

Manage All Documents. Wherever They Are.

Secure & Compliant Archive, Discovery & Records Management

Simplify your data strategy and save money by connecting to all physical, digital and email records through a lightweight, highly-secure cloud solution. CollabSpace is the only FedRAMP High In Process SaaS Solution for Records Management also prioritized by JAB for P-ATO. Or go on premises with DOD-5015.02 certified Collabware CLM. Records processes are streamlined, secured and automated, taking responsibility off individual end-users and eliminating manual error. It will stand alone as your unified governance hub or you can even leverage and expand the Microsoft 365 software you're already using, without needing to upgrade.

- Meet M-19-21 and NARA Universal ERM Compliance requirements.
- Automate document filing and alleviate end-user intervention with comprehensive records lifecycle workflows for both structured and unstructured data.
- Empower users and reduce the burden on IT teams by giving teams access to data critical for completing tasks and making the right process decisions.
- Apply governance to records as they are created with auto-categorization rules.



FedRAMP

*Security Status:
FedRAMP In Process
High Impact*

Fulfill FOIA Requests in a Flash

With the ability to gather fast and targeted results that have been indexed from across all content types and data repositories, you'll find what you're looking for in a fraction of the time and export it the way you need to.

- Template common queries, preview files without downloading and create legal holds for review.
- Gather results from all content repositories within a unified and customizable dashboard.
- Automatic OCR (Optical Character Recognition) and transcription so relevant content in images, PDFs and audio/video files appear in search results.
- Detect duplicates and versions, then easily export the files you need, individually or in bulk.

Prevent and Recover from Data Breach or Accidental Loss

Cybersecurity is an ongoing concern. While ransomware and malicious attacks make headlines, everyday mistakes such as accidental deletion can pose even more damage and disruption to an organization.

- Archive enterprise content using fortified Zero Trust Security WORM Storage (Write Once Read Many).
- All files and versions are captured for compliant preservation.
- Secure, permission-based access, encryption, immutable activity logs, audits and more.
- In the event of data loss, file recovery is virtually instant with no need for IT help desk intervention.
- Maintain productivity with little to no downtime and avoid costly measures for system repair.

Multi-Platform Content Accessibility

Multiple Content Sources? Get connected to all your content repositories (managed in place, or not) and gather search results all in one view. Access privileges are secure with permission-based settings.



SharePoint



OneDrive



Microsoft Exchange



SAP



File Shares + more...

Government RIM Features

Manage all aspects of the content lifecycle & archiving.



Physical Records Management

Capture & retain invoices, contracts, receipts, applications, inquiries or any other physical records to manage circulation processes.



Electronic Records Management

Centrally manage & configure rules, automate categorization, retention, security & defensible disposition of content & cases.



Event-Based Case Management

Define & enforce case governance rules with an Aggregates system for managing case templates & instances.



Multi-Lingual & Multi-Jurisdictional

English, French & other languages. Data residency & sovereignty compliance in USA or Canada.



Precision Search & Discovery

Advanced metadata queries locate content precisely with a flexible display to group, sort & filter results.



Auditing & Reporting

Manage Tracking, Metadata Sync, Error Handling & more to track & audit activities & generate reports.



Lifecycle Workflows

Easy Drag & Drop visual design board to create comprehensive workflows that automate the complete lifecycle of your content and cases.



Single Sign On

No disparate systems & department silos that cause accessibility issues and no need to remember multiple passwords.



Interoperability & Scalability

Import & manage content from all other DoD-certified software. Expand functionality with flexible API for other content sources.



Content & File Plan Export

Export content from SharePoint, including its metadata. Also, export the file plan in an easy-to-read all-in-one document.



Automatic OCR & Media Transcription

Automatic OCR, text & entity extraction from media files & traditionally non-text-searchable files (such as PDFs & scans).



Reduce Storage Space

A unified content archive reduces cost & eliminates the need for disparate storage centers while getting support for early & late archiving.

Certifications & Standards



NARA UERM & OMB M-19-21



DoD 5015.2



GSA - Schedule 36 & Section 508



FINRA SEC17a-4



FedRAMP In Process High Impact & Prioritized for JAB P-ATO



Sarbanes-Oxley Act



FDA - 21 CFR 11



WCAG 2 - World Wide Web Consortium



HIPAA - Personal Privacy Standard



SOC 2 Type II Security

Contact Us

See how Collabware products can increase collaboration, productivity and compliance within your organization. Please contact us for more information & a personalized demo.



www.collabware.com

contact@collabware.com

1-855-268-0442