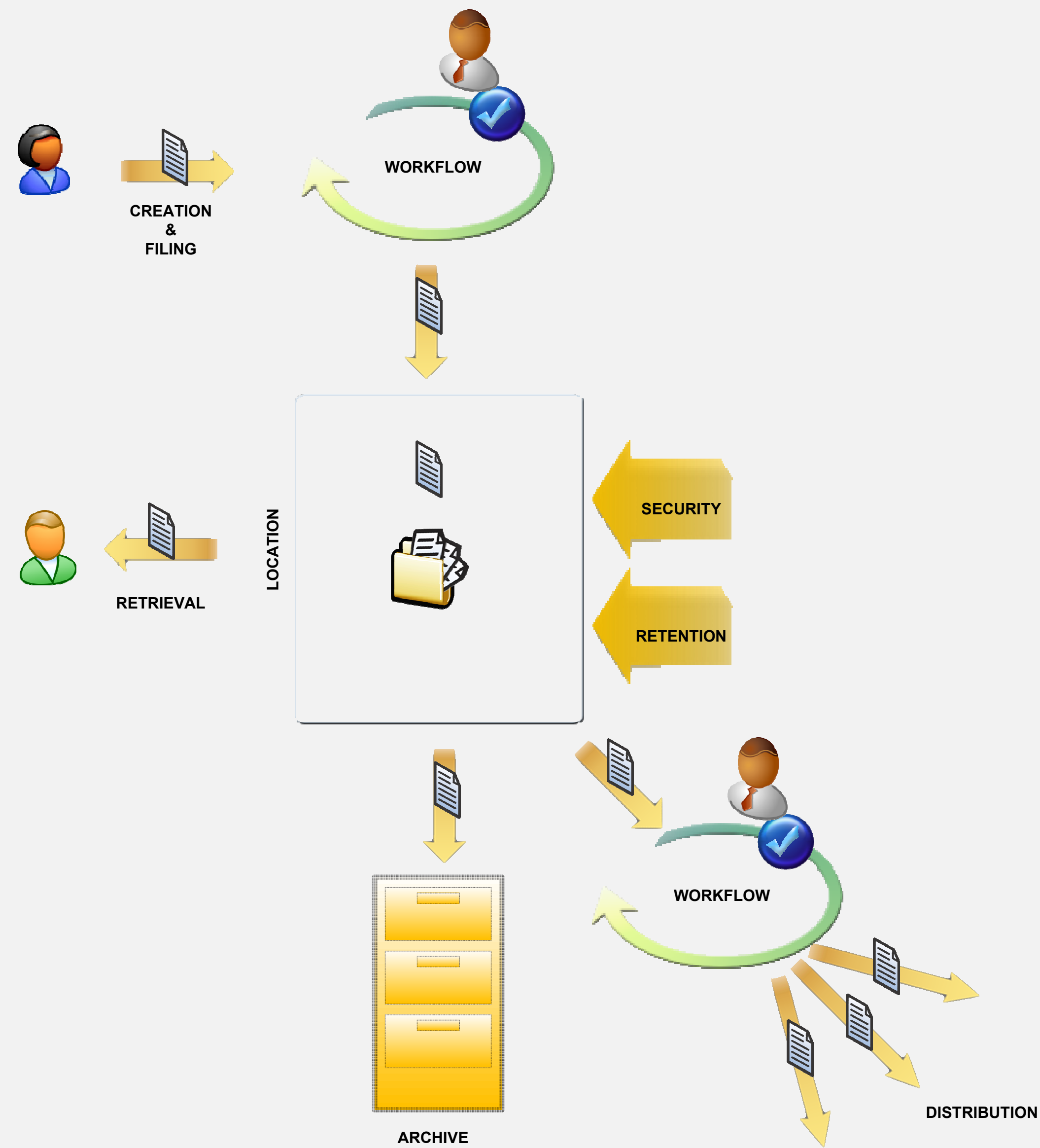
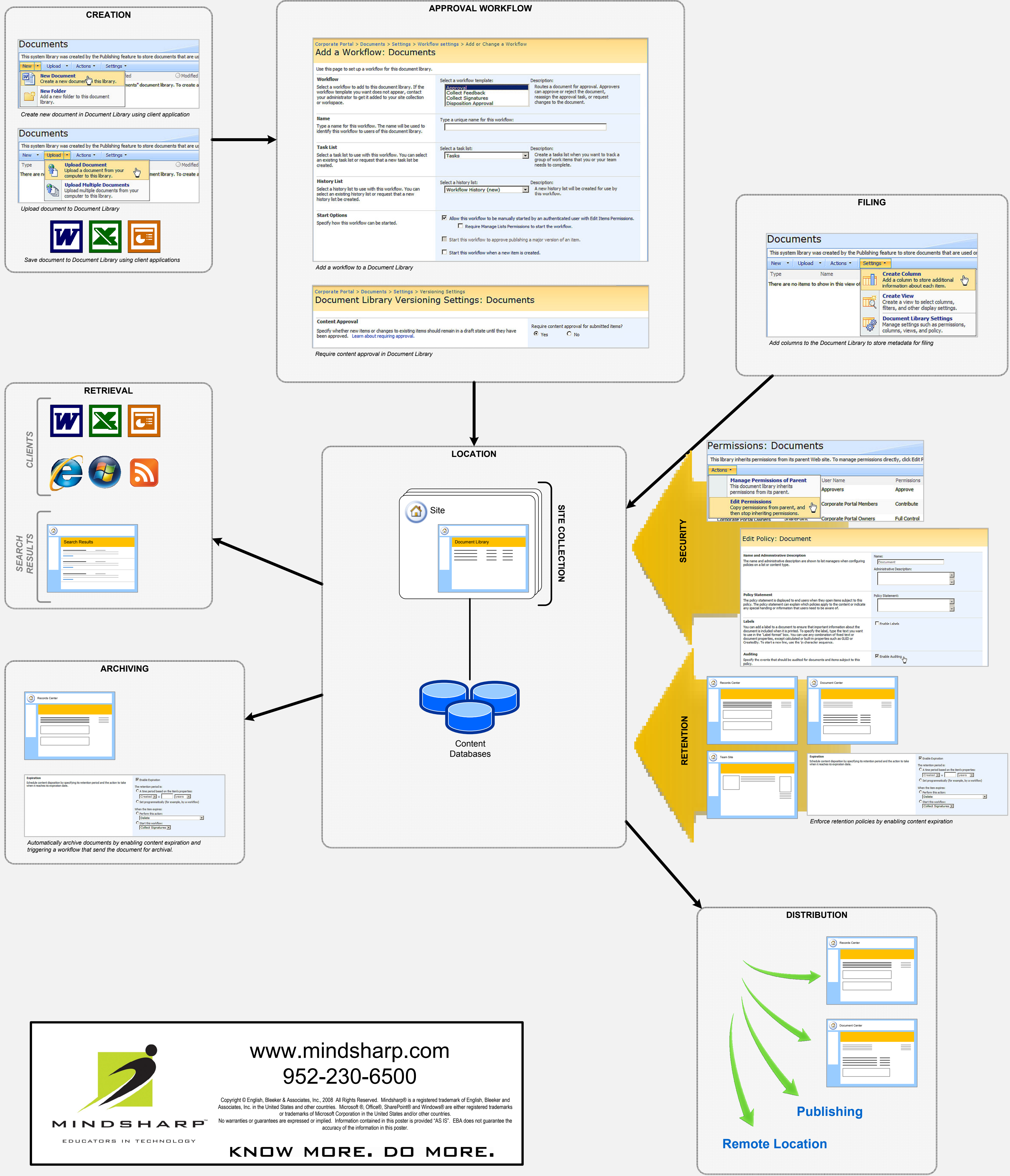


Microsoft® Office SharePoint® Server 2007



Document Management Element		SharePoint Server 2007 Feature Support
Creation		<ul style="list-style-type: none"> • New Document button in a document library • Import a document into a document library • Save to document library from client application
Location		<ul style="list-style-type: none"> • Documents are held in document libraries • Libraries are grouped into one or more sites • Sites are grouped into one or more site collections
Filing		<ul style="list-style-type: none"> • Assign metadata to the content type • Create columns in the document library
Retrieval		<ul style="list-style-type: none"> • Internet Explorer • Windows Explorer • Native client application • RSS • Click a link in a result set
Security		<ul style="list-style-type: none"> • Inherited from the document library • Directly configured on the document • Audit settings in Information Management Policies
Workflow, Authentication and Approval		<ul style="list-style-type: none"> • Approval workflows • Collect Signature workflows • Three-state workflows • Custom workflows • Require content approval library setting
Distribution		<ul style="list-style-type: none"> • Records Center • Document Center • Publishing • Sent to remote location • Official Records Repository (Central Administration)
Retention		<ul style="list-style-type: none"> • Records Center • Document Center • Team Site • Expiration Settings in Information Management Policies
Archiving		<ul style="list-style-type: none"> • Records Center • Expiration Settings in Information Management Policies



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