HP Autonomy ControlPoint
Identify, harvest and control content across enterprise systems

Gain control over information repositories

Many organizations today possess numerous business systems and information repositories. These result from the advancement of information generating technologies over the past two decades. Significant business risk and inefficiency can occur when an organization does not know what information is contained within these siloed repositories or have control over this information.

Data is growing at an unprecedented rate, with most of this information being generated by an increasing number of business and personal computing platforms, such as Microsoft Office applications and SharePoint, smart phones, mobile computing platforms and tablet devices, social networks, email and line of business applications.

SharePoint is a prime example of how a collaborative business system can create information silos across the enterprise if not properly governed. SharePoint aims to provide a portal environment for enterprises to improve departmental collaboration. It has been rapidly deployed due to its ease of installation and straightforward user interface. Ironically, this rapid proliferation of SharePoint has led many companies to lose control of the very content they had hoped to better manage. Many SharePoint sites are created without the company’s knowledge and lie outside its information governance plan.

In the wake of new regulations, the credit crisis, and widespread litigation, it has become essential for organizations to consistently implement information policies for finding, holding and disposing of content in a timely and defensible manner. ControlPoint can help you gain insight and understanding of the content contained within your organizations many silos, providing tools to manage and control this valuable business asset.

ControlPoint architecture

ControlPoint

ControlPoint leverages HP Autonomy’s Intelligent Data Operating Layer (IDOL) and its connector framework to identify, harvest and control content across enterprise repositories. ControlPoint provides classification, categorization and policy application to content indexed by IDOL. Business insight into information themes, locations and value is provided through ControlPoint’s executive reporting dashboard.

IDOL

IDOL is at the core of ControlPoint. IDOL indexes all information, making it visible, transparent, and available to be controlled and governed. Information sources such as SharePoint, Exchange, HP TRIM and file servers are indexed through the connector framework into IDOL.

IDOL forms a conceptual and contextual understanding of the content in an enterprise, indexing and analyzing information from over 1,000 different content formats. For the diverse enterprise with many content sources (not just SharePoint), our mature connector framework enables search across the entire enterprise body from a web interface, allowing for an unprecedented view of the organization’s information assets as well as for fully FRCP-compliant search.

Key Highlights

Provides visibility and understanding
Of business risk associated with information stored in enterprise systems.

Automate compliance, legal hold & disposition management
Based on policy and the conceptual understanding of information across various file formats

Enables legacy content cleanup and defensible disposition
• Identify, categorize and classify content in enterprise information silos
• Inventory of content based on business value and lifespan to facilitate appropriate management
• Policy to drive secure management of business records in the Records Management system or Defensible disposition of redundant, outdated and trivial content
For example, an organization can perform a comprehensive search across information in the enterprise, they can then determine what content sits outside the disposition spectrum and create a policy to either manage or delete such information as appropriate. Sensitive information that is not being properly governed (with appropriate security and compliance policies) can be identified and moved to a secure repository (records management system) or put on hold should it be subject to a legal matter.

Gain insight and understanding of your enterprise information

Information contained in multiple systems and repositories provides little insight into business performance and themes if not managed in a holistic manner. Siloed information provides tactical value to a small segment of the overall enterprise but rarely delivers strategic value to executives or the enterprise as a whole. The ability to report on and display an organization’s information evolution is invaluable for future strategy and performance.

Reporting dashboard and content visualization

ControlPoint provides a collaborative hub that brings together risk managers, compliance officers and legal counsel to collaborate and enforce governance policies in one system. An executive dashboard provides navigational tools that can be drilled down to explore different areas of policy module application. For instance, the officer can learn how much data is potentially on hold across all enterprise systems, or what potential policy violations are occurring. The comprehensive reporting brings critical transparency to the company’s compliance condition.

ControlPoint provides advanced visualization of information clusters (based on meaning) in a graphical way. This graphical representation makes it very easy for executives to identify trending or popular concepts and themes. Two-dimensional cluster maps show heat zones of information grouped by concepts, clicking on the graph will display the underlying documents within that zone. Three-dimensional spectrographs display how these clusters change over a period of time.

These clusters are valuable in understanding the evolution of your enterprise information and are useful in training policies to apply defensible disposition management.

Increase efficiency and elevate productivity through automation

As the volume of electronic content continues to grow dramatically, it is critical for businesses to adopt an information governance solution that does not rely exclusively on the manual efforts of users and administrators. ControlPoint effectively automates the consistent application of policy to content based on the conceptual understanding of information in a multitude of file formats. Additionally it can also use document/location metadata as part of policy assignment.

ControlPoint automates information policy enforcement and audits.

Automate policy driven classification

Policies can be created with keywords, metadata, and/or example documents using a simple Web-based, wizard-rich dashboard. Designed for non-IT users who are most familiar with the content of the organization and versed in laws and regulations, policy creation is intuitive and its enforcement is automatic.

ControlPoint provides:

- Automated policy application governing all aspects of information lifecycle, including deletion prevention, storage management and ultimately disposition management by applying meaning-based policies at data creation
- Web-based, non-IT centric dashboard to create policies
- De-duplication across repositories to minimize storage costs and reduce discovery times
**Automatic categorization**

Categorization is critical to the application of policies. Whereas traditional collaboration and ECM systems rely upon users to categorize and tag information on an individual basis, ControlPoint leverages IDOL to analyze information arranging it into self-similar groups or clusters; it leverages IDOL categories to apply policies to content. Through duplicate and near duplicate identification, storage costs are minimized, whilst documents identified as records can be declared into the Records Management system (HP TRIM). Users can file content using a single click or content can be automatically classified based on rules and IDOLs understanding of the concepts and context contained in the documents.

**Category training**

The ability to train ControlPoint categories based on existing IDOL categories or records within HP TRIM removes much of the burden from users having to manually create or map these. A selection of documents from system repositories is used for training and benchmarking. This capability improves the efficiency and accuracy of categories and the application of policy to content.

Draft categories can be prepared without affecting documents in production systems. These can be refined and tested to determine the impact they are likely to have on enterprise documents. A category may be refined by adjusting; the weighting of a term, the selection threshold or by adding field text. This can be done individually or in combination. Once refinement is complete the category can be published, making it available for use in automatic policy execution against content managed by ControlPoint.

**Manage-in-place capabilities**

ControlPoint provides the flexibility for users to perform specific actions on content in-place. These in-place capabilities simplify the management of content across the enterprise according to business value and lifespan. The ControlPoint client makes it easy to identify and categorize content from any subscribing system, then based on policy, may move this content into the records management system (HP TRIM), the archive, or mark it for destruction.

ControlPoint leverages IDOL indexes and categories to apply policy to information via the connector framework. The policy can dictate one of a number of actions to be carried out, these include:

- Hold
- Release hold
- Copy
- Move
- Delete
- Declare record
- Initiate an Autonomy Process Automation (APA) workflow

Content that has not been accessed for a defined period of time can be moved to more cost efficient storage, while eliminating the need to license costly SQL servers in SharePoint environments (inactive SharePoint sites) and alleviating the strain on network resources bring substantial savings.

Email that fall under an automatic cleanup rule can be checked if they match a records category before deletion, minimizing the risk of important information being deleted inadvertently if the user hasn’t manually declared it as a record.

**Efficiently managing these information platforms throughout the lifecycle greatly reduces storage and infrastructure costs.**

**Reduce risk and meet the demands of regulation**

Meeting internal governance and regulatory compliance requirements, responding to legal discovery, external investigation, or audit are both business obligations and challenges. Non-compliance is a risk that may result in financial penalties, interruption to your business operations, and negative publicity. To meet compliance obligations and be prepared for legal discovery or investigation, organizations must adopt a proactive approach.

**Information silos and non-compliance**

For those organizations living with information silos or SharePoint in the wild, the risk of non-compliance is high. ControlPoint through its policy driven classification, auto-declaration, manage-in-place capabilities and seamless integration with HP TRIM records management software can help organizations bring this information under control and apply a robust Information Governance framework.

**Records Management & Defensible Disposition**

Many organizations keep their content well beyond its expiration date or inadvertently delete valuable business documents. These poor information management practices may result from disconnected information silos, a lack of understanding about what content exists where, poor policy application and enforcement and a lack of information security.

**Seamless integration with HP TRIM records management software**

ControlPoint’s seamless integration to HP TRIM records management software facilitates robust, compliant records management for all declared business records. ControlPoint’s auto-declaration of records simplifies the flow of content from enterprise systems into HP TRIM. HP TRIM manages, secures and provides access to all corporate records in business context, ensuring authenticity, integrity and reliability.
ControlPoint with HP TRIM provides full document and records management functionality automating the retention and disposition of information. ControlPoint provides a range of audit logs and reports out of the box allowing you to keep a defensible history of changes and effects of policy application to managed content. These user driven or automated reports help you monitor the application and effect of policies on your information. HP TRIM manages records according to applied disposition schedules ensuring secure management and defensible disposition.

Why HP?

HP Autonomy’s unique meaning based software
The IDOL platform understands and processes all human information (unstructured information) across the enterprise regardless of data type or source. IDOL coupled with ControlPoint and HP TRIM underpins a world class information governance framework to deliver understanding, insight, control and security to your enterprise information, delivering valuable business insight.

Market leading hardware and cloud
HP provides servers, networking and storage designed from the ground up to optimize the processing of human information

World class services
HP’s comprehensive global initiative delivers world class experts and specific solution sets designed to help organizations derive value from human information.

About HP Autonomy
HP Autonomy is a global leader in software that processes human information, or unstructured data, including social media, email, video, audio, text and web pages, etc. Autonomy’s powerful management and analytic tools for structured information together with its ability to extract meaning in real time from all forms of information, regardless of format, is a powerful tool for companies seeking to get the most out of their data. Autonomy’s product portfolio helps power companies through enterprise search analytics, business process management and OEM operations. Autonomy also offers information governance solutions in areas such as eDiscovery, content management and compliance, as well as marketing solutions that help companies grow revenue, such as web content management, online marketing optimization and rich media management.

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