

ConsolidateArchive

ConsolidateArchive allows you to consolidate and archive WorkSpaces and Documents across your WorkSite environment while maintaining all pertinent metadata in a scheduled and manageable way.

How does it make my life easier?

Does your firm's main document library consists of too many WorkSpaces and documents to filter through? Closed Matter WorkSpaces and documents are visible during day to day activities and often interfere with active material. With ConsolidateArchive, you can automatically determine and schedule archiving of WorkSpaces and documents. ConsolidateArchive allows you to map metadata fields from the source library to the correct field in the destination. Metadata values are transformed (from the source library) into valid values (in the destination), at which point you can also remap existing groups to conform to the destination's security structure.

Organizations working on consolidating multiple libraries into a common data center face a daunting task. To avoid similar content being distributed across multiple libraries, ConsolidateArchive protects your documents from modification as they are archived, preventing the existence of two live documents. Optionally, you can retain original document numbers so that users can quickly locate content.

Features & Benefits

- Move WorkSpaces and Documents from one library to another
- Remap metadata, users, and groups
- Original documents from the source can be left untouched, locked, deleted, or replaced with a shortcut to the new location
- WorkSpaces and Folders can be removed from the original source upon migration
- Destination documents can be declared as records or locked
- Document numbers can be maintained or renumbered
- Maintain document history, relationships, and additional properties