Really Control Your Content With Alfresco

When reaching a certain size, the amount of content in an organization becomes unmanageable and can' t be stored efficiently in simple network folders. At that point, the organization starts searching for an alternative that will allow it to find its content more easily and to use this content with more flexibility (workflow, collaboration, publication, etc.). And Alfresco is clearly a good choice to reach those goals.

But the choice of a system is not the final step on the path to success. Alfresco will give you the framework required to regain control over your content, but unless you implement it correctly, users will continue to feed this brand new and beautiful system with unorganized "trash content", just as with the old network folders.

 Hence, a few rules to follow would be:

- Have a <u>classification plan</u>. If you formalize how the documents should be kept, the content will stay clean.

- Choose the <u>right amount of metadata</u>. Too many metadata requires too much time to index your content. Not enough metadata means that content won't be easy to find.

- Make sure that you <u>manage permissions effectively</u> and that people only see what they need.

- <u>Block some actions</u>. You may want to let users add unorganized content in some specific collaboration sites (discussions, social, etc.). But don't let them add content their way in all your organized business sites (customer content, invoices, HR, etc.).

- <u>Unify and standardize your capture</u>. Make sure your content is always created in the same way, especially in those business sites.

- Use a good <u>capture tool</u>. You don't want to redevelop in Alfresco what already exists.

I also invite you to look at our capture tool for Alfresco, Librex, which will allow you to easily meet those last two criteria.

Topics: **content**, **alfresco**, **capture**, **scan**, **metadata**, **classification**