

Keeping You Compliant and In Control



KEY BENEFITS OF SpringCM'S RECORDS MANAGEMENT SOLUTION

- Fast and easy records declaration
- Fully integrated with document management and workflow
- Enhanced financial control and visibility
- Configurable by user role
- Rapid deployment — in days or weeks, not months
- Available at no charge for SpringCM users

SpringCM SECURITY FEATURES

- SSL: 128-bit RSA encryption
- VeriSign certified
- SAS 70 TYPE II-certified data center

ABOUT SpringCM

SpringCM delivers enterprise-class content management software as an on-demand service with fully integrated capture, document management and workflow.

NEXT STEPS

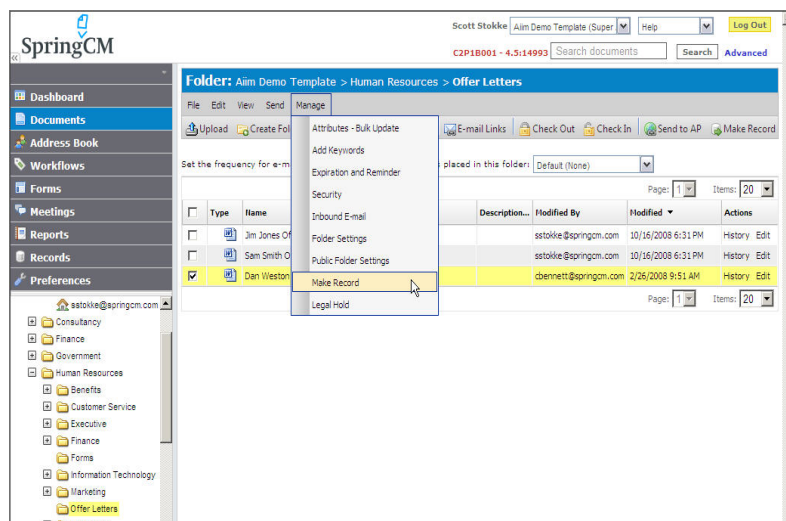
www.springcm.com
Toll Free 877.362.7273
sales@springcm.com

In today's environment of increasing controls and compliance, organizations need a way to manage the retention and destruction of business content according to company policy. Most importantly, they must do this in a way that is in harmony with, and supportive of, their overall document management policies and procedures.

This need exists not only for day-to-day records management but also for special situations such as e-discovery, where requirements demand that companies are able to search across all corporate content, including electronic, physical and e-mail documents. This search ability can be an expensive and manual process as content is first aggregated from different sources and often sent out of house to be scanned and put through the OCR process.

Fortunately, SpringCM has a practical and cost effective approach to addressing many records management requirements. With SpringCM you can:

- Define retention schedules for electronic documents, e-mails, etc.
- Consolidate e-mails, electronic documents and scanned images into a single searchable repository
- Automatically assign retention policies based upon record classification
- Apply the OCR process to faxes, PDFs and MS Office documents to allow content inside files to be fully text searchable
- Support legal holds, record declarations and destruction workflows
- Search records based upon discovery criteria, classify each document with discovery-specific metadata and enable internal and external counsel to collaborate on content in a secure web-based environment



Records Declaration is Fast and Easy in SpringCM.

Because there are no servers to buy or software components to install, you can get up and running quickly. You can also grow as your needs grow – start with basic classification and then get more sophisticated as you define your needs more fully – with the assurance that SpringCM's comprehensive functionality will support your future needs.

RECORDS MANAGEMENT



SpringCM Records Management lets you report on what is most important including records that have expired and records under legal hold. You can also search on any RM-specific pieces of metadata and construct new Custom Reports based on RM-specific information.

Role-Based Records Management

SpringCM Records Management has a role-based administrative model that allows you to manage records effectively. Roles are configurable based upon your unique requirements.

Records Manager

- Declares content as records and may classify records as needed
- Participates in destruction workflows as needed
- May place legal holds on records when they pertain to a given legal matter

Records Administrator

- Creates and maintains retention schedules that include the retention policies for all types of records
- Creates record classes and places legal holds
- Defines destruction workflows
- May place legal holds on records when they pertain to a given legal matter

Records Viewer

- Searches for records (documents) related to a give legal case – a standard user of Records Management

Legal Hold Administrator

- Creates legal holds and places documents on legal hold - additive role that can be added to each of the above roles

Integrated Content Management Platform

SpringCM Records Management is a core part of the most comprehensive on-demand content management platform available, including:

Capture: SpringCM's platform allows capturing paper and electronic documents from inside and outside the company via your method of choice, including e-mail, fax, scanning devices and manual upload. All content undergoes OCR, enabling full-text search.

Document Management: Comprehensive version control ensures that everyone sees the correct content and eliminates endless e-mails threads with multiple attachments. Documents can be organized and secured in traditional folder hierarchies with comprehensive audit trails and indexed with collaborative tags and/or metadata.

Workflow and Collaboration: Document Rules and Basic Routing and Approval workflows can be used to set up simple processes and sequential workflows in minutes. Advanced Workflow streamlines even the most complex business processes with full business process management and you can extract necessary information from eForms and place it into customized documents.

Delivery: Getting documents into the hands of team members, partners and customers has never been easier than with SpringCM. To save space on your mail server, send links to documents in SpringCM rather than sending e-mails riddled with attachments. Any document can be sent via e-mail, fax or even bound, printed and mailed based upon your requirements.

Reporting: Getting the data you need to improve your business processes involves just a few drop-down menus with SpringCM Reporting. See all your users' document activity by just setting a date range. To accommodate your specific business needs, create Custom Reports without any programming that can include your company's branding and look and feel.

Security, Reliability and Availability: SpringCM's comprehensive security capabilities allow you to set access privileges at the document, folder or individual level, ensuring that only authorized team members have access to sensitive content. With daily tape backups to multiple forms of data encryption, to SAS 70 certification, SpringCM offers equally reliable – and in many cases, better – security than on-premises document management and workflow software packages (and at a much lower cost).

SpringCM SYSTEM REQUIREMENTS

- Internet Explorer 6 or 7; Firefox 2; Safari
- Expensive hardware - Not needed
- Expensive software - Not needed
- Expensive system administrators - Not needed
- Expensive upgrades - Not needed



2121 S. El Camino Real, San Mateo, CA 94403
www.springcm.com 877.362.7273