Managing Access, Control, and Governance for Intelligent Content Integration
Objectives
Enhance content management, transparency, and compliance

Improving content access and control across the organization helps increase productivity, support compliance and archiving, and lower administration and storage costs. Integrating Microsoft Office 365 work streams and data into larger business processes streamlines content management, boosts efficiency, and enables intelligent enterprises.

Agile operations drive success in the digital economy, and many organizations depend on Microsoft Office 365 for its robust support for team and enterprise-wide collaboration. This contributes to the rapid proliferation of Microsoft Office 365 content, such as e-mails, spreadsheets, presentations, and other documents. Disconnects between Microsoft Office 365 and enterprise software result in incomplete information, errors, and duplication along with a lack of process integration.

Taking charge of this content is essential to reducing complexity, streamlining collaboration, and helping ensure compliance. By facilitating the management of Microsoft Office 365 content, you can improve access to documents and data, foster content governance, and harness the power of your SAP® software. You can enhance control of site management and replication, reduce risk, eliminate data and process silos, and provide a single version of the truth.
Enable smarter data and document control

The add-on for Microsoft Office 365 for SAP Extended Enterprise Content Management (SAP Extended ECM) application by OpenText enables you to integrate your Microsoft Office 365 content for enhanced document and data access. The add-on captures the metadata and context of underlying business processes, which are enabled by your SAP software, to facilitate content management, automatically apply record management and retention policies, and help ensure compliance. Whether users are in Microsoft Teams, Office 365 Groups, Outlook Online, or SharePoint Online, they can view, edit, and collaborate on the data and content that is traditionally trapped in the business systems. The add-on leverages rule-based archiving and record management functionality in SAP Extended ECM to help reduce noncompliance risk, increase control of Microsoft Office 365 content and replication, and improve process and data transparency.

By uniting Microsoft Office 365 content, SAP software transaction data, and content management control policies, the add-on helps ensure that Microsoft Office 365 work streams fully synchronize with your core business processes. For example, asset management teams can manage enterprise plant and maintenance information more efficiently and transparently from within Microsoft Office 365.

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Teams can execute maintenance processes using transaction data generated by enterprise asset management software from SAP, and shipping specialists can improve document generation and distribution processes, all from within Microsoft Office 365. Sales teams relying on business system data for quotations, contracts, and product data can use their Microsoft tool of choice and participate in opportunity-to-revenue and customer-support processes. And business systems users can view and interact with content generated by Microsoft Office 365 users.

The add-on supports manual and automated processes. With it, you can create workspaces for specific projects that provide direct access to core business objects and processes from within Microsoft Teams, Office 365 Groups, Outlook Online, or SharePoint Online. Version control and audit trail functionality help ensure accuracy. Business users can find what they need, when they need it, with powerful search functionality. Classifications and metadata automatically inherited from business objects enable record management, retention, and compliance policies.

By providing a collaborative environment with coauthoring tools for Microsoft Teams and Office 365, the add-on lets people share, reuse, and learn from collected knowledge, strengthening internal networks and enabling information disclosure.

Enable smarter data and document control

- Support comprehensive archiving and complex compliance
- Manage the growth of your Microsoft Office 365 content
Support comprehensive archiving and complex compliance

With the add-on for Microsoft Office 365 you can address the challenges of complex software regulatory landscapes and IT budget constraints. The add-on complements Microsoft Office 365 with support for information governance that includes comprehensive records management and archiving, as well as support for compliance with government, industry, and company-specific policies.

Archiving functionality goes beyond document time stamping. The add-on enriches Microsoft Office 365 with contextual metadata to establish a chain of custody and support traceability to meet the demands of internal auditors, external regulators, and legal requests. Microsoft Office 365 documents chosen for inclusion in the business process are fully archived as records and controlled using content-type mapping, document-access permission synchronization, and automatic link updating. The add-on works with functionality in SAP Extended ECM to meet international standards for record management to facilitate the proper capture, preservation, and disposition of enterprise content.

Together, the add-on and SAP Extended ECM meet U.S. Department of Defense Standard 5015.02 and other international standards for records management.

Enable smarter data and document control

Support comprehensive archiving and complex compliance

Manage the growth of your Microsoft Office 365 content
Manage the growth of your Microsoft Office 365 content

Active and inactive Microsoft Office 365 sites and Microsoft Teams can contribute to loss of control over content. The add-on for Microsoft Office 365 helps you administer sites and teams to more efficiently and cost-effectively control content proliferation. The ability to start coauthoring sessions directly from your SAP business application brings users and content even closer together without worrying about versions, saves, or edits.

Advanced site templates and self-service configuration functionality accelerate site and Microsoft Teams deployment. The add-on supports the archiving and deletion of redundant and inactive sites and Microsoft Teams from within Microsoft Office 365, reducing maintenance and costs associated with Microsoft Office 365 while protecting information security and compliance.

Enable smarter data and document control

Support comprehensive archiving and complex compliance

Manage the growth of your Microsoft Office 365 content

Boost effectiveness enterprise-wide while reducing IT costs and simplifying administration.
Increase productivity and efficiency and add business value

The add-on features powerful functionality to support efficient, cost-effective, and holistic content management. With it, you can make the most of your investment in Microsoft Office 365 and SAP software by helping eliminate the need to incorporate separate solutions for business application connectivity and integration, compliance reporting, archiving, and record management. By enriching Microsoft Office 365 content with SAP software transaction data, your teams can use their familiar Microsoft Office 365 user interfaces, without the need for additional training on separate solutions.

Using the add-on, you can improve productivity across the organization, support corporate governance and legal compliance for relevant content generated using Microsoft Office 365, and minimize delays caused by missing or inaccessible documentation. You can also reduce discovery costs and disconnects.

What’s more, because it is cloud based, the add-on accelerates go-live and user adoption while providing the flexibility to meet your current and future needs.

Support nimble operations by bridging silos and enhancing information flow throughout the organization.
Summary
Enhance collaboration and productivity with the add-on for Microsoft Office 365 for the SAP® Extended Enterprise Content Management application by OpenText. You can integrate enterprise business processes from within Microsoft Office 365 using Microsoft Teams, Office 365 Groups, Outlook Online, and SharePoint Online to control content. The add-on uses archiving and record management functionality in the SAP Extended ECM application to reduce costs and facilitate compliance.

Objectives
• Reduce content growth and costs
• Connect Microsoft Office 365 and SAP software
• Enhance business execution within Microsoft Office 365
• Support governance and compliance of your relevant Microsoft Office 365–generated content

Solution
• Consolidation of Microsoft Office 365 content, SAP transaction data, and document control
• Enriched content with contextual metadata for enterprise content management
• Addition of a coauthoring capability from within business applications

Benefits
• Improve collaboration efficiency and productivity
• Eliminate content silos and reduce content proliferation
• Help enforce governance and compliance policies within Microsoft Office 365
• Minimize disruptions caused by inaccessible documentation

Learn more
To find out more, call your SAP representative today or visit us online.