

Managing the storage of physical records with the Space Management Module



Micro Focus' Content Manager is a governance-based enterprise content management system designed to help government agencies, regulated industries and global organisations manage their business content from creation to disposal. Regardless of how you create and collaborate on your content, Content Manager gives you the ability to leverage accurate, contextual, and complete information throughout its lifecycle.

The Content Manager Space Management Module enables organisations to manage physical records in storage facilities, including:

- ▶ Define a storage hierarchy that represents your physical storage space and set up different physical storage bays and shelving layouts, improving the location, retrieval and management of your physical records
- ▶ Design your space according to your needs, enabling you to set up and manage multiple physical storage locations as you require

Features

- ▶ Ability to configure hierarchical storage spaces (see below for more detail)
- ▶ Ability to identify the location of records using the specific storage space as the Home Location
- ▶ Ability to bulk update physical storage spaces
- ▶ Ability to define up to ten levels of storage spaces
- ▶ Configure meaningful and consistent names for storage spaces
- ▶ Use barcode tracking for facilitating movement of records within your storage spaces

Hierarchical Storage Spaces

Storage facilities are by their nature hierarchical. Conceptually, a storage facility can be viewed as one or more buildings. A building can have one or more floors. A floor can have one or more areas and so on.

In one sense, all storage can be viewed simply as a large collection of places on shelves to put record or archive boxes. By ordering this collection of spaces based upon which building/floor/area/row/etc. they are in, can make the space easy to comprehend.

A typical setup would be something like:

- ▶ A number of storage facilities (i.e. warehouses) with
- ▶ A number of buildings per facility with
- ▶ A number of floors per building with
- ▶ A number of areas per floor with
- ▶ A number of rows per area with
- ▶ A number of bays per row with
- ▶ A number of shelves per bay with
- ▶ A number of slots per shelf

See how easy it is to manage physical records storage locations using Content Manager Space Management Module. Contact us today to organise a demonstration and pricing.