SharePoint 2010 Content: ECM for the Masses

Microsoft® SharePoint® 2010 Content makes Enterprise Content Management (ECM) easy for everyone. Blending the worlds of traditional content management, social computing, and search, SharePoint 2010 Content is natural to use and manage. It provides a familiar user experience and rich policies and processes, helping to deliver adoption and success where legacy systems have failed.

Promote User Adoption

Drive transparent process
SharePoint 2010 Content makes content management more accurate and efficient. With its simple, "behind-the-scenes" administration, you can automate key business processes and apply policies and taxonomies quickly and consistently.

Increase productivity and information value
Closely connected to Microsoft Office, SharePoint 2010 Content provides a familiar user experience, including the Microsoft Office Backstage™ view. People are comfortable with the system, so they use it. Together, SharePoint and Office provide intuitive tools like automatic content organization, tagging triggered through a document's save location, and type-ahead completion of properties that can drive workflow and retention schedules.
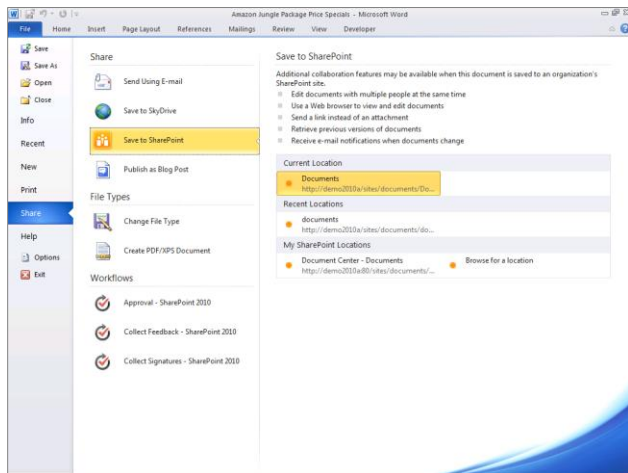
The Office Backstage view provides easy access to SharePoint locations, templates, workflow, and metadata.

Encourage everyone to participate
SharePoint 2010 Content simplifies content tagging and classification, making it easier for people to find, share, and use information. This means everyone can spend more time focusing on their high-value tasks instead of dealing with repetitive requests for information and recreating content that already exists.

Make the Tools Support the Business

Choose the right records management strategy
SharePoint 2010 Content lets you choose the records management strategy that works best for your company. You can manage records in-place, archive them to a central repository, or combine the two approaches. This flexibility can help you strike the balance between providing context and centrally managing large volumes of content.
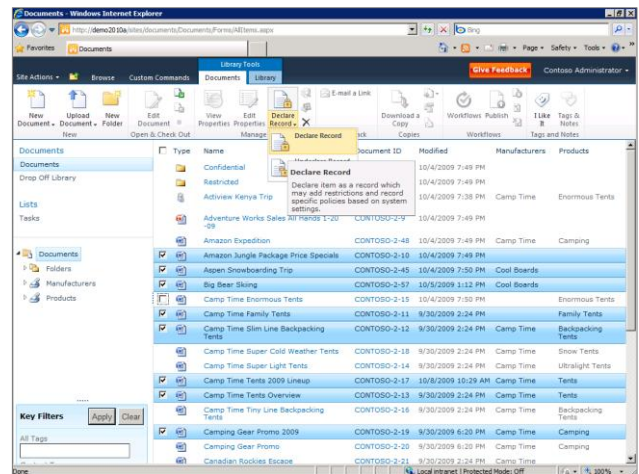

In-place records can be declared quickly from the SharePoint Ribbon.

Manage content consistently
SharePoint 2010 Content handles information of all types. Whether working with documents, Web pages, or social content, you can consistently manage versions, declare records, apply retention schedules, place legal holds, and run audit reports.

Manage compliance with detailed auditing
SharePoint 2010 Content provides detailed audit reporting at both the individual file level and across repositories. Compliance officers can see information on user access, file plan configuration, litigation holds, records status, and content type .


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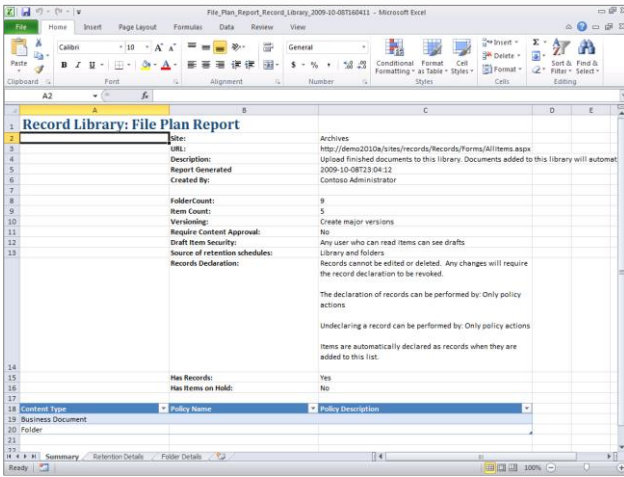
File plan reports give detailed information on repository structure, content volume, and retention schedules.

Decrease Costs by Managing the Right Content

Decrease storage needs across your company

With SharePoint 2010 Content, you can use multi-stage policies to drive retention schedules, controlling when content should be archived or expired. With these policies, you can be sure that you effectively dispose of content, rather than keeping it indefinitely, decreasing the amount of information you need to store and manage.
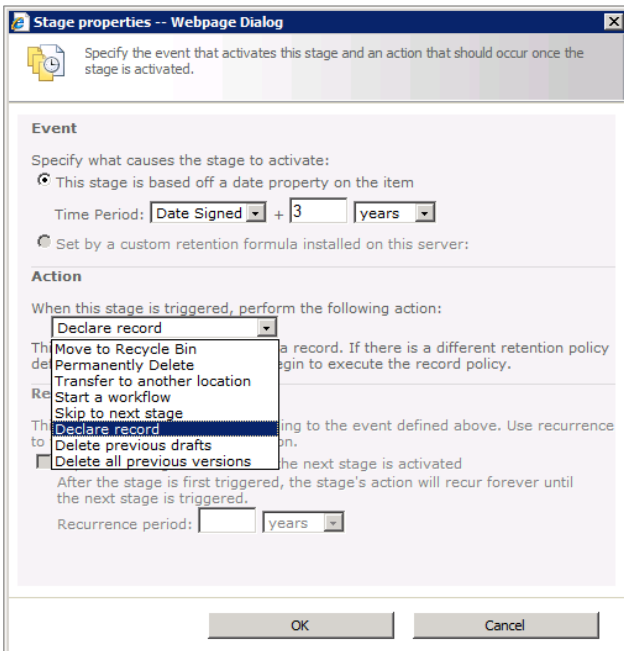
Build sophisticated, multi-stage policies and retention schedules using preconfigured actions and workflow activities.

Decrease risk through compliance

SharePoint 2010 Content features a familiar user experience that helps you and your people manage content quickly and confidently. With properly managed content, your company can maintain retention schedules according to industry or government regulations, decreasing the risks and costs associated with non-compliance.

Increase search relevancy

With SharePoint 2010 Content, your company can use retention schedules to move irrelevant content out of the search index. When only relevant content is returned in search results, people can find information in less time and increase productivity.

For More Information

Learn more about SharePoint 2010 Content at
http://sharepoint2010.microsoft.com .

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