows for an authorized user to define connections to SharePoint site collections for use by Gimmal Item Audit History.

- Search configuration provides consistent search configuration across multiple sites by periodically copying specific search settings from one site collection to another site collection.

- Enables the ability to store and manage SAP content when the Information Governance Suite is implemented in combination with Gimmal ERP-Link for SharePoint and SAP.

- Supports numerous versions of SharePoint including 2010, 2013 and SharePoint Online (Office 365).

Microsoft SharePoint + Information Governance Suite Features and Benefits

Governance: Enable business owners to implement and maintain SharePoint information governance without relying on IT.

Productivity: Empower users with tools to auto-classify and organize content with almost no data entry.

Controlled Sharing: Allow users to share documents and ensure control regardless of where the document copies exist.

Search: Improve content 'findability' with enhanced search tools.

Compliance: Implement a complete enterprise information lifecycle, ensuring all content is classified and retained as long as needed, and disposed of at the right time.

Figure 2. Convenience Copy Actions

Consistency: Create a consistent and globally managed farms of SharePoint sites.

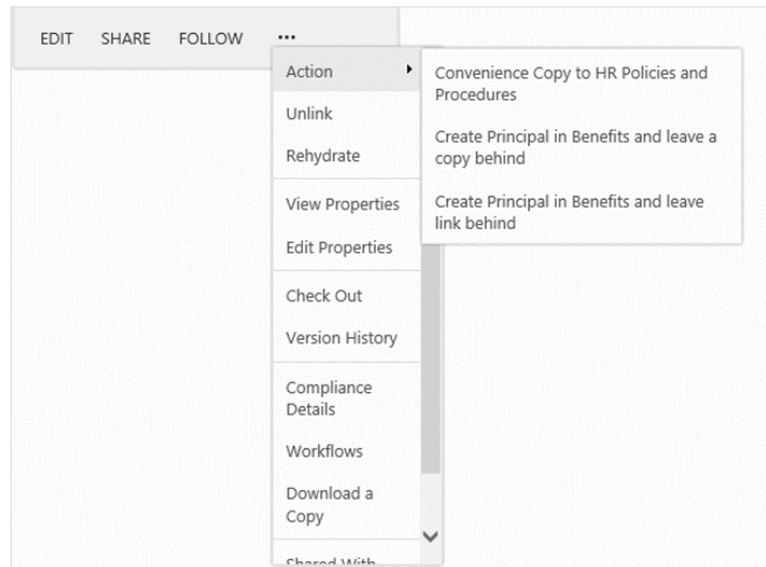**Cost Savings:** Consolidate information management onto a single platform.

For More Information

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

About Gimmal

Gimmal 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 Gimmal'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. Gimmal'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.gimmal.com.