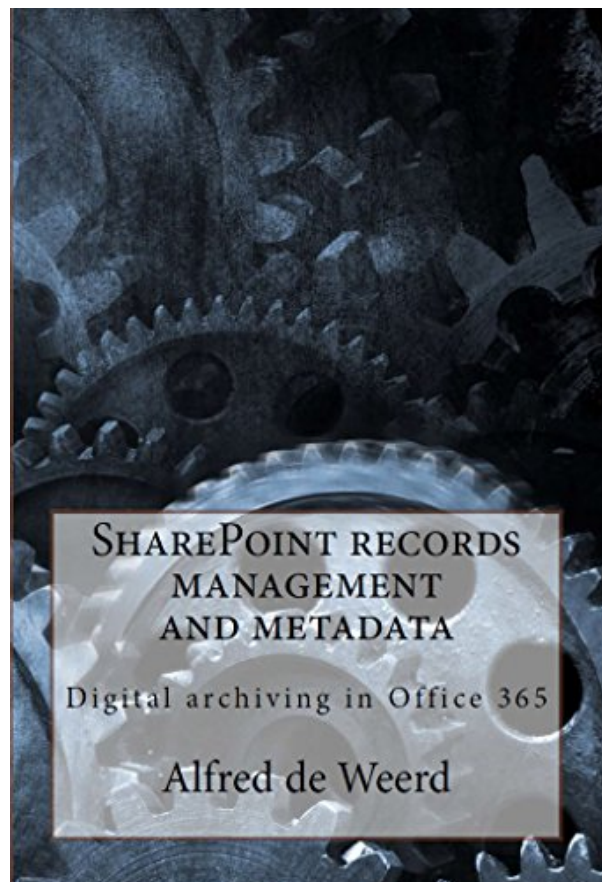
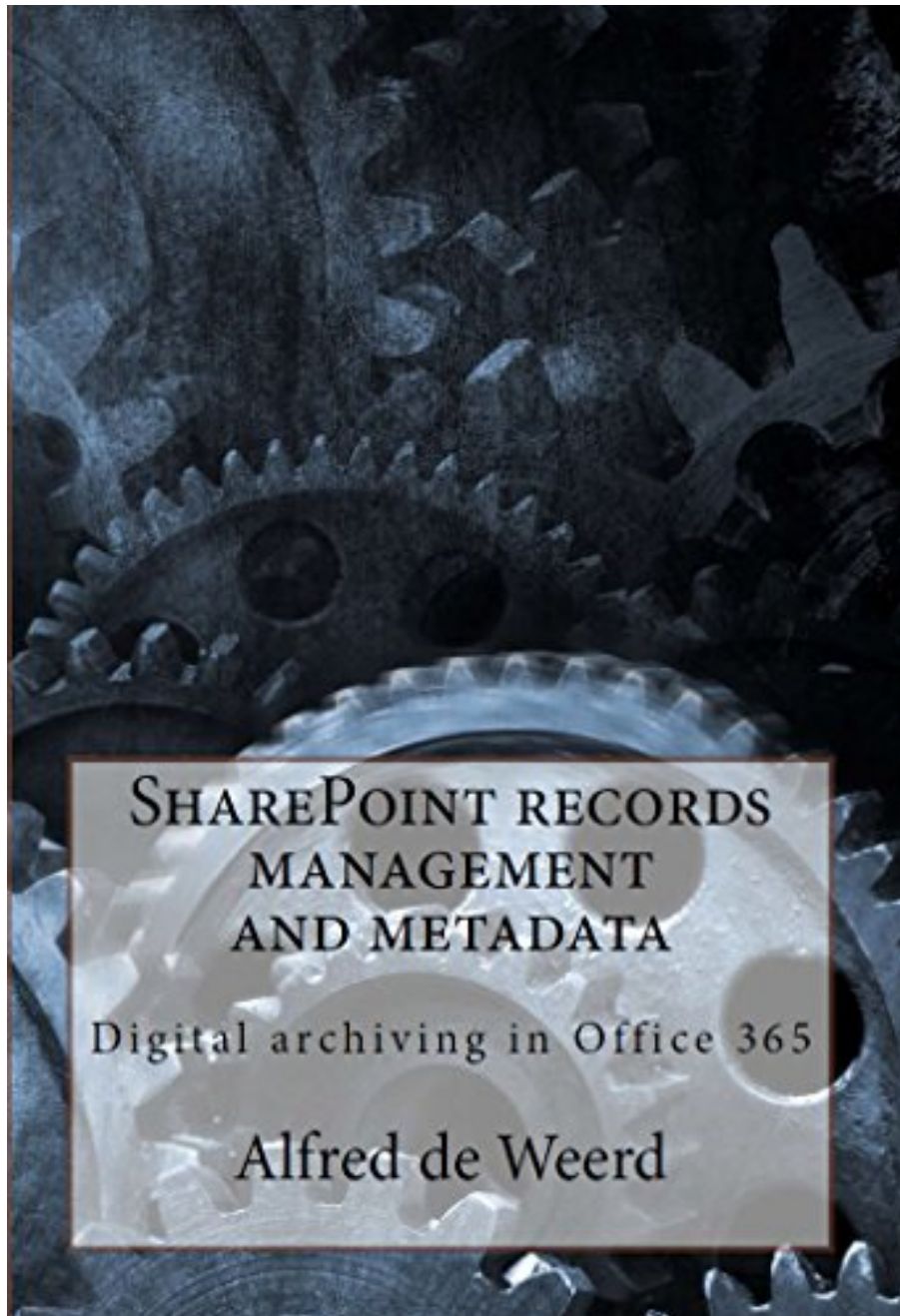


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This book brings together the worlds of records management, metadata and SharePoint: create a records management solution that is less complex and expensive using SharePoint and make records management more dynamic and user friendly. This book shows how SharePoint can be a full-fledged records management system.

- Provides theoretical background on records management
- Starts from the business challenges, then uses SharePoint to address them
- Relates SharePoint records management to standards like ISO 15489
- Build a working end-to-end solution
- Shows how enhance RM functionality by using out-of-the-box features
- Show caveats and how to address them
- Describes SharePoint records management in more detail than any other book

Metadata is the corner stone of every SharePoint implementation. Although the basics are simple, using metadata to create applications that are user friendly, structured, simple and easy to manage requires additional knowledge, which is provided in this book.

- Shows how to make your users more efficient
- Helps to make metadata manageable
- Takes the business and user perspective
- Then shows how requirements can be implemented with SharePoint
- Relates SharePoint metadata to standards like ISO 23081 and Dublin Core
- Provides hands on examples like generating metadata from Word
- Shows how to integrate taxonomy in your SharePoint solutions
- Gives advice on governance processes and implementation

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- Published on: 2015-12-28
- Released on: 2015-12-28
- Format: Kindle eBook

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Starting from our functional demand

By Amazon Customer

In the University where I work, we do have Sharepoint. But we always ask ourselves when we need a new application "shall we try to build this in Sharepoint, or shall we buy new software?"

With De Weerd's book we were able to see which answers Sharepoint gives to our archiving demands. He

dows not tell "You've got Sharepoint so you should use it", but starting from our demands he shows in which respects Sharepoint can be helpful.

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Great for records management

By JLyn

Very practical and to the point, this book helped me immensely as a new corporate librarian. Whereas many SharePoint books are massive and try to cover every aspect of a SharePoint user's tasks, this book is very focused on practical, day-to-day activities. It's great for those new to the Records Center, and I still found myself consulting it for advice several weeks into my training.

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