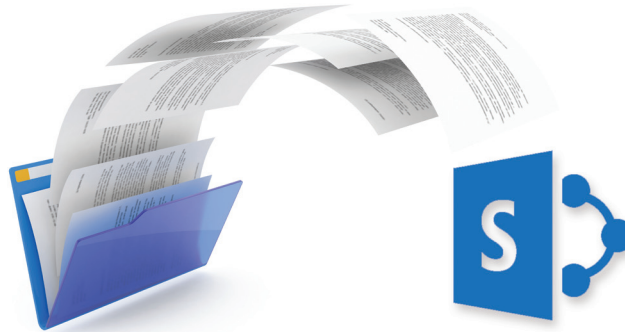


CONNEXUS

INFORMATION GOVERNANCE

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08458 675 516



Migrate a lower volume of high value files

Remove surplus files pre-migration

Locate and manage sensitive data

Generate enhanced metadata to improve SharePoint search

Implement retention policy

Categorise to business taxonomies

Migrate directly into SharePoint or Office 365

SharePoint Migration
Reduce Cost and Increase Value

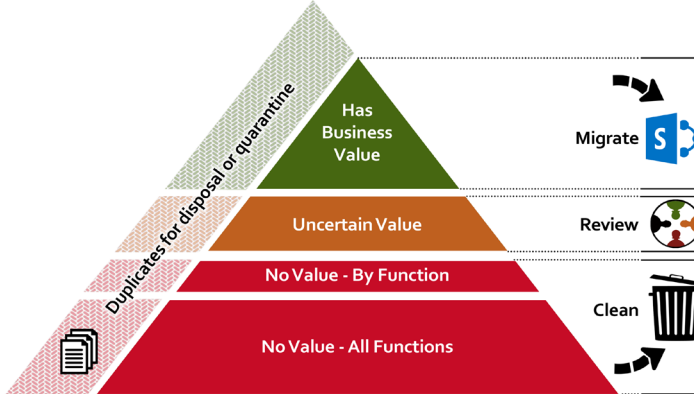
SHAREPOINT MIGRATION

Are you planning on implementing **SharePoint** for collaboration or enterprise search, or do you already use its workflow or records management features? Successfully consolidating, migrating and managing files within SharePoint leads to **more productive staff** through efficient collaboration using automated process, version control and alerts.

REDUCE COST AND INCREASE VALUE

Without carefully considered planning, migrating files from an ageing disorganised repository into SharePoint (or other ECM) can merely result in the transfer of poorly governed content into a more expensive location. To best realise the benefits which ECM can deliver, you should only populate it with information which has **value to the business**, and ensure the migrated files are suitably tagged with useful **metadata**.

Connexus IG provides a proven methodology to **migrate a lower volume of high value files with consistent metadata**.



REDUCE VOLUME

- **Migration Preparation Savings** – fewer files for migration results in lower cost to prepare and migrate
- **Storage Savings** – clarity on what to remove and what this can save you
- **Increased User Productivity** – find the right information, which was previously buried in a mountain of data

MINIMISE RISK

- **Sensitive Data Secured** – ensure suitable management of restricted files
- **Data Loss Prevention** – ensure at risk data has not leaked into areas where it is at increased risk of Cybersecurity breaches

MANAGE EXCEPTIONS

- **Unsuitable Files** – many file types such as executables and databases are not ideally suited to storage in SharePoint
- **Migration Readiness** – remediation of unsuitable files such as excessive size or filepath length prior to successful migration

INCREASE VALUE

- **Add Consistent Metadata** – for enhanced management and usability
- **Enhanced User Collaboration** – easier access to shared documents
- **Retention Policy Applied** – remove files when they become obsolete
- **Categorise To Business Taxonomies** – tag with your custom record types

ABOUT CONNEXUS IG

Connexus Information Governance offers expertise in the field of **information management strategy, delivery and training**, with collectively over 25 years and 50,000 hours experience. Our unrivalled solution combines **World-class consulting with revolutionary software** to determine the **quality and health** of your digital landfill and **identify weaknesses**. Our **trusted expertise is guaranteed** to solve your information governance challenges.

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