

Highlights:

Simpana® 9 software enables long term records management from a range of sources that helps to:

1. Automate the long term retention of unstructured records across the enterprise
2. Reduce the duplication of records across the enterprise to save storage costs
3. Enable quick and efficient access and sharing of records for improved end-user and corporate efficiency
4. Provide seamless placement and declaration of records to appropriate content repositories
5. Support tiering and management of records to leading cloud providers for hosted secure retention
6. Enable easy collaboration and sharing of active and passive records across the enterprise
7. Simplify the complete lifecycle management of records for retention and disposition

SIMPANA
SOLVES
records declaration

and the rest of your
data and information
management challenges.

CommVault® Simpana® Software for Records Declaration

Secure, Consolidated and Unified Long Term Records Management

CommVault® Simpana® software allows the efficient retention, classification and management of records throughout their lifetime. Records are kept secure and accessible, without introducing new IT expenditures. They can be consumed from third-party sources, including leading ERP systems and/or brokered to integrated service and information cloud providers. Assets identified by Simpana 9 as valuable business records can be automatically mapped and placed into records taxonomies within systems like Microsoft SharePoint Records Center for easy collaboration and information sharing. All this means a flexible and adaptable approach that can easily change as your business requirements change.

The capabilities of CommVault® Simpana® software for records declaration ensures that important records are acquired from both active and passive record sources and are declared to the appropriate secure and deduplicated records repository. Features include:

- Records consumption across all the CommVault® Simpana® 9 primary methods of data acquisition. This includes a range of applications and environments such as Microsoft Exchange and Lotus Domino messaging solutions, as well as Windows, UNIX and Novell file system environments.
- Dedicated API and web service for the consumption of records driven by external sources to CommVault® Simpana® 9 using the REST protocol. SAP® records declaration is provided by SAP® ArchiveConnect.
- Key end-point destinations for managing records include Simpana software's own virtualized repository for the classification, management and role based access to records. Other options include discrete legal preservation ("hold") policies, purpose-built records management solutions including Microsoft Office SharePoint Server (MOSS) as well as cloud providers including Iron Mountain Digital Safe, Amazon S3, Microsoft Azure and Nirvanix.
- Full Content Indexing (CI) enables all electronically stored records to be searched and retrieved in context. All copies of indexed data are combined into a single, searchable virtual pool of data.
- Records navigation, classification and collaboration is provided through a unified web portal with capabilities to classify information records with additional metadata tags that act as markers for further alignment of records to retention policies or workflow strategies.
- Role based access enables multi-channel collaboration and decision making. Records can be searched and collected based on embedded content or meta data classification schemas into information collections that are intuitively shared amongst peers and related information stakeholders across the enterprise.
- Classification and retention processes can be automated based on search rule sets. Records are identified based on unique characteristics including key patterns or attributes, then classified and aligned to specific retention policies using CommVault® Simpana® Content Director.
- Content records can be declared both manually via the web portal or automatically via CommVault® Simpana® Content Director to Microsoft SharePoint MOSS where classification tags are mapped to taxonomies in SharePoint for the correct and accurate placement of records.
- Content records managed by CommVault® Simpana® 9 are deduplicated from acquisition through retention to disposition, ensuring that physical copies are consolidated to unique, authenticated records for the duration of their lifecycle.
- CommVault® Simpana® software's single architecture reduces the amount of data repositories that need to be created and managed across sites, geographies and all media types to provide a unique boundless approach to the unified management of records without the constrain of records silos.

CommVault® Simpana® Search

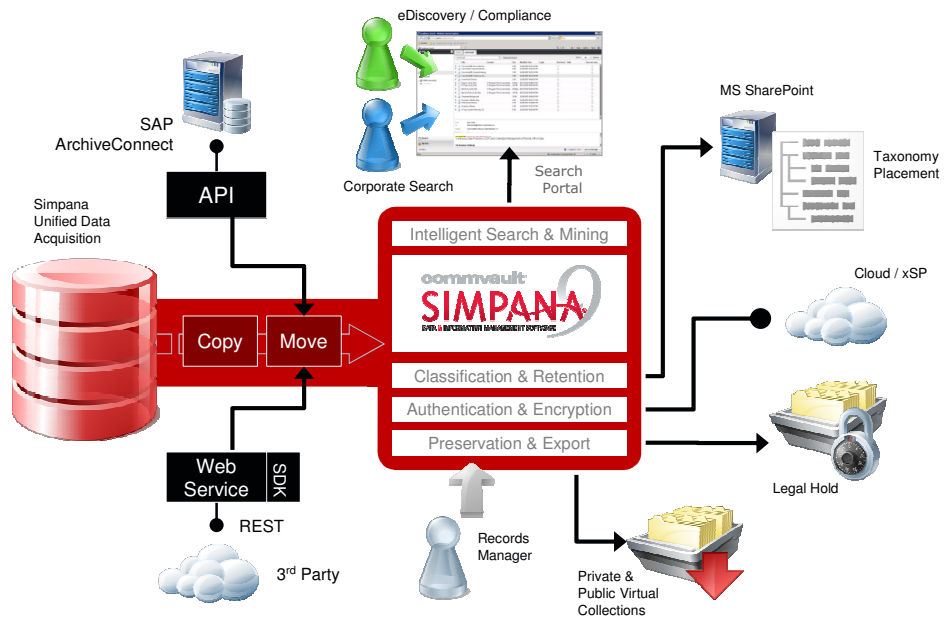


Figure 1: Coordinated classification and retention for the seamless access and placement of all business records.

Governance Benefits

- Reduced risk through a broad and consistent enterprise approach to records declaration.
- Information acquisition-driven management of unstructured records without invasive software in enterprise production environments.
- Reduced records duplication across applications and file environments.
- Manual and automated means of records classification and retention.
- Ease of access for a range of business stakeholders to their electronic records through intelligent search and classification enabled information mining.

Records Manager Benefits

- Coordinated retention and destruction of records to align with corporate policy.
- Visibility to passive and undeclared electronic records across the enterprise with rules driven identification, classification and placement of records.
- Identification and management of electronic information stored on offline media.

Corporate User Benefits

- Improved end-user productivity through the sharing and collaboration of virtualized electronic records across the enterprise.
- Improved access to information, including the seamless retrieval and recovery of important email and files, without the need to involve IT.
- Fast and easy search for files on a user's own desktop including Microsoft Office, text, messages, and other files.

SIMPANA®

For more information about Simpana® software modules and solutions, and for up-to-date system requirements, please visit www.commvault.com