

## Content Director

### *Control and Manage Corporate Content Across the Enterprise*

#### Key Benefits

- ▶ Streamline management with automated policies to classify, organize and retain your information.
- ▶ Discover data quickly and efficiently throughout the enterprise.
- ▶ Reduce burden on end-users for classification.
- ▶ Ensure your company adheres to regulatory requirements for document retention, by qualifying and promoting “records of business” from the unstructured pool, based on corporate rules.
- ▶ Promote records of business to Microsoft® Office SharePoint® Server (MOSS) for easy knowledge sharing and collaboration.
- ▶ Optimize storage resources by saving a “single copy of the truth” and eliminating data that has no value.
- ▶ Meet eDiscovery and legal hold challenges.

#### The Business Challenge

Faced with unrelenting data growth, organizations are straining under the weight of storing data for regulatory, legal, operational, privacy and other long-term retention needs. Long-term retention of unstructured data means that organizations are keeping unnecessary, redundant or irrelevant information that overwhelms storage resources and drives up IT costs. Firms must grapple with many different kinds of data, including financial reports, personnel files, research results and customer records. The problem is that most do not correlate information with their business processes, often resulting in poor utilization of storage resources. Without an effective method to classify and retain the right data, organizations unnecessarily take a “save everything” approach. In the face of 30%-50% annual growth rates in production data, this simply overwhelms the economics of storage.

#### The CommVault® Solution

Fortunately, there is a solution. CommVault® Simpana® software leverages a single architecture to deliver many benefits to an organization. CommVault Content Director retains, stores and organizes information according to its business value, dramatically increasing storage efficiency and improving access to information while providing better methods for meeting compliance, corporate governance and eDiscovery requirements.

#### Control Costs

Managing information overload has traditionally been expensive and problematic. Information is growing at rates of over 70% per year and is often unmanaged and remains scattered across the enterprise (Gartner, 2008). This

mismanagement leads to keeping data that has no value, causing storage costs to skyrocket. Today, saving all data is too expensive, too overwhelming and too risky.

*What if you could organize and save the “right” data, based on your business and governance needs?*

Content Director delivers content-inspired information management so that you can conduct business in an informed, accountable and efficient way. Content Director automates the process and workflow of categorizing information, allowing previously untapped assets to be quickly and precisely classified. Items that meet your content-inspired retention rules are stored for long-term use, while the remainder of items expire after their primary recovery or archive needs are satisfied. This prevents incurring additional operational cost, storage cost and user-based processing time and rids of information that has no business value.

#### Maximize of Value of Information

Unstructured information, whether e-mail residing in file shares or moving through web-based channels, presents significant classification challenges. Regardless of the location or format, organizations are still required to meet their regulatory, legal or corporate governance requirements.

*What if you could automatically categorize information, making it easier to find, access and use?*

Content Director automatically classifies vast amounts of previously unmanaged content or reclassifies content already under management so it can be easily leveraged for business purposes. Information required to be managed by

## Key Capabilities

- ▶ **Content-Inspired Information Management**—Revolutionary new approach to reorganize and save the “right” data resources based on your business and governance needs.
- ▶ **Content Indexing**—Searches can be based on dates, header fields, full text, proximity, Boolean phrases and patterns, and search-within-a-search results.
- ▶ **User-driven Search**—Refine the search results by sharpening the view to show items that meet certain qualities. Saves users time in finding the “right” items they need, while greatly simplifying the search experience.
- ▶ **Policy-driven Search**—Automatic promotion of content into a Review Set or directly to a prescribed legal hold retention policy is especially useful for repetitive, prescribed actions that need to be conducted automatically as data flows through the system.
- ▶ **Automated Declaration and Classification**—Streamline the process of declaring an item a business record to preserve it as part of your corporate memory or evidence in a legal case. Automate the analysis and grouping of information into categories so the appropriate actions can be taken. Remove the burden from the end-user for time-consuming and risky user-based processing. Relying on users can lead to mistakes, applying a policy makes the process consistent and cost-effective.
- ▶ **Intelligent Tagging**—Content tagging of archived or backup content improves search quality by allowing end-users or knowledge managers to search data that is organized by business need. By managing your data through classification tags, unstructured information becomes meaningful to your business and an organizational asset.
- ▶ **Review Sets**—Content is routed to user workflows where it is assessed for relevancy, annotated, tagged and promoted to hold or declared as records.
- ▶ **Simplified Review**—By grouping data in a logical way, and with a consolidated copy of only relevant information, the amount of time it takes lawyers to review is reduced.
- ▶ **Powerful Retention/Legal Hold**—Identify, consolidate and preserve relevant data found during a data discovery operation with a highly accurate, policy-based approach. Declare tagged items as business records and promote into MOSS Records Center. This feature is especially useful when you have to search legal data from multiple retention policies that need to be retained and managed as one distinct set of data.
- ▶ **Improved Collaboration and Knowledge Sharing**—Leverage MOSS/SharePoint Portal Server with automated declaration of business records and subsequent promotion to SharePoint. This consolidates important information into one central location, without end-user involvement.
- ▶ **Enterprise Records Management (ERM) Connector**—Qualify information that meets your record retention rules from the unstructured pool and promote those items directly into the ERM queue.
- ▶ **Flexible Policy and Workflow**—Tie Simpana® Content Director tools (Tags, Legal Holds, ERM Connectors, Search, etc.) into a consistent, schedulable workflow.
- ▶ **Easy Export**—Export to third party for easy analysis and evaluation. Collectively cull down multiple Review Sets and reduce the amount of data to be exported.
- ▶ **Reporting**—Maintain required levels of security and authenticity to help facilitate proper corporate governance.



users against a specific taxonomy or filing structure often doesn't find its way and remains scattered across the enterprise. By managing data through classification tags, information becomes an asset measured against these taxonomies or filing structures. Content Director allows you to conduct business with intelligent, accountable and efficient data mining.

## Minimize Risk and Exposure

A combination of factors is pushing organizations to streamline information management processes in response to litigation, regulatory inquiries and corporate investigations. The rise in litigation and regulatory actions, coupled with decreasing tolerance for data management mistakes make risk management a top concern for most corporations today.

*What if you could group information in a logical way to speed review cycles and be more responsive to eDiscovery and/or regulatory requests?*

Content Director sorts, retains and directs data, based on content classification, into review sets for eDiscovery or legal hold for review. Using content rules, data can easily be culled down into multiple review sets to manage more efficiently. With the Content Director Legal Hold feature, users can pre-create legal hold sets. Relevant items can be preserved in case files or legal hold sets along with annotations and tags for the length of the case. Efficient storage management options such as encryption, compression, deduplication or tiered storage policies can be used to reduce the cost of long-term storage ownership.

Additionally, Content Director declares tagged or marked items as records of business, allowing you to maintain required levels of retention, security and authenticity against defined policies giving you the proper level of access to help facilitate proper corporate governance.

## Key Features and Benefits

Features	Benefits
<b>Policy-based retention</b>	Records of business are retained to meet regulatory or legal obligations.
<b>Declaration of items as records of business</b>	Automated process of declaring an item a business record to preserve it is part of your corporate memory or evidence in a legal case. Declared items can be promoted to document sharing environments like Microsoft® SharePoint®/MOSS.
<b>Process &amp; Workflow</b>	Automate management conduct business in an orderly, efficient and accountable manner.
<b>Promotion to Microsoft SharePoint/MOSS</b>	Automatically classify and tag items against a filing structure in SharePoint. Using SharePoint saves time and money by eliminating duplication, processing information quickly and above all reducing risk.
<b>Export for analysis and evaluation</b>	Easily export to third party for analysis and evaluation. Collectively cull down multiple Review Sets and reduce the amount of data exported.
<b>Classification Tags</b>	After performing a search operation on Content Indexed data, categorize the search result items using Tags in order to perform searches based on the associated Tags at a later point in time. Users can create their own Tags to improve search quality.
<b>ERM Connector</b>	Submit discovered documents and files as records of business to an ERM server within the Enterprise Records Management system.
<b>Policy-based Legal/Retention Hold</b>	Highly accurate policy-based approach to search and retrieve discoverable data from all ESI to retain a subset for long-term retention. A pristine copy of the data is maintained for court submission.
<b>Automated Content Classification Policies</b>	Automate and schedule the data discovery process and integrate it proactively into day-to-day activities, improving review cycles and cost efficiencies associated with discovery.
<b>Search Navigators</b>	Classify your results to show different views of the data based on characteristics and frequency distributions.

## Additional Solutions for Comprehensive Information Management

CommVault offers data management software built on the same software platform so that all capabilities work together. This makes it easy to add capabilities when and how you need them. To realize the full benefits of Simpana® Content Director, consider adding:

### ▶ **CommVault® Backup & Recovery**

- Automatically schedule backup of file system and application recovery points.
- Enable disaster recovery of databases and systems.
- Search and retrieve backup copies along with archive copies to meet expanding requirements that specify backup discovery.

### ▶ **Continuous Data Replicator (CDR)**

- Reduce the size of the data that needs to be replicated with CDR by adding Archive Management at the remote sites.
- Stubs are not “broken” by replication, but maintain capability to retrieve the data remotely.

### ▶ **CommVault® Archive**

- Reduce the size of the Exchange, SharePoint®, Lotus Notes® and file system data.
- Extend the life of primary storage devices, while improving backup performance.
- Meet retention requirements for internal standards, regulatory compliance or legal discovery scenarios.

### ▶ **Storage Resource Management**

- Monitor and anticipate primary storage growth requirements at local and remote offices.
- Monitor and manage the amount of disk space being consumed by archives, backup copies and replication copies.
- Leverage 360 view of data to make more informed decisions on behalf of your business.

\* CommVault® Archive solutions enable enterprise-wide storage management and eDiscovery with solutions for e-mail, collaboration, file system and Network Attached Storage (NAS) data. With built-in tiered storage and multi-platform support including: Microsoft Exchange, Lotus Notes, and Microsoft SharePoint data, comprehensive archive management is simplified. For more information, refer to the CommVault website at <http://www.commvault.com/products-archive.html>

## System Requirements

<b>Supported Policies</b>	Microsoft® Windows®, Linux®, Unix® and NAS file archive and backup types and Microsoft Exchange, Lotus Domino and Microsoft SharePoint®.
<b>Supported Platforms</b>	Simpana® core platform support.
<b>Supported Applications</b>	MOSS Records Center for declaration

All Content Director related features require CommVault® Content Indexing agent. Content Director policies are applied against data indexed in the content index pool.

*Note: System Requirements are subject to change. For up-to-date System Requirements, please refer to product documentation on the CommVault website at <http://www.commvault.com>*



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**SIMPANA**  
software

**CommVault® Simpana® Backup & Recovery, Archive, Replication, Resource Management and Search software is designed to work together seamlessly from the ground up, sharing a single code and common function set. This exclusive single-platform architecture enables unparalleled software efficiency, performance and reliability for unprecedented control over data growth, costs and risk.**