



eRecords Enabler

# Microsoft® SharePoint™ Portal Server Solution

CEXEC eRecords Enabler™ solution offers electronic records management functionalities to Microsoft® SharePoint™ Portal Server 2003 (SharePoint). CEXEC eRecords Enabler Solution is a DoD 5015.2-STD, June 2002 certified compliant Commercial Off-The-Shelf (COTS) records management solution that offers eRecords management by integrating Microsoft® SharePoint™ Portal Server 2003 and IBM® DB2 Records Manager. CEXEC eRecords Enabler is seamlessly integrated with Microsoft® Office 2003 and XP and also certified compliant with Information Requirements Clearinghouse's RetentionManager™.

Key benefits of CEXEC eRecords Enabler include:

- **Web-based solution.** Built on IBM DB2 Records Manager and MS SharePoint Portal Server, which are both Web-based applications.
- **Utilization of MS SharePoint repositories** for electronic records for easy control and user access.
- **MS SharePoint records declare menu option custom Web Part** for ease of usability.
- **Advanced security schema.** Access control policies, user roles, access control lists, and permission profiling.
- Ability to choose and **declare different versions** of documents.
- Comprehensive **physical records management functions**, including bar code, reserve, and charge-out.
- **Auto Classify** to automatically locate the correct place for new records.
- **Suspend** (legal hold) records for legal requirements.
- User friendly **simple query** and powerful **advanced query** with ability to define the scope of the query, query details, report output fields, and report output.
- Complete and comprehensive **audit functions** providing audit trails.
- Direct records declare and classify from **MS Outlook** to SharePoint records repository.
- Direct records declaration and classification from **MS Office** and **MS Windows Explorer** to SharePoint records repository.
- **Bulk operation** to edit and update multiple records at once.
- **Rapid records file plan and retention schedule development**, utilizing Enabler File Plan Importer that is certified compatible with Information Requirements Clearinghouse's RetentionManager software.
- **Expandable infrastructure** to e-records, enabling other business applications. The expanded system can provide a single and consistent records management platform with extensive recordkeeping capabilities for SharePoint and e-records enabled business applications.
- IBM DB2 Records Manager supported Databases: **MS SQL Server 2000, Oracle 9.2, IBM DB2 8.1.**
- **DoD 5015.2-STD, June 2002 certified** records management solution.

Microsoft SharePoint® Portal Server 2003 enables enterprises to develop an intelligent portal that seamlessly connects users, teams, and knowledge, enabling people to take advantage of relevant information across business processes, which will help them to work more efficiently. For more information about Microsoft SharePoint Portal, visit the Microsoft Web site at [www.microsoft.com/sharepoint](http://www.microsoft.com/sharepoint).

IBM® DB2 Records Manager is an engine and infrastructure tool that adds the benefits of e-records management to business applications. With no software to install on workstations, IBM DB2 Records Manager provides a single and consistent records management platform with extensive recordkeeping capabilities for both electronic and physical information assets and helps meet government and industry requirements for formal records management. For more information about IBM DB2 Records Manager, visit the IBM Web site at [www-3.ibm.com/software/data/cm/cmgr/rm](http://www-3.ibm.com/software/data/cm/cmgr/rm).

CEXEC, Inc. is a Microsoft® Certified Solutions Provider and IBM® business partner. For more information about CEXEC and its Records Management Solutions, visit the CEXEC Web site at [www.cexec.com](http://www.cexec.com) or call 703-435-0099.



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