

NEXTpage®

GOVERN SHAREPOINT DOCUMENT PROLIFERATION AND MIGRATION >

PROBLEM

SharePoint adoption is staggering. As SharePoint becomes the standard for collaboration, however, the information governance challenges of managing document proliferation accelerate. Versions of documents in SharePoint inevitably migrate to other locations—user hard drives, email, Portable Flash Media, and Shared Drives—creating legal risk, adding compliance headaches, and increasing costs of storage and e-discovery. These challenges leave regulated organizations scrambling for a solution to not only govern documents stored inside and outside of SharePoint, but also to migrate existing documents into SharePoint from other locations.

SOLUTION

NextPage solves this problem by leveraging patented technology to create and maintain a Digital Thread™. The Digital Thread™ enables organizations to classify, track, and govern documents stored in any location (acting like a “GPS for documents”). By leveraging Digital Thread™ technology for “in-place” governance, NextPage policies act on documents stored in SharePoint, or on user’s hard drives, email, Portable Flash Media, or Shared Drives. Additionally, NextPage enables migration of documents from other repositories into SharePoint with their classifications intact.

BENEFIT

By proactively applying “in-place” governance across SharePoint, hard drives, email, Portable Flash Media, and Shared Drives organizations achieve the following benefits:

COST OF STORAGE. With analysts projecting an overall storage growth of 44% in the next 10 years, organizations must face the challenge of managing this cost. Clearly, keeping everything forever is not an option. Information governance that manages in-place enables you to substantially reduce the total volume of unstructured information being stored for lower storage costs—all without impeding your business.

COST OF E-DISCOVERY. The operational costs associated with e-discovery directly correlate with the volume of unstructured information. Typical experience, conservatively measured, indicates an average cost of \$1,000 per GB.

In-place information governance reduces those costs by applying a business-justified disposition policy of outdated information. That means less money spent on storage and e-discovery.

LEGAL RISK AND COMPLIANCE. For most regulated organizations, legal risk and compliance are the main motivators driving the need to manage information in-place. That’s because a solid and consistent governance model is required to enforce disposition and retention policies regardless of where information is stored. The strong compliance offered by in-place information governance helps mitigate the risks of sanctions, investigations and motions.

IT INFRASTRUCTURE. While the alternative to in-place information governance involves costly central repositories and the massive overhead associated with additional servers, storage and storage management software, the in-place model used by NextPage does not.

CHANGE MANAGEMENT. By managing information in-place, organizations gain the advantage of better user adoption. Users don't have to change their normal work patterns of creating, editing, saving and emailing. That translates into greater user acceptance and better compliance.

HOW IT WORKS

NextPage follows every document as it proliferates and migrates, allowing you to take control of all the unstructured, unmanaged and de-centralized documents in your enterprise. Documents are classified from the moment they're created, and from there throughout the entire information lifecycle. When a document is saved, the Digital Thread™ stores information about each version. This enables the document's identity to survive location and filename changes as it travels through SharePoint to other locations. At any time, the Digital Thread™ tracking system stores a comprehensive view of where the document is and has been, and since the Digital Thread™ never embeds information within a file, it can track any file type. To accomplish this, NextPage tags every file within its tracking platform. These tags act as the file's DNA and, combined with the NextPage system's patented algorithms, allow the service to determine whether and how any two files are genetically related.

NEXTPAGE FOLLOWS EVERY DOCUMENT AS IT PROLIFERATES AND MIGRATES, ALLOWING YOU TO TAKE CONTROL OF ALL THE UNSTRUCTURED, UNMANAGED AND DE-CENTRALIZED DOCUMENTS IN YOUR ENTERPRISE. >