



Control and Manage Corporate Content Across the Enterprise

*Automate Content Classification to Maximize
the Value of Information for Your Business*

KEY BENEFITS

- Reorganize and save the “right” data based on your business and governance needs with content-inspired information management
- Streamline management with automated policies to classify, organize and retain your information
- Discover data quickly and efficiently throughout the enterprise
- Reduce burden on end-users for classification
- Ensure your company adheres to regulatory requirements for document retention by qualifying and promoting “records of business” from the unstructured pool, based on corporate rules
- Promote records of business to Microsoft Office SharePoint Server (MOSS) for easy knowledge sharing and collaboration
- Optimize storage resources saving a “single copy of the truth” and by eliminating data that has no value
- Meet eDiscovery and legal hold challenges

The Challenge

Faced with unrelenting data growth, organizations are straining under the weight of storing data for regulatory, legal, operational, privacy and other long-term retention needs. Long-term retention of *unstructured* data means that organizations are keeping unnecessary, redundant or irrelevant information that overwhelms storage resources and drives up IT costs.

Firms must grapple with many different kinds of data, including financial reports, personnel files, research results and customer records. The problem is that most do not correlate information with their business processes, resulting in poor utilization of storage resources. Without an effective method to classify and retain the *right* data, organizations unnecessarily take a “save everything” approach. In the face of 30-50% annual growth rates in production data, this simply overwhelms the economics of storage.

The CommVault Solution

Fortunately, there is a solution. CommVault® Simpana® leverages a single architecture to deliver many benefits to an organization. CommVault Content Director retains, stores and organizes information according to its business value, dramatically increasing storage efficiency and improving access to information while providing better methods for meeting compliance, corporate governance and eDiscovery requests.

Control Costs

Data growth is straining IT resources, driving more infrastructure investment and more resources to manage. In many large organizations, the amount of individual pieces of content required to be held as “records of business” can amount to tens of millions of items per year and may require terabytes of secure storage. The cost benefit of the CommVault solution is the optimization of storage resources. Save 50% or more on storage costs by keeping the content that must be retained long-term, while identifying the content that does not. By applying indexing and driving automated policies to process your managed protection and archive data copies, storage resources can be repurposed for new corporate value that leverages the same infrastructure and storage. This reduces the impact on production while expanding the information resource pool—providing significant cost saving through shared processing, storage and infrastructure.

Applying policies to classify and retain the right data as it moves through the system means you are more effectively managing your content, using less storage and facilitating faster discovery events. A strategy to better retain, store and manage information assets according to assigned business value breaks the cycle between data growth and infrastructure investment.



KEY CAPABILITIES

- **Content Indexing**—Searches can be based on dates, header fields, full text, proximity, Boolean phrases and patterns, and search-within-a-search/results.
- **User-driven Search**—Refine the search results by sharpening the view to show items that meet certain qualities, saving users time while simplifying the search experience.
- **Policy-driven Search**—Automatic promotion of content into a Review Set or directly to a legal hold retention policy is especially useful for repetitive, prescribed actions that need to be conducted automatically as data flows through the system.
- **Automated Declaration and Classification**—Streamline the process of declaring items business records to preserve as part of your corporate memory or legal evidence. Remove burdens from end-users for time-consuming user-based processing. Applying a policy makes the process consistent and cost-effective.
- **Intelligent Tagging**—By managing data through classification tags, unstructured information becomes meaningful to your business and an organizational asset.
- **Review Sets**—Content is routed to user workflows where it is assessed for relevancy, annotated, tagged and promoted to holds or declared as records. By grouping data in a logical way, and with a consolidated copy of only relevant information, the amount of time it takes lawyers to review data is reduced.
- **Powerful Retention/Legal Hold**—Identify, consolidate, and preserve relevant data found during discovery operations with a highly accurate, policy-based approach. This feature is especially useful when searching data from multiple retention policies that need to be retained and managed as one distinct set.
- **Promotion to MOSS/SharePoint Portal Server**—Unique ability to promote records of business to MOSS.
- **Enterprise Records Management (ERM) Connector**—Qualify information that meets your records retention rules from the unstructured pool and promote those items directly into the ERM queue.
- **Flexible Policy and Workflow**—Tie Content Director tools (Tags, Legal Holds, ERM Connectors, Search, etc.) into a consistent, schedulable workflow.
- **Easy Export**—Collectively cull down multiple review sets and reduce the amount of data to be exported.
- **Reporting**—Maintain required levels of security and authenticity to help facilitate proper corporate governance.

SIMPANA[®] software

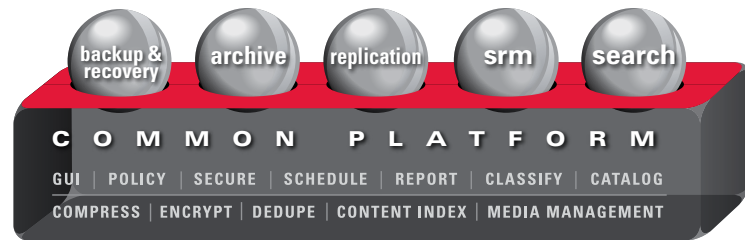
CommVault[®] Simpana[®] Backup & Recovery, Archive, Replication, Resource Management and Search software is designed to work together seamlessly from the ground up, sharing a single code and common function set. This exclusive single-platform architecture enables unparalleled software efficiency, performance and reliability for unprecedented control over data growth, costs and risk.

Maximize the Value of Information

The classification of an item as a record of business is important in maintaining a corporate memory and a consistent view of data. Content Director specifically enables the automated gathering, collection, classification and promotion of content to specific document management environments, including Microsoft SharePoint systems. This improves collaboration and knowledge sharing. With a pulse on all electronic information, you can leverage its content in a more orderly, efficient and accountable manner.

Minimize Risk and Exposure

Unstructured information, whether in e-mail or .PST files, residing in file shares or dispersed throughout the enterprise, presents significant risk management challenges. Regardless of the format or location, firms are still required to meet their governance or eDiscovery obligations with regards to that content. At the same time, user-driven policies are time-consuming and require a high level of discipline. Today's regulatory landscape demands a more comprehensive, automated and robust approach to records management. A solution that corrals data across the enterprise and classifies it according to its business need and simplifies its review will improve corporate responsiveness and proactively reduce risk.



CommVault[®] Simpana[®] Software Singular Information Management[®]

Conclusion

CommVault Simpana is the only solution that delivers a single platform and interface to handle heterogeneous data types, operating systems and hardware platforms, offering one consolidated, enterprise-wide index of all electronic information. Simpana combines rich automated classification schemas with user tagging and comprehensive data movement capabilities to provide a complete solution to answer the many dynamic retention requirements faced by organizations today.

For More Information on CommVault solutions for Content Organization:

www.commvault.com/solutions-content-organization.html

For more information on CommVault: www.commvault.com



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