



EQContent Manage

Manage is Equiniti's end to end document and content lifecycle management solution, built on Microsoft SharePoint. Providing a completely automated digital mailbox filing capability to automatically classify and sort content as it's stored on your SharePoint platform, whilst providing comprehensive lifecycle management features, without infringing on the end users SharePoint experience.

OUR SOLUTION

Manage analyses the content of files as they are added to SharePoint repositories and classifies them automatically within a taxonomy defined in the metadata term store. It uses artificial intelligence pattern matching to read content and then decide where content should be filed in a taxonomy, thereby separating content classification and storage structure completely.

EQ Content Manage also manages the long term retention, review and disposal of content which resides against each element of the taxonomy. Manage is a content lifecycle management product within the EQ Content suite.

EQContent is a collection of modules which together empower and enable an organisation to manage their content and records for their entire lifecycle. EQ Content Manage can be purchased individually, or as part of the entire EQContent product bundle.

KEY BENEFITS

- Store content anywhere. No need to store content in specific folders or libraries to define classification
- Easy to use and simple product, meeting data protection and legislative requirements
- Cost effective
- Protect data and privacy
- Command and control your data
- Build in data governance to your SharePoint platform
- Access to content lifecycle management reporting

KEY FEATURES

- Automatic classification of content based on AI pattern matching
- No visible change to the end users experience of SharePoint
- Automatic retention, disposal and review of content
- Aggregated management of retention, disposal and review schedules
- Provides end to end lifecycle management on a SharePoint platform
- Removes the need for end users to tag documents or store in specific repositories

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