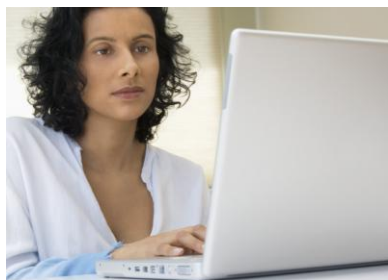




The Trusted Edge Solution for Microsoft SharePoint

Policy-Driven Control of Unstructured Content

www.trustededge.com



Highlights

- Extends document control and legal hold management to all enterprise desktops, laptops, and workstations, whether network-connected or offline
- Supports a federated storage architecture – assets can be uploaded to SharePoint, and shortcuts to the asset can be uploaded to an alternate ECM repository
- Empowers organizations to fulfill their legal obligation to preserve critical content
- Proactively classifies, tags, and defines email and document retention
- Provides remediation and automatic classification of existing remote content
- Digitally shreds documents on desktops, laptops, and file shares once their retention in SharePoint expires
- Delivers a cost-correct ROI with a proactive, best practices approach to eDiscovery

Organizations must effectively manage desktop documents for retention, eDiscovery, knowledge, and cost. However, users currently create, modify, share, and store documents on their desktops without regard for corporate policy standards, organizational structure, or retention rules. The Trusted Edge® Solution for Microsoft® SharePoint® overcomes this problem by capturing, classifying, and managing unstructured information created, accessed, and stored at the network's "edge" – on laptops, desktops, and file shares – where 80% of documents are created and stored. Following a Trusted Edge deployment, organizations can proactively apply enterprise-wide policies to desktop information at creation and manage content based on defined business rules. Furthermore, by intelligently identifying, classifying, and routing critical email, documents, and files to their appropriate SharePoint location, Trusted Edge improves retention compliance, mitigates litigation risk, and reduces enterprise storage costs.

Empowering Microsoft SharePoint

Trusted Edge solves a key problem facing businesses today – how to successfully implement a "best practices" digital records management policy across the entire enterprise network, including the desktop. By utilizing a unique approach to content classification, Trusted Edge complements SharePoint baseline ECM functionality and provides a controlled collection methodology that uploads unstructured data to the SharePoint repository of record. Unlike traditional stand-alone ECM solutions, Trusted Edge enforces the mandatory categorization of desktop-generated content from MS Office applications. Moreover, it extends SharePoint control to files stored outside the repository, thereby dramatically reducing risk associated with unknown or unidentified convenience copies.

Trusted Edge for Microsoft SharePoint is a holistic solution that manages desktop documents and email according to corporate governance standards. Benefits include:

- Enhancing SharePoint Records Management functionality through tighter control of content classification and application of proper policies as soon as documents enter SharePoint
- Extending policy enforcement from SharePoint Records Management Services throughout the enterprise and back to the desktop.
- Expanding record controls, disposal, and/or litigation hold on documents within SharePoint to convenience copies on desktops, laptops, and file shares
- Enforcing categorization of desktop-generated content from MS Office applications
- Centrally managing enterprise classification, filing, and retention policies for documents and email
- Branding documents and email with classification metadata and a unique asset ID
- Empowering organizations to fulfill their legal obligation to preserve critical content – either by locking it down in place or collecting it as required
- Remediating and automatically classifying existing remote content

Server Features

- Centralized policy management
- Comprehensive metadata database
- Reporting, analytics, and forensics
- Heterogeneous infrastructure support
- Centralized deployment of software installation through the Microsoft® System Management Server

Desktop Client Features

- Comprehensive application-independent document and email capture
- Interactive and automated classification
- Intelligent filing and federated storage
- Litigation hold
- Digital disposal

FileTek

Corporate Headquarters:

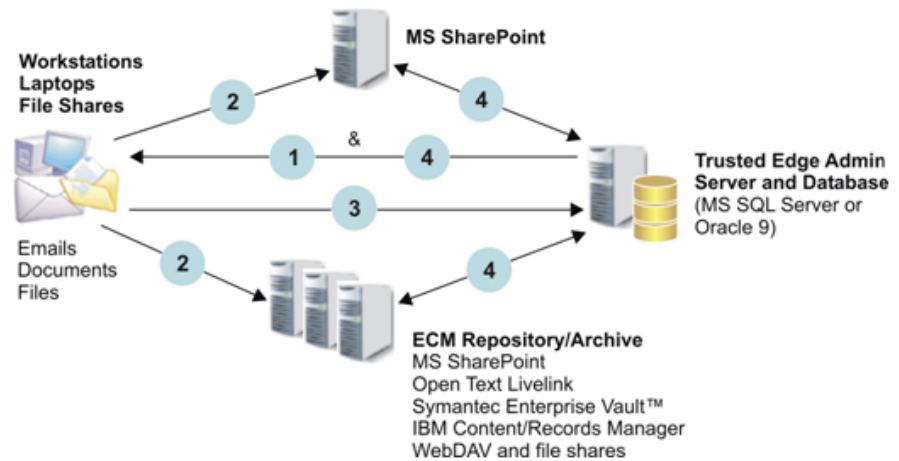
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Trusted Edge Architecture

The following figure illustrates the Trusted Edge architecture and operations flow.



- 1) Administrators create policies on the Trusted Edge Server and publish them to end-user workstations.
- 2) At asset creation, Trusted Edge enforces classification policies, brands assets with a unique identifier, and routes them to Microsoft SharePoint. Trusted Edge also supports an organization's federated storage architecture by maintaining content on the appropriate system of record (SharePoint).
- 3) The Trusted Edge Database stores unique asset identifiers and asset metadata.
- 4) The Trusted Edge Administration Server also monitors repositories that support notification for disposition and deletes desktop documents accordingly. The software can also place litigation holds on workstations, laptops, and file shares.

Benefits/Return on Investment

The FileTek Trusted Edge Solution for Microsoft SharePoint delivers significant benefits and a cost-correct ROI to departments across the enterprise:

- *Litigation Support* – significantly improving the legal hold process and reducing eDiscovery costs
- *Intelligent Archiving* – reducing storage and management costs by intelligently filing and archiving content
- *Compliance/Risk Mitigation* – mitigating risk and ensuring compliance by smartly enforcing appropriate content retention and disposition schedules
- *Enterprise Content Management* – increasing productivity through comprehensive capture, organization, and structure of all information – even content at the “edge”

For More Information

For more information about how the Trusted Edge Solution for Microsoft SharePoint can benefit your organization, contact a Trusted Edge sales representative, e-mail info@filetek.com, or visit www.trustededge.com.

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