

# TOP 8 REASONS

Why the move to RecordPoint is the right move.

*RecordPoint differentiates itself from competitors in a number of ways based on considerable experience in building records solutions on the Microsoft platform.*

## 1. A PURE MICROSOFT SOLUTION

RecordPoint is not only built to work within the Microsoft ecosystem, it is completely built into the SharePoint and Office 365 platform.

The RecordPoint architecture supports a hybrid model where both on premises and Office 365 SharePoint content can be managed back into the same instance of RecordPoint.

The product has developed from the original version based on SharePoint 2007 to the current product which supports SharePoint 2010, 2013 and Office365 (SharePoint Online).

## 2. CLOUD READY

RecordPoint offerings were designed from the outset to be 'Cloud enabled' solutions. With two cloud deployment options, for both hybrid (365Connect) and pure cloud (Records365) scenarios.

RecordPoint 365Connect is the hybrid solution that enables cloud transition, by addressing key concerns around managing cloud content and moving content to the Cloud. .

RecordPoint also offers records management Software as a Service (SaaS) model with our Records365 service and removes the need to procure and manage infrastructure. The Records365 service is able to manage Office 365 content including content living in SharePoint Online and OneDrive for business.

By integrating Office 365 and SharePoint on-premises, RecordPoint enables both full cloud and hybrid-cloud records management in any environment.

## 3. SCALABILITY

A major benefit of RecordPoint is its ability to overcome the inherent limitations of SharePoint when deployed as a large scale records management solution.

The RecordPoint Management Console uses a single Search index to apply policy and enable management of all enterprise content, whether in the Cloud, on premise or across multiple instances of SharePoint.

RecordPoint uses multiple Records Centers to deliver the scale required and combines this with SharePoint Search to provide a single view across all Record Centers. For Records Managers viewing the archive the multiple repositories are invisible as the search index provides the view into the Management Console. The creation of the extra records centers required to achieve scale is automated - a predetermined limit for each record center is set centrally and new record centers are created automatically as required.

The scale limitation of this architecture is around 200TB based on the capacity of a single search index although this notional limitation could be dealt with by brokering multiple search indices.

## 4. BUILT TO MEET GLOBAL AND LOCAL RECORDS AND COMPLIANCE STANDARDS

RecordPoint was designed from the ground up to meet local and international compliance and records standards. Specifically, the product is built against the ISO16175 standard for a records management system.

In Australia and New Zealand RecordPoint has been accepted as the de facto standard for records management on SharePoint for government customers, both federal and state.



In the UK, RecordPoint is the only Records Management solution to be submitted for testing under MoReq2010 and is being used by a number of central and local government agencies.

Globally, RecordPoint has started to work with a large international bank to cover off compliance and records requirements including across North America, Asia and Europe. This demonstrates the breadth of RecordPoint's capabilities to meet requirements across a range of financial regulatory regimes.

## 5. RECORDPOINT CONNECTORS

RecordPoint have developed a number of connectors to enable Record Management discipline to be applied to multiple content sources which up until now have remained largely unmanaged from a records perspective.

Information sources such as file-shares, Office 365 and social platforms such as Yammer are the first of these connector products to be developed on top of a standardized connector framework.

## 6. COMPLIANCE ANYWHERE

Today's Records Management tools must manage content from a variety of sources over and above the traditional documents produced within an organization. Many public, internal and B2B relationships are now conducted via platforms such as Facebook, Twitter and Yammer.

RecordPoint recognizes that these interactions equally need to be recorded to maintain an organizational history and therefore provide a range of connectors that allow this.

RecordPoint also manages File shares and OneDrive for Business.

## 7. CENTRALIZED DASHBOARD

This provides a view of records for records managers across the entire corpus of enterprise information.

For the records management team, Records365 provides a different view of that same content that is configured to support the needs of managing content through its life-cycle disposition, classification management, managing legal holds, reporting etc.

By separating these two views of the content, Records365 reduces the change management and training overhead normally required to implement a records system as the solution will support and meet the needs of both the end user and the records team.

This dashboard view covers all records held across the entire corpus covering content held in SharePoint Online, File Shares and SharePoint on premise.

## 8. USABILITY DRIVEN BY AUTOMATION

Users work in SharePoint and store & manage their content within SharePoint native structures. RecordPoint deploys features into SharePoint which capture and apply classification to said content.

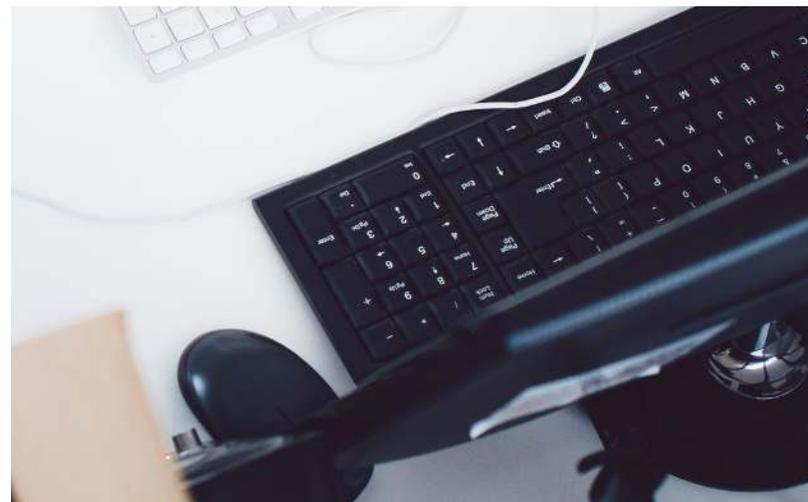
One of the key challenges of traditional systems and even records solutions built into SharePoint, is that users are forced to work within a records taxonomy and classification which is not meaningful to them and does not support their business process.

RecordPoint, through its rules engine automates the capture and classification of records meaning that the user facing SharePoint site can be designed and configured to support the end users' business processes and reflect the way in which they think about their content.

There is no requirement to explicitly include records management structures or metadata in the end user site as the records classification can be inferred from the business metadata and user facing structures in SharePoint via rules.

For the Records Management team, RecordPoint deploys a Records Management Console that provides a different view of that same content to support the needs of managing content through its lifecycle disposition, classification, managing legal holds, etc.

By separating these two views of the content, RecordPoint reduces the change management and training overhead normally required to implement a records system.



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