



## Perram Corporation and Verbella

**Perram Corporation is pleased to be working with Verbella Content Management Group to jointly deliver Shared Drive Classification and Migration solutions to clients across North America.**

**Verbella CMG** specializes in SAP® content management solutions, utilizing the SAP Content Server or other third party archiving solutions, such as IXOS®, Open Text®, OnBase®, IBM®, FileNet®, and Documentum®. Verbella CMG focuses on improving any business process that is document intensive, by adding value to the process through the storage of document images, the ability to instantly retrieve the required documents and automation of the process through the use of SAP workflow and OCR (Optical Character Recognition).

### Are your organization's shared drives (aka file shares, network drives) out of control?

Are your organization's shared drives (aka file shares, network drives) out of control? Are they swamped with multiple versions, duplicates, and ancient records? Are files being deleted incorrectly and at the wrong time? Are you paying to secure and store data that you may not even need? Perram Corporation, leverages 10 plus years of information and records management experience to bring even the most chaotic shared drive's under control. Our shared drive classification service has three key components:



**Improved Access to Information**, through the development of an intuitive Shared Drive Folder Structure and classifying files to this structure, information becomes easier to locate, reference and re-purpose. By standardizing the use of acronyms, abbreviations and folder naming conventions, the new Folder Structure can be intuitively navigated by any user in the organization, greatly reducing the time spent searching for information.

**Migration to SharePoint/ECM**, classifying shared drive content is a key component of the migration from shared drives to SharePoint or an Enterprise Content Management system. Simply migrating files from the Shared Drives to SharePoint or an ECM system recreates the Shared Drive chaos in the new system. The Perrallel™ approach maximizes the ROI of a SharePoint or ECM deployment by analyzing your Shared Drive content, classifying files into a new Folder Structure, applying retention schedules and applying the Metadata used by SharePoint or the ECM system. This process prepares the content so that only high-value files are migrated, and these files have all of the appropriate Metadata elements assigned to them, so that they are fully accessible in the new system. The ROI and User Adoption of new systems are directly impacted by the effectiveness of this content classification and migration. The Perrallel™ approach allows users to make a confident transition to the new system, and derive the anticipated benefits knowing that the content they require is fully accessible.

### The benefits that our clients receive include:

**Reduced Storage Costs**, through the classification of shared drive content and the automated application of retention schedules 50% of files are often identified as being ready for disposition. These files are segregated into unique folders on the shared drive pending disposition while the Perrallel™ disposition reports, identifying the files and the retention schedules applied to each, are provided for simplified review.

**The combination of Perram Corporation's Perrallel Process and Perrallel™ Classify software provides the industry's leading approach to shared drive classification and migration.**

Whether you need to clean up the contents of your shared drives, ensure correct retention and disposal of files, establish an enterprise-wide functional classification and disposition system, or migrate content to SharePoint or an ECM system, the Perrallel™ approach lets you choose the level of data management that is right for your organization. In each step, a "parallel" system is created – so there is never any risk of damage or loss of existing files. In addition, each step allows for the safe and accurate disposal of files.

**The classification experts at Perram Corporation use the Perrallel™ Classify suite to deliver fast and accurate results throughout the entire project lifecycle:**

<b>Perrallel™ Capture</b>	to identify all existing data and assign filters that determine which files will be captured and how they will be treated in subsequent steps.
<b>Perrallel™ Map</b>	to chart data according to the high-level functions within an organization and apply appropriate taxonomy, retention and metadata.
<b>Perrallel™ Validate</b>	to test drive the proposed new structure and make adjustments.
<b>Perrallel™ Migrate</b>	to safely and swiftly transfer data, with full reporting, testing and validation.
<b>Perrallel™ Disposition</b>	to manage retention schedules and run disposition processing.
<b>Perrallel™ Control</b>	to monitor the newly organized shared drive and ensure the folder structure adheres to the established conventions.

**Partners in Success**

Verbella Content Management Group, working closely with the Shared Drive Classification experts at Perram Corporation, will work with you to define your specific project goals and deliver services to classify and migrate your content. Our combined approach ensures minimal impact to end users as the files are being classified, while providing a concurrent change management plan to ensure that the users are ready to work with the content upon project completion.



Perram Corporation  
235 Terence Matthews Cres,  
Kanata, ON K2M 2B3

info@perramcorp.com  
Tel: 877-213-7431

Verbella CMG, LLC  
307 Barn Hill Rd  
West Chester, PA 19382

Phone: (484) 888-2199  
Fax: (610) 672-9799  
Sales@verbellacmg.com